

REGIONAL CADET SUPPORT UNIT (PACIFIC)

CADET TRAINING CENTRE

JOINING INSTRUCTIONS 2022



ADULT STAFF MEMBERS

**CAF OFFICERS, CAF NON-COMMISSIONED MEMBERS
AND CIVILIAN INSTRUCTORS**



Updated: 6 Jun 22

COMMANDING OFFICER'S MESSAGE

1. Congratulations on being selected as an adult staff member at a Cadet Training Center (CTC). Selected Air, Army and Sea Cadets from British Columbia as well as other parts of Canada will have the opportunity to attend either Vernon CTC or HMCS QUADRA CTC this summer. Your support as a staff member is critical to the CTCs overall success.
2. As we continue to respond to COVID, we will be implementing a scaled down version of CTC training experiences this summer. Therefore, we will see a shift from previous years in the numbers of cadets and staff as well as the types of training conducted at CTCs. Training courses chosen this summer are focused on skill development that is fun, safe and engaging and will help us strengthen the cadet program as we re-engage after COVID shut downs.
3. The Joining Instructions below will guide you while you prepare to work at a CTC. If you have any questions, please do not hesitate to reach out to Regional Cadet Support Unit staff. Again, congratulations on your selection as an adult staff member and please have a positive and memorable experience.

S.R. Gresmak

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Commander
Commanding Officer

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INTRODUCTION

1. The two CTCs in Regional Cadet Support Unit (RCSU (P)) have consistently provided high calibre training to cadets selected to attend one of the courses offered. Every staff member has a critical role in maintaining this high level of training through leadership, instructional skill, environmental knowledge and professional ethics required of officers and non-commissioned members of the Canadian Armed Forces and civilian instructors. This is a demanding task and it requires competent and dedicated adult staff.
2. Whether you are tasked in a training or support role at the CTC, each staff member has the opportunity to have a positive impact on the cadets' summer experience. When selecting members, we consider their training, experience, and leadership potential. Having been offered a position is a strong indication that we believe you have the ability and potential to help shape and guide each cadet while they participate in training.
3. Parents and Guardians place a tremendous amount of trust in each of us when they allow their cadet to participate in summer training. That's why it's important that we always work to ensure the health and safety of the cadets under our care and ensure that their needs regarding their training and personal safety is everyone's priority.
4. After arriving at the CTC you will participate in Adult Staff Development training. Adjustments to the initial appointments may be made at this time however this fairly rare. As well, due to operational requirements during the summer, your appointment may need to change in order to meet command priorities.
5. At the end Adult Staff Development training, you will be briefed on your duties and responsibilities. While most duties are scheduled, the CTC routine operates 24 hours a day; therefore, all staff must be prepared to work irregular hours.

CODE OF CONDUCT

6. All staff and cadets involved in any aspect of the Canadian Cadet Organization are expected to support and foster a workplace and a training environment that is harassment free, respectful, and safe for everyone. To that end, all staff working at a CTC will be expected to read, understand and implement all aspects of the Code of Conduct. Staff will be required to read and sign the Adult Staff Code of Conduct. A version has been provided at Annex D for your reference.

TRANSPORTATION - GENERAL

8. Transportation arrangements will be made by J1 Staffing as part of a staff members initial CTC hire. If you have not been given direction or have a query, please contact J1 Staffing directly at:

- a. 250-217-8758 (CTC Staffing); or
- b. rcsupacstaffing@forces.gc.ca.

BAGGAGE

9. Canadian Armed Forces members now benefit from an enhanced baggage allowance when they travel on WestJet and Air Canada airlines and will not be reimbursed for any excess baggage costs except when previously approved. Enhanced baggage allowance details are found in Annex C.

10. With appropriate pre-approval, Civilian Instructors may be granted excess baggage fees.

11. The following are some general guidelines for baggage:

- a. baggage must be tagged with identification tags displaying your name, address, telephone number and corps/squadron number;
- b. garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. do not take ironing boards to training centres with you;
- d. do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged; and
- e. all aerosol cans should be placed in your checked luggage. Some airlines do not allow any aerosol cans on board (checked or carry on) without a pressure release valve.

12. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, WestJet, etc) it is the travelling individual's responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier.

13. Staff should ensure that they are following all COVID related protocols when traveling by commercial air including wearing of masks, vaccine mandates and isolation requirements.

14. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CTC.

15. Always have your travel orders and identification available.

16. You must have a valid Government issued photo identification card which includes your birthdate prior to your departure from home to the CTC.

REPORTING IN / OUT

17. Members entitled to a travel day will be expected to report in no later than 1600 hours on their travel day unless travel arrangements will not permit this. Members not entitled to a travel day will be required to report in at 0800 hrs on the first day of their period of service and are not entitled to rations and quarters prior to this.

18. Clearing In. Members will report to the CTC Orderly Room upon arrival to start their in-clearance. Refer to the applicable Annex for more instructions or information specific to that CTC. During the in-routine process, members will be provided details regarding accommodation and parking assignments along with other documentation which may include:

- a. CTC Welcome Package;
- b. Staff Professional Development and mandatory briefing schedule;
- c. Terms of Reference;
- d. access to Standard Operating Procedures (SOPs);
- e. Standing Orders;
- f. Code of Conduct; and
- g. In-routine checklist.

