



## 608 DUKE OF EDINBURGH ROYAL CANADIAN AIR CADET SQUADRON

### STANDING ORDERS

#### FOREWARD

1. The 608 Duke of Edinburgh RC (Air) CS Standing Orders are issued by the Commanding Officer. This issue supersedes all such orders that had been previously issued.
2. The purpose of the Orders is to provide direction to the staff and cadets regarding operation and functions of the Squadron.
3. All staff and cadets will read these directives. Necessary amendments will be published as required.

#### INTRODUCTION

4. Squadron Standing Orders are issued by the Commanding Officer. These standing Orders outline the established policies and procedures as carried out by the Squadron and are adhered to by all cadets, civilian instructors, volunteers and officers associated with the 608 Duke of Edinburgh Royal Canadian Air Cadet Squadron.
5. Recommendations for amendments to the Standing Orders may be submitted to the Commanding Officer for consideration.

#### PART 1 – TERMS OF REFERENCE - See Annex A

#### PART 2 – DRESS & DEPARTMENT

#### CHAPTER 1 – DRESS

##### GENERAL

6. All cadets shall conform to the Air Cadet Dress Regulations, CATO 55-04, while in uniform.
7. All CIC Officers shall conform to the Canadian Forces Dress Instructions.
8. All Civilian Instructors shall wear appropriate attire during Squadron training nights and training activities.

9. The highest standard of dress will be maintained. Dress of the day will be announced or advised in the Operation Orders (Ops Ord) for the Mission or Field Training Exercise.
10. Each cadet shall wear the correct uniform as stated and illustrated in the Cadet Dress Regulations.
11. Uniforms returned to the Supply Officer shall be clean and in good repair. Badges of rank and qualification shall be carefully removed so as to not rip the uniform. Epaulette slip-ons for the blue dress shirt shall also be returned.
12. Cadets are subject to the dress regulations specified in the Cadet Dress Regulations guidelines. These guidelines will be introduced to the Squadron at first Commanding Officer's parade of each respective year. Each cadet shall have read and understood the guidelines upon distribution.
13. Under no circumstances shall civilian articles of clothing be worn with any part of an Air Cadet or CF uniform.
14. The following is the order of dress for:

	CADETS	OFFICERS	CIVILIANS
Regular Training Night – Winter	C-3	3-C	Business casual
Regular Training Night – Summer	C-4	3-B	Business casual
CO's Parade	C-2	3 Duty	Business casual
Annual Ceremonial Review	C-1	1A	Semi-formal

#### LOST, DAMAGED, OR STOLEN UNIFORM PARTS

15. Each cadet is held responsible for their uniform and will have agreed (by signing the supply record sheet) to return all parts to Supply upon termination or retirement from the Squadron as they were issued.
16. It is understood that cadets and parents/guardians are held responsible for lost or stolen uniform parts.

#### CHAPTER 2 – DEPARTMENT

##### GENERAL

17. All members of 608 Squadron including: cadets, civilian instructors, volunteers & officers shall conduct themselves in a professional and responsible manner at all times.
18. Cadets are reminded that during authorized cadet events they are to conduct themselves in a manner which reflects favourably on the Air Cadet Movement. Any misconduct by a Cadet reflects on all Cadets; appropriate disciplinary action will be taken.

19. Flight Sergeants (FSgt) are responsible for the deportment of those under their supervision and Cadets are accountable to their FSgts for their deportment.
20. Cadets shall conduct themselves as model Canadian citizens at all times.
21. Foul language, abuse, fighting, insolence, and rudeness shall not be tolerated.
22. Personnel shall not touch the property of others without expressed permission.
23. Personnel shall ensure they have all their belongings with them prior to leaving the training area(s).
24. NCOs shall maintain exemplary deportment at all times.
25. Chewing gum, spitting, slouching, sauntering, hand in pockets, smoking, walking arm in arm, and similar deportment which detracts from the military appearance is unacceptable for personnel while on cadet time.

#### MOVEMENTS

26. Individuals: All personnel who find it necessary to move from one area of the parade square to another shall do so by marching properly and remembering to pay all respects as necessary.
27. Flights: When moving from one area to another, Flights will be marched by the Flight NCO.

#### PART 3 – POLICY & PROCEDURE

##### GENERAL

28. Cadets found in violation of the squadron policies or the Cadet Code of Conduct will be dealt with accordingly by the Commanding Officer. Discipline may range from written warnings to dismissal from the Squadron.
29. At the completion of the scheduled training evening, all cadets and staff are required to leave the premises after attending the closing parade.
30. Cadets are to notify their parents and/or guardians to arrive at the armouries for pick up no later than 2115hrs on regular training nights.
31. If a cadet has not arranged for pickup at the end of any cadet activity within a reasonable period of time, the cadet will be sent home in a taxi at the cadet/parent's expense.

