



Regional Cadet Support Unit (Central)
Code of Conduct for Adult Staff and Volunteers

SN N/A Rank N/A Name _____ Init _____

1. As Canadian Armed Forces (CAF) members, Civilian Instructors, and Volunteers entrusted with the responsibility of supervising, training and developing youth, it is critical that we conduct ourselves at all times in a manner that is beyond reproach. Above all else, the physical and emotional safety and well-being of cadets is our utmost concern and must be the primary consideration of every adult staff member and volunteer within the Canadian Cadet Organizations (CCO). Cadets must have positive and appropriate role models in each member of the adult staff, whether involved directly in the training of cadets or in a support function.

2. As a staff member / volunteer of /any Cadet Training Centre/ I understand that I must adhere to all rules and regulations applicable within my area of responsibility. In particular, I acknowledge that I will:

- a. read and abide by all rules and regulations. I will familiarize myself with CAF orders, policies and directives (including but not limited to QR&O, CFAO, DAOD), and CCO orders (including but not limited to CATO and Natl CJCR Sp Gp Orders), as well as Regional orders (CRCI, CRC SO, ROs) and local orders (Base, Area Trg Office, CTC, Corps/Sqn: Standing Orders, ROs, Range Safety Orders, etc);
- b. intervene upon seeing an infraction, and when necessary, report infractions to my superiors;
- c. ensure that safety is incorporated in all aspects of my job and support the RCSU Central and local general safety programs;
- d. ensure that environmental stewardship is incorporated in all aspects of my job and support the RCSU Central and local environmental policies;
- e. ensure that a harassment free workplace is maintained. This includes avoiding any gesture, comment or display that may be interpreted as demeaning, humiliating or embarrassing and not making any negative or offensive comments, gestures or displays regarding any person's race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, sexual orientation or physical characteristics;
- f. ensure that ethics is incorporated in all aspects of my job and support the DND and CAF Code of Values and Ethics;
- g. ensure that all activities / duties for which I am responsible are conducted efficiently, effectively, economically and ethically;
- h. lead assigned officers, NCMs, civilian staff, staff cadets and cadets and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that the cadets receive from the cadet program;
- i. set a good example of dress, deportment and conduct;
- j. use a calm, firm and reasonable tone of voice when giving instruction or addressing deficiencies with subordinates, avoiding yelling or swearing;
- k. not abuse my authority;
- l. ensure that all communications with cadets are appropriate and consistent with the professional adult / supervisor and youth / trainee relationship that must be maintained both on and off duty. This includes not engaging in any of the following (except in the case of a cadet who is an immediate family member):
 - (1) writing personal letters / cards, or sending personal text messages, emails or other electronic communications (i.e. via social media, etc.) to cadets that are not consistent with my duties as a Cadet Instructor / youth leader,

- (2) having a personal conversation with a cadet that extends beyond what is appropriate as Cadet Instructor / youth leader, and
- (3) spending time with a cadet outside of designated work times and / or authorized activities;
- m. ensure that my use of social media sites, at all times (including off duty), does not reflect negatively on the CAF or CCO and that:
 - (1) my online communications will reflect the principles of respect, responsibility and consideration of others, and
 - (2) I will not request or accept any cadets as “friends” on personal social networking sites;
- n. not exhibit conduct (through oral or written comments, electronic communications, gestures, displays or physical contact) that is of a sexual nature or has sexual connotations, particularly in the presence of cadets;
- o. not touch cadets or other staff members without their permission except when absolutely necessary in an emergency situation;
- p. not engage in personal relationships or in intimate relationships with cadets;
- q. notify the chain of command of any personal relationship that either pre-exists or is formed with another staff member and that could compromise the objectives of DAOD 5019-1;
- r. not disclose any personal or protected information by any means without authorization;
- s. not use or possess illegal drugs (including prescription drugs, except as legally prescribed by a health care professional);
- t. I will not use prescription or non-prescription drugs that would alter my behaviour or impair my ability to function at any time I am in the presence of cadets or while I am responsible for their direct supervision;
- u. not consume alcoholic beverages nor be under the influence of alcohol when interacting directly with, or in direct supervision of cadets;
- v. not use tobacco products in the presence of cadets;
- w. not provide tobacco products, alcohol, drugs or other prohibited items to cadets;
- x. not have knives, guns or weapons in my possession in the presence of cadets, unless required in the performance of my duties;
- y. not use DND vehicles or other equipment for other than approved, official duty purposes;
- z. not use DND computers to access or distribute pornographic or sexually explicit materials; and
- aa. act in such a way as to bring credit to the Department of National Defence / Canadian Armed Forces and the CCO.

4. I acknowledge that failure to comply with this Code of Conduct may result in both administrative and / or disciplinary action being taken as applicable.

5. I am aware that I may speak with my supervisor or another person in the chain of command at any time should I require any clarification on this Code of Conduct or should I need assistance in responding to a situation.

6. I have read the above and by signing below, I am agreeing to adhere to this Code of Conduct.

Date (d/mmm/yy)

Signature

Witness Name (Print)

Witness Signature