19. Clearing Out. Members will familiarize themselves with the out-routine procedures for the CTC they are serving at. This will include scheduling sufficient time to complete all out-routine requirements prior to departure. The out-routine procedures will likely include:

- a. a march-out or inspection of quarters and work spaces;
- b. return of issued kit; and

c. clearing of adult mess and accounts.

20. Members are reminded to complete the travel claim worksheet and submit with all receipts immediately upon their return home.

DRESS

21. Dress for members of the Canadian Armed Forces (CAF) will be in accordance with CF Dress Instruction (A-DH-265-000-AG-001). The CTCs do not possess or maintain uniforms for CAF personnel. CAF members are to ensure that they have been issued all clothing in accordance with the applicable clothing scale prior to departure. The following orders of dress will be required. Note that HMCS QUADRA anticipates limited storage space for adult clothing in accommodations so uniforms requirements have been adjusted accordingly.

Uniform	HMCS QUADRA	VERNON CTC
DEU 1A (Dress Uniform)	Not Required	Not Required
DEU 2 (Mess Dress)	Not Required	Not Required
DEU 3B	Required for graduation parades or other infrequent activities. Not required for daily dress of the day.	Required for graduation parade or other infrequent activities. Not required for daily dress of the day.
CADPAT, NCDs	Regular dress of the day	Regular dress of the day

22. Members are responsible for ensuring all required orders of dress are in their possession and fit properly. Sufficient time should be allotted to order in replacement parts from Logistik prior to the CTC period of service. If required, members can order and arrange for delivery of items to the CTC. Mailing addresses can be found at the end of these Joining Instructions.

23. CIC officers travelling on cadet chartered aircraft will wear the appropriate military dress of the day.

24. Civilian Instructors will wear appropriate civilian clothing while traveling to and from, and while employed at a CTC. Civilian Instructors will be issued an environmental uniform if required. If an environmental uniform is not issued, the clothing described below is acceptable for the CTC:

a. Daily routine:

- (1) short or long sleeve dress shirt/golf shirt/blouse/neat t-shirt or sweater;
- (2) lightweight dress pants, slacks, skirt;
- (3) socks; and
- (4) clean shoes.

- b. Graduation parades and formal functions:
 - (1) Blazer and tie, dress blouse or sweater or business suit, and
 - (2) Dress slacks or dress;

25. All staff must also bring appropriate/conservative clothing for sports and physical training. Clothing with inappropriate or offensive logos and/or wording are not permitted.

ADMINISTRATION AND PAY

26. Reserve Force members and CI's will be paid twice monthly, normally the fifteenth and the last day of the month. All staff will be paid by direct deposit. The direct deposit form included in your Offer of Employment must be completed and submitted to RCSU (Pac).

27. Staff who require an exemption from deductions for income tax purposes shall submit a TD1 Tax Exemption Return. This form was included in your Offer of Employment and must be completed and submitted to RCSU (Pac).

28. A Record of Employment for the purpose of Employment Insurance must be requested in writing from the CTC Personnel Administration Officer before the end of the CTC.

29. CAF personnel on Class B Reserve Service and civilian instructors are entitled to annual leave of one working day for each completed period of 15 consecutive days during a period of service of at least 30 consecutive days in accordance with para 9 of QR&O 16.14. All leave entitlements must be taken within the period of service or employment and shall not be paid out or carried forward into another period of consecutive service.

ACCOMMODATION, MESSSES AND RELIGIOUS SERVICES

30. All CAF members and civilian instructors shall become a member of the applicable CTC mess and must pay mess dues. If already part of a CAF mess, members are advised to consult with their home mess prior to departing for the CTC on how to obtain reimbursement for mess dues. Reimbursement for dues paid at CTC upon return to your unit is the responsibility of the member.

31. The CTC canteen will have a limited variety of sweets, chips, soft drinks and personal necessities available for purchase by CTC personnel.

32. Sports equipment and recreational areas are available for use during free time for all staff members.

33. Personnel living at the CTC may be housed in shared quarters. Ablution (washroom) and laundry facilities are also shared so please bring appropriate clothing to travel to and from.

34. No facilities exist within the CTC to accommodate visitors or overnight guests. Visitors must make use of local lodging and dining facilities at their own expense.

35. A barber will be available to those who require a haircut. As barber facilities are limited, staff must arrive at CTC with regulation haircuts. If a haircut is required, the cost is the responsibility of the staff member.

36. Staff are reminded that they are solely responsible for all personal belongings including their cellular phone. Training Centres will not be held liable for loss or damage. Staff who do bring a cellular phone to the CTC will be subject to the following direction:

- a. may be used during working hours in the performance of their duties, only in designated areas;
- b. use in washrooms and cadet quarters for photography, recording or video function, are strictly prohibited; and
- c. any use of a cell phone for communication with a cadet must conform with the expectations detailed in the CTC Adult Code of Conduct as per annex D.

37. Not all the CTCs have chapels or religious facilities. Where onsite facilities do not exist, arrangements can be made for staff who wish to attend religious services at local places of worship upon request. CTC Chaplains will be available for counselling or spiritual guidance if requested. Time will be allocated for personal reflection in a private setting if requested.