##### CHAIN OF COMMAND

32. All personnel shall use the chain of command for all routine matters.

33. Routine matters should always be directed to Flight NCOs for resolution.
34. Should a Cadet have a complaint or problem with his/her Flight he/she may address the problem to the FSgt or to the UCCMA, depending on the complaint.
35. All squadron personnel shall demonstrate good manners at all times to superiors, subordinates and acquaintances alike.

#### PAYING OF COMPLIMENTS

36. Compliments will be paid in accordance with current regulations.
37. Headdress is mandatory while in uniform and saluting is required in all areas when passing, or reporting to, a Commissioned Officer.
38. All Cadets invited to enter the Office while a Commissioned Officer is present, while wearing a headdress, shall salute.
39. All Cadets wearing a headdress when addressed by a Commissioned Officer shall salute.
40. When an individual passes a Commissioned Officer or a group of Commissioned Officers a salute will be given. In the case of Officer Cadets (OCdts), proper eyes right or left shall be given.
41. When 2 Officers are in the same area, paying compliments shall be paid to the highest-ranking individual.
42. Cadets are required to salute once at the beginning and conclusion of each conversation the cadet has with any Commissioned Officer.
43. OCdts & CIs shall not be saluted, but, cadets will stand at attention until informed to stand easy.
44. Duty Cadets will salute at the entrance of the Office at the beginning of their duty and at the end of their duty. Saluting each time they enter and exit the Office during their night of duty will not be required.

#### SAFETY & SECURITY

45. Any area used by 608 Squadron is equipped with smoke detectors & heat-activated devices. Tampering with these devices is prohibited.
46. There will be no smoking anywhere inside or on the property of the Armouries. No open flame of any kind will be permitted in any area.
47. Any food that is purchased during breaks is to be consumed prior to entering the classrooms. No food is to be consumed in classrooms.
48. Housekeeping will be maintained to high standards. All garbage material is to be placed in waste receptacles and emptied at least daily, or when full, to outside disposal containers. All recyclable material is to be placed in recycling receptacles and emptied at least daily, or when full, to outside recycling containers.

49. Restricted Access Areas: Only authorized personnel are permitted in the following areas:
  - a. Commanding Officer's work area and filing cabinets
  - b. Training Section and filing cabinets
  - c. Administration Section and filing cabinets; and,
  - d. Supply Office and filing cabinets.

#### FIRE ORDERS

50. In case of fire
  - e. Immediately shout: "FIRE, FIRE, FIRE!"
  - f. Pull the nearest fire alarm; and,
  - g. Call 911 from a safe location (by a 608 Sqdn staff member only).
51. The marshalling point is at the cenotaph located at the NW corner of the property.
52. The senior rank on the Parade Square will ensure that all cadets from the Armouries proceed directly to the marshalling point.
53. When the squadron is parading, the cadets will leave the building through the North, South, or West exit (the east exit leads to an enclosed area) then proceed, without running, to the marshalling point.
54. Cadets will remain at marshalling point until ordered to return to their area. In the event of a fire, do not panic, remain calm and ensure everyone has been evacuated & accounted for.

#### REPORTING LOSS, THEFT, OR DAMAGE

55. Theft of personal or public articles is considered a serious offence and will be dealt with accordingly. The appropriate Flt Commander will be advised if corrective action is required.
56. Any loss, theft or damage of personal or public property shall be immediately reported to the Duty Officer. The Duty Officer will then make out a written report & submit it to the Deputy Commanding Officer, who will then inform the Commanding Officer and complete the administrative action.

#### CALL-OUT PROCEDURE

57. The Sqdn WO is required to contact the CO, Trg O, Sup O, Admin O, and the Band O each Sunday if required. Any additional information to pass on to the cadets will be distributed to the WO through telephone, squadron website, squadron facebook page, or email with cc to the CO.

58. The parents and the cadets will be informed of all Cadet activities by social media, website, telephone, or email. The squadron email address is [608Dukes@live.com](mailto:608Dukes@live.com).
59. The calls/emails will take place at the beginning of the week (Sunday-Tuesday).

## PROMOTIONS

60. All promotions throughout the training year will be at the discretion of the CO. Cadets are promoted based on the National Standard listed in CATO 13-02.

