



Civilian Instructor Code of Conduct

Last Name	First Name	Home Unit

1. The Civilian Instructor Code of Conduct applies to any person engaged as a Civilian Instructor (CI) under a Canadian Cadet Organizations (CCO) CI - Regional Employment Agreement or a CCO CI – Cadet Training Centre (CTC) Employment Agreement.
2. The Cadets and Junior Canadian Rangers (CJCR) is committed to providing a safe, welcoming and supportive environment where everyone feels valued and is able to achieve their maximum potential. Treating each other with respect and fairness, and acting and making decisions in the best interest of others, are integral to maintaining a positive atmosphere; free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour.
3. As a CI providing services in support of the Cadet Program, you must comply with your employment agreement and regulations, policies, directives, orders and instructions. You are expected to do the right thing and to demonstrate what is right at all times – on and off duty, in all situations whether in-person or virtual.
4. Actions and behaviours of CIs that negatively impact the mission of creating an environment in the CJCR free from all forms of discrimination, abuse, inappropriate conduct and damaging behaviour, will not be tolerated
5. For CIs, this code of conduct has been developed to provide an opportunity for you to:
 - a. review, reflect on and discuss key behaviours that define expectations for professional conduct as a CI in the CJCR;
 - b. acknowledge your commitment and responsibility to continue to comply with all regulations, policies, directives, orders, and instructions; and
 - c. acknowledge that you will align your behaviour with the values of the CJCR and comply with the laws of Canada, including the *Canadian Charter of Rights and Freedoms* and the *Canadian Human Rights Act*.
6. As a CI providing services in the Cadet Program, you must:
 - a. foster and maintain a culture that is aligned with the principles and values outlined in the Department of National Defence and CAF Code of Values and Ethics;
 - b. behave in a calm, reasonable and professional manner that conforms to expectations of the Government of Canada, CAF and CJCR;
 - c. comply with all laws, regulations, policies, directives, orders and instructions which are applicable to CIs;

- d. always prioritize safety and mitigate risk to the fullest extent possible to avoid endangering a cadet or other adult staff;
- e. act with integrity. Respond and take corrective action when someone is not conforming with CAF or CJCR regulations, policies, directives, orders and instructions;
- f. know and understand your authority, responsibility and accountability, in your assigned role;
- g. foster open communication; help create an environment where all feel encouraged to share ideas and contribute meaningfully to a discussion;
- h. create and reinforce an environment where all have access and opportunity to, and feel safe to, report inappropriate and harmful behaviour without fear of reprisal;
- i. acknowledge issues raised by cadets and communicate their ideas through the chain of command, when appropriate, to better the organization;
- j. seek guidance from and support the chain of command, and report harmful or inappropriate behaviours;
- k. immediately report any allegation or suspicion of a criminal nature to the proper authorities and not conduct your own investigation;
- l. be respectful of others, including their physical boundaries, personal property and privacy;
- m. abstain from deliberations about the conduct, selection, promotion or recognition of cadets and other staff with whom you have a familial relationship;
- n. set a positive example for dress, deportment and professional conduct, and be kind and considerate of the impact of your actions and behaviours on the organization and other persons;
- o. be respectful of the environment and surroundings;
- p. ensure all activities are approved and avoid activities that may be perceived as inappropriate or bring discredit to the CJCR;
- q. speak only about your own experiences within the Cadet Program as you are not authorized to act as a spokesperson for the Cadet Program to the media or within any public forum on any topic without permission from the chain of command;
- r. refrain from sharing personal opinions, improper comments or speculation regarding government decisions, policies and programs publically. You are not authorized to share in any public forum, verbally or in writing, whether in-person or online; and
- s. refrain from behaviours that are illegal **AND DO NOT:**
 - (1) participate in criminal or unlawful activities or assist or knowingly allow cadets or other adult staff members to participate in any behavior in contravention of the law;
 - (2) be offensive or make derogatory remarks about any person's race, national or ethnic origin, skin colour, religion, age, gender, sexual orientation, marital status, family status, disability,