MEDICAL AND DENTAL

38. Members of the Canadian Armed Forces (CAF) are entitled to medical services to be provided by the military at a level that is dependent on the type of service that they are on. For members on Class A or B Reserve Service (less than 180 days), only emergency care will be provided. There is no entitlement to chronic care or prescription refills. For those Reg F or reservists on a period of service greater than 180 days, you are entitled to full spectrum care at the CTC Medical Inspection Room (MIR). All military staff are entitled to emergency medical and dental treatment, and may be treated at the CTC medical facilities or the nearest civilian medical facilities as determined most suitable by the CTC Medical staff. All staff taking prescription medication under the direction of a physician must bring sufficient prescribed medication for the duration of service at the CTC.

39. CAF members injured on duty (attributable to service) are required to report that injury ASAP to the nearest Military Medical facility to ensure that the injury is documented and that appropriate follow on care is arranged. Failure to report an injury when it occurs could result in loss of benefits. Staff are reminded not to begin treatment of any duty related injury without speaking to the Regional Medical Liaison Officer to ensure that appropriate care is received.

40. CIs and civilian staff requiring non-emergency medical care shall access services in the local community through their provincial or private medical plan.

41. Routine dental services are not provided at the CTCs; however, emergency dental treatment is arranged through the MIR for CAF members.

42. Staff who wear eyeglasses are requested to bring an extra pair with them. Members must also bring a copy of their eyeglass prescription to the CTC, as replacement glasses may be provided in emergency cases. For participation in active sports or expedition activities, staff must wear sport eyeglasses or security straps. Staff will assume all related expenses arising from the loss, accident, damage or illness due to contact lens wear.

FORCE FITNESS EVALUATION

43. All members of COATS who have not participated in the Force Fitness Evaluation since 1 April of the same year are required to participate in the Force Fitness Evaluation at the CTC, unless medically excused. Those who have participated in the Force Fitness Evaluation since 1 April will bring a copy of their completed evaluation form to the CTC to be exempt. Regular Force, Primary Reserve and CIs are not required to partake in the Force Fitness Evaluation at a CTC. Those with medical categories preventing them from participating should let this be known to the coordinator of the Force Fitness Evaluation. Note, as we transition out of COVID this evaluation may not take place.

DISCIPLINE

44. By accepting service/employment at a CTC, you will:

- a. have accepted the limitations and requirements placed on you in accordance with the Cadet Administrative and Training Orders, Pacific Region Cadet Instructions, CTC Standing Orders, Pacific Region Flying Orders and the lawful orders and directions of superior officers;
- b. be aware of special responsibilities in supervising cadets; and
- c. serve as an example to cadets with respect to:
 - (1) attention to duty;
 - (2) appearance on and off duty; and
 - (3) conduct on and off duty.

45. All CAF members are subject to the Code of Service Discipline when employed via reserve service or on DND property. Civilian Instructors shall be held to a similar standard and expectations as described in the CTC Adult Code of Conduct as per annex D. As a staff member, you are responsible for providing a challenging and enriching summer. It is important that staff

maintain a high standard for ourselves so the cadets under our instruction and supervision can have a beneficial, challenging, and fulfilling summer training experience.

46. Staff members may be returned home if they:
- a. cannot adapt to CTC life;
 - b. are declared physically or medically unfit;
 - c. are a discipline problem; or
 - d. request to be returned home.

SMOKING, CANNABIS, ALCOHOL AND DRUGS

47. The following rules in regard to the possession and use of tobacco products, alcohol, and drugs by staff shall apply at the CTCs:
- a. drugs, other than prescription medication for that individual, are forbidden as defined in the *Narcotics Control Act*, and in Parts 3 and 4 of the *Food and Drug Act*. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body;
 - b. CTC staff will be briefed on the regulations in regard to the consumption of alcoholic beverages and cannabis use. Adult staff shall not be under the influence of alcohol or cannabis when in contact with cadets;
 - c. over-drinking will not be tolerated as all staff are expected to respond and ensure the safety of cadets in an emergency situation; and
 - d. adult staff shall not use any tobacco products or e-cigarettes in the presence of cadets. Smoking will be permitted in designated areas only.

DAILY ROUTINE

48. Commanding Officers will publish the daily routine in CTC Routine Orders. A typical duty day at a CTC is as follows:

- 0600 hrs – Wake up
- 0700 hrs – Breakfast
- 0800 hrs – Morning training commences
- 1000 hrs – Morning break
- 1200 hrs – Lunch
- 1300 hrs – Afternoon training commences
- 1500 hrs – Afternoon break
- 1700 hrs – Supper
- 1830 hrs – Evening training begins (only when required)
- 2000 hrs – Evening training ceases (only when required)
- 2200 hrs – Course Cadets lights out
- 2230 hrs – Staff Cadets return to quarters
- 2300 hrs – Staff Cadets lights out

49. Training generally takes place six days per week with non-training and recreational time scheduled on Sundays.

SOCIAL MEDIA & PHOTOS

50. The following social media streams are used to post daily activities and imagery from the Cadet Training Centres and the Cadet Program in BC. Please note that we will not be able to accommodate parent requests to see individual cadets on the social media streams.

