



CADETS AND JUNIOR CANADIAN RANGERS CIVILIAN INSTRUCTOR CODE OF CONDUCT

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| Last Name | First Name | Home Unit |

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, phones 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.

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| Date | Position / Title | Civilian Instructor (Print Name & Sign) |
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I have reviewed the Code of Conduct with the above CI and clarified their understanding of the content within.

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| Date | Position / Title | Supervisor (Print Name & Sign) |
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Key References:

- Defence Ethics Programme
 - EN: <https://www.canada.ca/en/department-national-defence/services/benefits-military/defence-ethics.html>
 - FR : <https://www.canada.ca/fr/ministere-defense-nationale/services/avantages-militaires/ethique-defense.html>
- Chief, Professional Conduct and Culture
 - EN: <https://www.canada.ca/en/department-national-defence/corporate/organizational-structure/chief-professional-conduct-culture.html>
 - FR : <https://www.canada.ca/fr/ministere-defense-nationale/organisation/structure-organisationnelle/chef-conduite-professionnelle-culture.html>
- Canadian Charter of Rights and Freedoms
 - EN: <https://www.justice.gc.ca/eng/csj-sjc/rfc-dlc/ccrf-ccdl/>
 - FR : <https://www.justice.gc.ca/fra/sjc-csj/dlc-rfc/ccdl-ccrf/index.html>
- Canadian Human Rights Act
 - EN: <https://laws-lois.justice.gc.ca/eng/acts/h-6/page-1.html>
 - FR : <https://laws-lois.justice.gc.ca/fra/lois/h-6/page-1.html>
- QR(Cadets)
 - EN: <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/queens-regulations-orders-canadian-cadet-organizations/chapter-1-introduction-definitions.html>
 - FR : <https://www.canada.ca/fr/ministere-defense-nationale/organisation/politiques-normes/ordonnances-reglements-royaux-cadets-canada/chapitre-1-introduction-definitions.html>
- DND/CAFs Code of Value and Ethics
 - EN: <https://www.canada.ca/en/department-national-defence/services/benefits-military/defence-ethics/policies-publications/code-value-ethics.html>
 - FR : <https://www.canada.ca/fr/ministere-defense-nationale/services/avantages-militaires/ethique-defense/publications-politiques/code-valeurs-ethique.html>
- CATO 23-07 – Civilian Volunteers in Support of Authorized Cadet Activities:
 - EN: <https://portal-portail.cadets.ca/en/CANCDTGEN/Pages/CATO-OAIC/vol2/23-07/23-07.aspx>
 - FR: <https://portal-portail.cadets.gc.ca/fr/CANCDTGEN/Pages/CATO-OAIC/vol2/23-07/23-07.aspx>
- Commander CJCR’s Statement on Ethics
https://collaboration.cadets.gc.ca/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fLeadership%20and%20Ethics%20%2d%20Leadership%20et%20%2c3%a9thique&FolderCTID=0x01200069C96B520745F94EB1C18FDC1F645641
- Commander CJCR’s Statement on Leadership
https://collaboration.cadets.gc.ca/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fShared%20Documents%2fLeadership%20and%20Ethics%20%2d%20Leadership%20et%20%2c3%a9thique&FolderCTID=0x01200069C96B520745F94EB1C18FDC1F645641