- a. Facebook Pages:
 - (1) National: @Cadets Canada
 - (2) Vernon Cadet Training Centre: @Vernon Cadets
 - (3) HMCS Quadra Cadet Training Centre: @HMCS Quadra Cadets
- b. Twitter Feeds:
 - (1) National: @Cadetsca
 - (2) Vernon Cadet Training Centre: @VernonCadets
 - (3) HMCS Quadra Cadet Training Centre: @HMCSQuadraCdts
- c. Instagram: @cadetsca

Annex A – HMCS QUADRA CADET TRAINING CENTRE

1. HMCS QUADRA Cadet Training Centre is situated on a 19 Wing Comox, Canada’s most western Royal Canadian Air Force Base. Specifically it is located on an area of Comox Harbour called “Goose Spit” and is approximately 230 kilometres north of Victoria on Vancouver Island.

2. HMCS QUADRA is primarily focused on training Royal Canadian Sea Cadets. During the upcoming summer up to 200+ cadets and staff cadets from North and Western Canada will attend HMCS QUADRA. Based on age, experience and personal choice of subject matter focus, cadets participate in training courses of 2, 3, 6 weeks in length. Additionally we plan to house air cadets attending the Power Pilot Training Course offsite. The following training courses are provided during its summer operation:
 - a. Seamanship Course;
 - b. Mountain Bike Instructor Course;
 - c. Sail 1 Course;
 - d. Sail 2 Course; and
 - e. Military Band Music Course.

3. In addition to the 200+ cadets, HMCS QUADRA staff includes over 75 COATS personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, and DND public servants.

4. The following Graduation Parades will take place at HMCS QUADRA. Family and community members are invited to attend:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
July 29, 2022	10:00 am	Seamanship Course (Intake 1) Graduation
Aug 5, 2022	10:00 am	Music (Military Band) Course (Intake 1)
Aug 12, 2022	10:00 am	Seamanship Course (Intake 2) Graduation
Aug 26, 2022	10:00 am	Final Graduation Parade for: Music (Military Band) Course (Intake 2) Sail 1 Course Sail 2 Course Mountain Bike Instructor Course Power Pilot Training Course (Location may change)

5. All mail to the Training Centres should be annotated with the member's rank, name and annotated "Adult Staff".

6. Mailing Address.

HMCS QUADRA
RANK, FULL NAME, INITIAL
PO Box 1000 Station Main
Lazo, BC V0R 2K0

7. Phone number. To contact the staff of HMCS QUADRA, please call 1-844-592-2772 or (250) 890-3500 or email quadra@cadets.gc.ca.

8. Staff In-Routine. All staff are to report to the Orderly Room (Ship's Office), building Q52 upon arrival. Instructions for your in-clearance, including accommodation assignments and welcome packages will be issued at this time.

HMCS QUADRA
COMOX, BC

MAP OF CADET FACILITIES

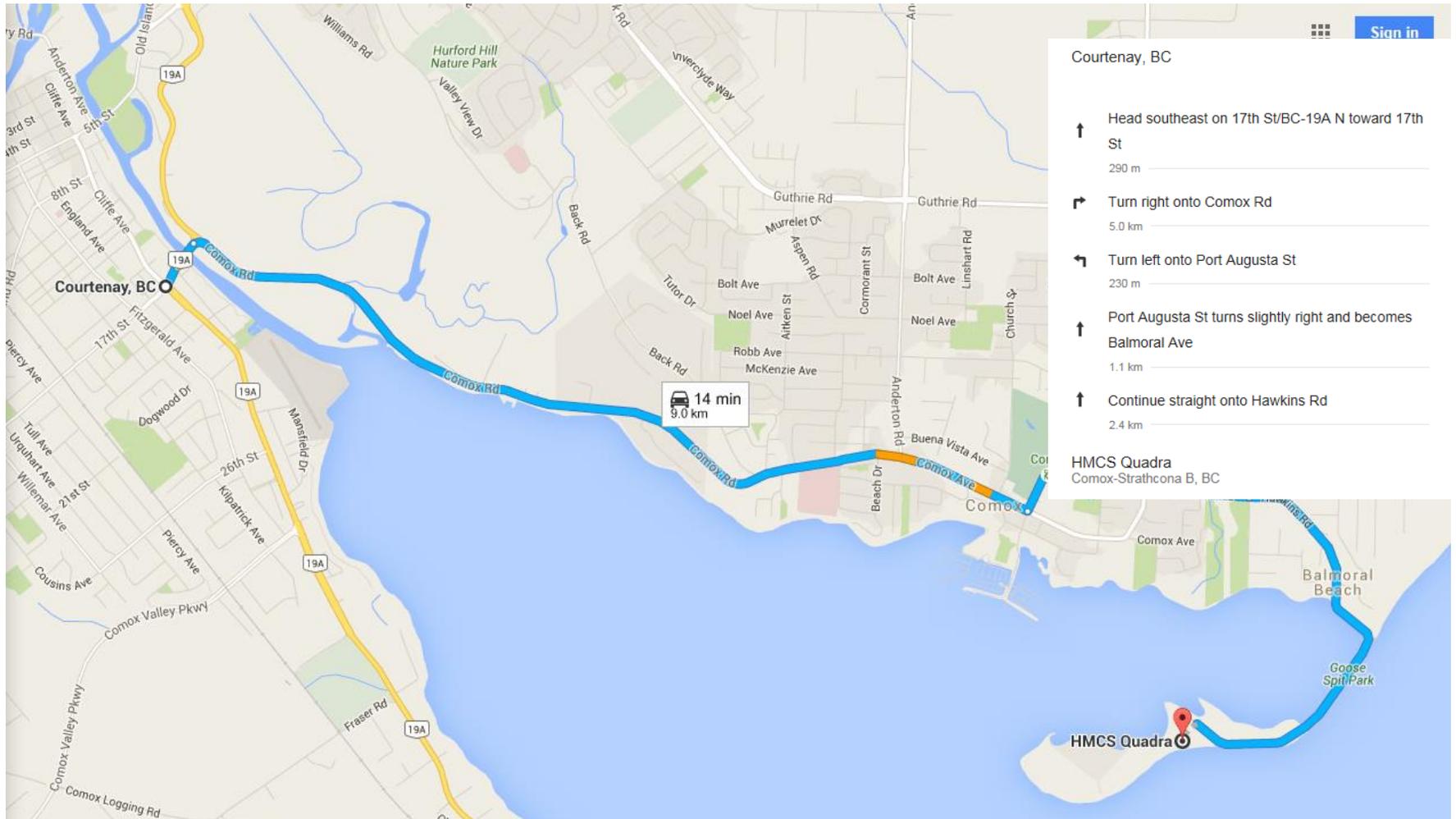


BLDG #	BUILDING
Q20	Operations
Q22	Breezeway
Q33	Cadet Barracks
Q34	Cadet Barracks
Q35	Cadet Barracks
Q38	Sea Survival School
Q46	Cadet Barracks
Q52	Ship's Office
Q53	Supply
Q67	Adult Barracks
Q70	Galley and Dining Halls
Q71	Boat Storage
Q73	Training Office
Q91	19 Wing Staff Barracks & CTC Offices



HMCS QUADRA DRIVING INSTRUCTIONS

Goose Spit (end of Hawkins Rd)



Annex B – VERNON CADET TRAINING CENTRE

1. Vernon Cadet Training Centre is located on the southern outskirts of the City of Vernon in the North Okanagan. During the summer months over 180 cadets attend from North and Western Canada. Based on age, experience and personal choice of subject matter, cadets participate in training courses of various lengths. The following training courses are provided during its summer operation:

- a. Drill & Ceremonial Instructor Course
- b. Fitness and Sports Instructor Course; and
- c. Air Rifle Marksmanship Instructor Course.

2. In addition to the 180+ cadets, Vernon staff includes over 75 Cadet Organization and Training System personnel, Regular Force personnel, Reserve Force personnel, civilian instructors, DND public servants and staff cadets.

3. The Graduation Parade will take place on either Dieppe Parade Squares at Vernon Cadet Training Centre, on the dates and times shown below:

<u>DATE</u>	<u>TIME</u>	<u>COURSE</u>
Aug 5, 2022	10:00 am	Final Graduation Parade for: Drill and Ceremonial Instructor Course Fitness and Sports Instructor Course Air Rifle Marksmanship Instructor Course

4. All visitors must report to the Reception Centre in building B-35.

5. Adequate hotel and motel accommodation is available in Vernon; however, due to several major events conducted in Vernon during the summer, it is recommended that reservations be made in advance.

6. Access for visitors will be on foot only, through the tunnel. Parking will be available in the lot located west of highway 97 and south of 15th Avenue. Guests are directed to the reception centre located immediately to the right in building B35. Guests will NOT be permitted vehicle access.

7. All mail to the Training Centres should be annotated with the member’s rank, name and annotated “Adult Staff”.

Mailing Address.

Vernon Cadet Training Centre
RANK, FULL NAME, INITIAL
3100 15th Ave, Bldg B3
Vernon, BC V1T 0A6

8. Phone Number. The telephone number to contact staff at Vernon is 1-888-530-2288 or (250) 549-5800 or email vernon@cadets.gc.ca.

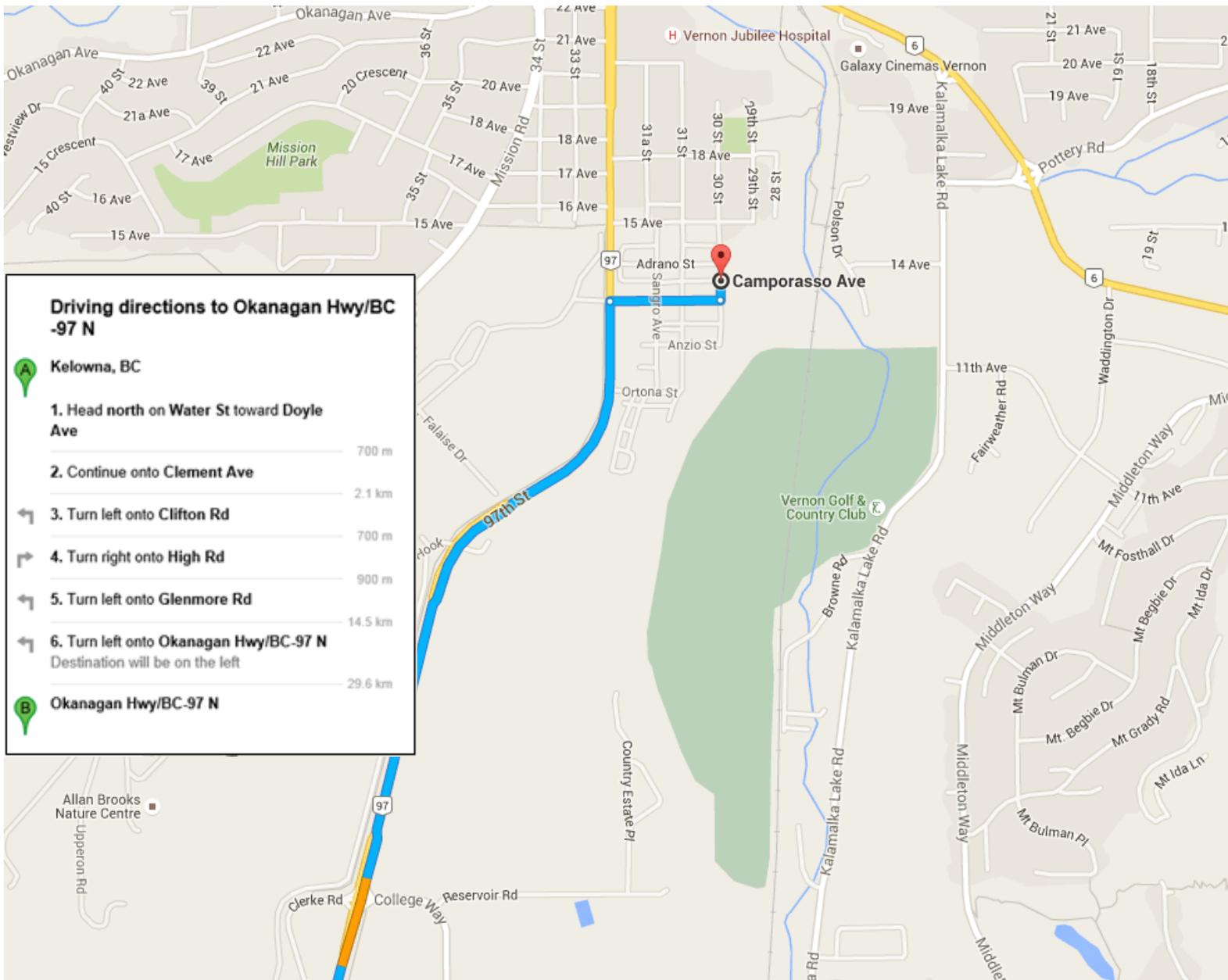
9. Staff In-Routine. All staff are to report to the Orderly Room, located in the HQ building, upon arrival. Instructions for your in-clearance, including accommodation assignments and welcome packages will be issued at this time.

Vernon Site Map

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Vernon Driving Info



Annex C – ENHANCED BAGGAGE ALLOWANCE

Reference: CANFORGEN 110/14 CMP 047/14 071213Z JUL 14

WESTJET AND AIR CANADA ENHANCED BAGGAGE ALLOWANCE

1. Currently serving and former members of the Canadian Armed Forces (CAF) now benefit from an enhanced baggage allowance when they travel on a WestJet, Air Canada, Air Canada Rouge or Air Canada Express Flight. These offers apply to both duty and leisure travel.
2. Through WestJet, all currently serving and former members of the CAF can check four pieces of luggage free of charge.
3. Through Air Canada, all currently serving and former members can check three pieces of luggage free of charge, each weighing up to 32 kg (70 lbs).
4. Members should see an airport agent to have their baggage fee waived, upon presentation of military identification.
5. Acceptable forms of Canadian military identification are:
 - a. Canadian Forces Members or Veteran CFONE Card (with photo ID);
 - b. Canadian Forces Identification Card (NDI 20);
 - c. Canadian Forces Temporary Identification Card (NDI 10);
 - d. Record of Service Card (NDI 75); and
 - e. Certificate of Service (CF 54) or the Identification Card (CF 75), both available from Director Military Careers and Administration.
6. As the official discount program for the CAF, the CF Appreciation program offers members of the CAF community access to goods and services at discounted rates. The CF Appreciation Program is pleased to include Air Canada and WestJet among its industry partners.

Annex D – CAF AND CI CODE OF CONDUCT



**CADETS AND JUNIOR CANADIAN RANGERS
CAF MEMBERS¹ CODE OF CONDUCT**

Rank	Last Name	First Name	Home Unit
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1. Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive environment where cadets, Junior Canadian Rangers (JCRs) and adults feel valued and can develop to their maximum potential. Treating every person within our organization with respect and fairness, acting and making decisions in their best interest and working objectively within the parameters of Canadian Armed Forces (CAF), CJCR, and Government of Canada (GoC) orders, policies, directives and regulations are at the core of our daily operations. We foster supportive relationships with cadets/JCRs within appropriate boundaries in order to promote a culture free from all forms of discrimination, abuse, inappropriate conduct and damaging behavior. Your professional conduct impacts that culture.

2. As CAF members: COATS, Regular Force, and Primary Reserve Members working in support of the Cadet Program, your conduct is defined and governed by CAF, CJCR and GoC orders, policies, directives, and regulations², which you learn about and discuss throughout your career; in training courses (i.e. occupation qualification training), education and professional development opportunities. This Code of Conduct has been developed, in order to provide an opportunity for you to:

- a. review, reflect on and discuss the key behaviours that define the expectations of professional conduct for those in uniform;
- b. acknowledge your commitment and responsibility to continuing to learn about and abide by all orders, policies, directives, and regulations;
- c. acknowledge that you will continue to align your behaviour with the values of the CAF and CJCR and to abide by the Laws of Canada, including the Canadian Human Rights Act and the Canadian Charter of Rights and Freedoms.

3. Codes of conduct are read, discussed and signed at the start of summer training activities. Signing this code means you are committed to doing what is right and demonstrating courage to challenge inappropriate actions and behaviour in order to help maintain the desired organizational culture. A summary of expected behaviours is provided in the paragraph that follows. This list is not exhaustive.

4. As a CAF member I understand I have the following responsibilities:

- a. foster and maintain a culture that is aligned with the principles and values outlined in the Defence Ethics Program;

¹ Refers to Cadet Organization Administrative and Training Services (COATS), Regular Force and Primary Reserve members working in support of the Cadet Program.

² Key orders, policies, directives and regulations that govern professional conduct are listed at the end of this Code. This is not exhaustive. As a CAF member knowledge of and adherence to policy is your responsibility.

- b. behave in a professional manner that conforms to expectations of the CAF, CJCR, and GoC orders, policies, directives, and regulations; prioritize the safety of participating cadets/JCRs and other adult staff, in all activities and engagements and in all program delivery venues and formats. I will mitigate risk to the fullest extent possible in order to avoid putting cadets, JCRs, or other adult staff, in danger of any kind;
- c. do the right thing, speak up and take corrective action when others do not.;
- d. know and understand my authority, responsibility, and accountability, particularly when dealing with personal issues;
- e. enable communication and ensure participants at all levels have a voice in the healthy evolution and successful growth of the program. I will hear the issues raised by cadets/JCRs and staff their ideas through the chain of command when appropriate to better the organization;
- f. seek guidance from the chain of command when necessary and report issues when required;
- g. be respectful of others, including their physical boundaries, personal property, and privacy;
- h. act with integrity;
- i. ensure that I treat my superiors, peers and subordinates fairly;
- j. communicate appropriately with cadets, JCRs, or other adult staff;
- k. use a calm and reasonable tone of voice when interacting with others, particularly when giving instruction or addressing concerns;
- l. recuse or abstain myself from deliberations about the conduct, selection, promotion, and/or recognition of cadets and JCRs with whom I have a familial relationship;
- m. use and support the chain of command when reporting harmful or inappropriate behaviour. I will not conduct my own investigation into allegations or suspicions of a criminal nature;
- n. consider the impact of my actions and behaviours on the institution throughout my decision making process;
- o. behave in a calm, firm and reasonable manner at all times;
- p. be respectful of the environment and my surroundings at all times;
- q. set a good example of dress, deportment and professional conduct at all times;
- r. ensure all activities with cadets/JCRs are approved through the formation chain of command and known to parents/guardians; and
- s. avoid all activities that may potentially be perceived as inappropriate or will bring discredit to the CCO; and
- t. refrain from behaviours that are illegal and are forbidden by policy. **I WILL NOT:**
 - (1) participate in criminal and/or unlawful activities, or assist/knowingly allow cadets/JCRs or other adult members to participate in any behavior in contravention of the law,

- (2) be offensive or make derogatory remarks towards any person's race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics (through comments made verbally or in writing, as well as by electronic communications and on social media),
- (3) exhibit conduct that is of a sexual nature or has sexual connotations (through verbal or written comments, electronic communications, gestures, displays or physical contact),
- (4) engage in romantic, sexual or personal/intimate conversations or relationships with cadets/JCRs,
- (5) communicate with cadets/JCRs outside the context of my duties and responsibilities (in personal letters, text messages, phones calls, social media, personalized gifts, etc.),
- (6) have pornographic materials in my possession, and not access pornographic materials including through the use of computers or other electronic devices,
- (7) display racist/hate material, sexually explicit or sexist material, signs, cartoons, calendars, literature, and/or photographs,
- (8) touch cadets/JCRs or other adult staff members or their belongings without their permission except when absolutely necessary in an emergency situation,
- (9) take pictures of cadets/JCRs, or adult staff members without their consent, and
- (10) distribute or share pictures of others (via email, text or other means).

5. By signing this document I acknowledge that I have read, discussed and understand the above Code of Conduct. I understand that through my compliance and positive behaviour I will continue to help make CJCR a safe place where all members feel welcomed, valued and included. I understand that failure to comply may result in corrective and/or disciplinary action as outlined in policy and law. This may include administrative or legal action, termination of membership in the CAF, and/or involvement of the military or civilian police.

Date	Position / Title	Officer/NCM (Print Name & Sign)

I have reviewed and discussed the Code of Conduct with the above member to ensure understanding.

Date	Position / Title	Supervisor (Print Name & Sign)



CADETS AND JUNIOR CANADIAN RANGERS CIVILIAN INSTRUCTOR CODE OF CONDUCT

Last Name	First Name	Home Unit
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1. Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming, and supportive environment where adult staff, cadets and Junior Canadian Rangers (JCRs) feel valued and can develop to their maximum potential. Treating every person within our organization with respect and fairness, acting and making decisions in their best interest and working within the parameters of CAF, CJCR and Government of Canada (GoC) orders, policies, and directives are at the core of our daily operations. We foster supportive relationships with cadets/JCRs within appropriate boundaries in order to promote a culture free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour. Your professional conduct impacts that culture.
2. As a Civilian Instructor (CI) your conduct is defined and governed by your Canadian Cadet Organization (CCO) Employment Agreement and CJCR, and GoC orders, policies, directives, and regulations including the Canadian Human Rights Act, Charter of Rights and Freedoms, and Defence Ethics Program (DEP)¹. These are learned and discussed when you sign your agreement and in various training and education opportunities. Codes of Conduct are developed, in order to provide an opportunity for you to:
 - a. review, reflect on and discuss the key behaviours that define the expectations for professional conduct for CIs;
 - b. acknowledge your commitment and responsibility to continue to learn about and abide by all orders, policies, directives, and regulations; and
 - c. acknowledge that you will continue to align your behaviour with the values of the Department of National Defence (DND) and CJCR and to respect the Laws of Canada, including the Canadian Human Rights Act and the Charter of Rights and Freedoms.
3. Codes of conduct are read, discussed and signed at the start of summer training activities. Signing this code means you are committed to doing what is right and demonstrating courage to challenge inappropriate actions and behaviour in order to help maintain the desired organizational culture. It also means that you recognize the requirement to behave in ways that align with your CCO CI Employment Agreement and CJCR policies, values, and direction. A summary of expected behaviours follows. This list is not exhaustive.
4. As a CI I understand I have the following responsibilities :
 - a. foster and maintain a culture that is aligned with the principles and values outlined in the Defence Ethics Programme;

¹ Key orders, policies, directives and regulations that govern professional conduct are listed at the end of this Code. This is not exhaustive.

- b. abide by the applicable provisions of Queens Regulations and Orders (Cadets), CJCR Group Orders, CATOs, and other applicable DND, CAF and GoC orders, policies, directives and regulations that may be given under the authority of the Minister from time to time during my period of employment;
- c. follow the decisions and direction of my supervisors;
- d. prioritize the safety of participating cadets/JCRs and other adult staff, in all activities and engagements and in all program delivery venues and formats. I will mitigate risk to the fullest extent possible in order to avoid putting cadets/JCRs, or other adult staff in danger of any kind;
- e. do the right thing, and speak up and take corrective action when others do not;
- f. know and understand my authority, responsibility, and accountability, particularly when dealing with personal issues;
- g. enable communication and ensure participants at all levels have a voice in the healthy evolution and successful growth of the program. I will hear the issues raised by cadets/JCRs and staff their ideas through the chain of command, as appropriate, to better the organization;
- h. seek guidance from the chain of command when necessary and report issues when required;
- i. be respectful of others, including their physical boundaries, personal property, and privacy;
- j. act with integrity;
- k. ensure that I treat my superiors, peers and subordinates fairly;
- l. communicate appropriately with cadets, JCRs, or other adult staff;
- m. use a calm and reasonable tone of voice when interacting with others, particularly when giving instruction or addressing concerns;
- n. recuse or abstain myself from deliberations about the conduct, selection, promotion, and/or recognition of cadets and JCRs with whom I have a familial relationship;
- o. use and support the chain of command when reporting harmful or inappropriate behaviour. I will not conduct my own investigation into allegations or suspicions of a criminal nature;
- p. consider the impact of my actions and behaviours on the institution throughout my decision making process;
- q. behave in a calm, firm and reasonable manner at all times;
- r. be respectful of the environment and my surroundings at all times;
- s. set a good example of dress, deportment and professional conduct at all times;
- t. ensure all activities with cadets/JCRs are approved through the CCO chain of command and known to parents/guardians; and
- u. avoid all activities that may potentially be perceived as inappropriate or will bring discredit to the CCO; and
- v. refrain from behaviours that are illegal and are forbidden by policy. **I WILL NOT:**

- (1) participate in criminal and/or unlawful activities, or assist/knowingly allow cadets, JCRs or other adult members to participate in any behaviour in contravention of the law,
- (2) be offensive or make derogatory remarks towards any person's race, national or ethnic origin, colour, religion, age, gender, sexual orientation, marital status, family status, disability, gender identity or expression, genetic characteristics, or physical characteristics (through comments made verbally or in writing, as well as by electronic communications and on social media),
- (3) exhibit conduct that is of a sexual nature or has sexual connotations (through verbal or written comments, electronic communications, gestures, displays or physical contact),
- (4) engage in romantic, sexual or personal/intimate conversations or relationships with cadet/JCRs,
- (5) have pornographic materials in my possession, and not access pornographic materials including through the use of computers or other electronic devices,
- (6) display racist/hate material, sexually explicit or sexist material, signs, cartoons, calendars, literature, and/or photographs,
- (7) communicate with cadets/JCRs outside the context of my duties and responsibilities (in personal letters, text messages, phone calls, social media, personalized gifts, etc.)
- (8) touch cadets/JCRs or other adult staff members and/or their belongings without their permission except when absolutely necessary such as in an emergency situation,
- (9) take pictures of other cadets/JCRs, or adult staff members without their consent, and
- (10) distribute or share pictures of others (via email, text or other means).

5. By signing this Code of Conduct I acknowledge that I have read and understand the above Code of Conduct. I understand that through my positive behaviour I continue to help make CJCR a safe place where all members feel welcomed, valued and included. I understand that failure to comply may result in corrective and/or disciplinary action as necessary and outlined in policy and law. This may include administrative and/or legal action, and/or termination of employment within the CCO and may include involvement of the military and/or civilian police.



Date



Position / Title



Civilian Instructor (Print Name & Sign)

I have reviewed the Code of Conduct with the above CI and clarified their understanding of the content within.



Date



Position / Title



Supervisor (Print Name & Sign)