## DISCIPLINE

61. Breaches of discipline by a cadet shall be reported to their respective Flt Com & will be dealt with in accordance with CATO 15-22.
62. Each cadet involved in a disciplinary situation will have the Cautionary Notice or Written Warnings placed in his/her personnel files indefinitely (when necessary). Each cadet will have the right to discuss the incident and is required to sign the Notice/Warnings. One copy will be provided for the cadet and the other will be placed in the personnel file.
63. In serious circumstances, the cadet's parents will be requested to appear with the cadet and will be required to sign the respective Notices/Warnings.

## INTERVIEWING & COUNSELLING

64. When interviewing or counseling, staff and NCOs are not to leave themselves open to the possibility of physical or verbal abuse charges. When interviewing or counseling a Cadet, always have a witness present during the interview or counseling session. If this is not possible, due to requirements of privacy, conduct the session in sight of others but not in hearing range (ie; on the parade square). Above all, use common sense and avoid the possibility of being unjustly accused.

## DISCIPLINARY PROCEDURES

65. The following is a four-step procedure for the discipline of all Cadets and shall be conducted IAW CATO 15-22. This system will be used for all minor or major incidents where a Cadet may have acted against the Cadet Code of Conduct (i.e. a Cadet refuses to get a haircut, misses mandatory events, fraternization, etc.). Each step will be approved by the DCO prior to speaking to the Cadet(s).
  - h. Step 1: The cadet will be informed of what action needs to be taken by a Senior Cadet (i.e. senior Cadet must inform/remind a cadet to get a haircut).
  - i. Step 2: The Cadet will be given a second verbal warning which will also include a date/time that the action must be completed. The senior Cadet/Officer who is issuing the warning must document the warning and have the document signed by the cadet.
  - j. Step 3: A formal counseling session will be organized. This counseling session will result in a Cautionary Notice being issued:

- i. Will be given by no less than 2 staff members. One staff member will address the issue and the second staff member will act as witness.
  - ii. The cadet must sign the Cautionary Notice and attempt to come up with suggestions on how to improve the behaviour. Please note that the Cadet signature verifies that a counseling session has taken place.
  - iii. One copy of the Cautionary Notice will be provided and given to the Cadet during the counseling session. A second copy will be placed in the cadets file.
  - iv. The Commanding Officer will review all Cautionary Notices prior to the counseling session.
  - v. The CO may determine that a Cadet should have privileges suspended in conjunction with the Cautionary Notice.
  - vi. The Commanding Officer will request a meeting with both the Cadet and their parent/guardian. During this meeting, a Written Warning and disciplinary action will be decided by the CO. The CO may determine that a Cadet should have privileges suspended in conjunction with the Written Warning. If the behaviour is a serious breach of conduct the CO may ask the Cadet to leave the Sqdn. Any termination of a Cadet's membership in the organization shall be IAW CATO 15-21 and a Termination Letter prepared.
- k. In all cases CATO 15-22 should be referred to in determining corrective measures to ensure transparency and procedural fairness in the process.

## GRIEVANCE PROCEDURES

### BACKGROUND

66. Appreciating the need for a formal mechanism of redress the following procedure has been created to assist members who feel they have been unjustly treated. This procedure is designed only for cadets and not for staff members. Staff members of the Canadian Forces are to refer to the Canadian Forces grievance process. This procedure is designed in a similar format to that used by the Canadian Forces in NDA Section 29, its amplification in the Queens Regulations & Orders (QR&Os), and its summary in the Canadian Forces Grievance Manual.
67. Any issues of harassment or abuse are to be automatically directed to the UCCMA.

### PROCEDURE

68. The Griever:
- l. Any cadet who believes that they have suffered an injustice by any decision, act, or omission in the administration of Squadron affairs has the right to submit a grievance or appeal. A grievance may only be submitted within 2 months of the date of the occurrence being grieved.
  - m. Potential grievors are encouraged to seek the least formal and most appropriate means possible to seek a solution before proceeding to file a formal grievance/appeal process. A Cadet will not be penalized for exercising the right to grieve. As such, any documentation relating to a grievance will not be placed in a Cadet's file.

- n. A Cadet may request a review of the matter through the CO IAW CATO 15-22 para 66 either verbally or in writing.

69. The Grievance/Appeal

- o. A grievance is not to contain language or comments that are insubordinate, disrespectful, or are otherwise a violation of "good Order and Discipline" unless such language or comments are essential for the purposes of clearly stating a grievance.
- p. To be considered a formal submission, a grievance must be submitted in writing, must be signed & submitted to the CO. At a minimum a grievance must include:
  - i. A brief description of the decision, act or omission, that is the subject of the grievance, including all supporting facts known to the griever;
  - ii. A request for determination (adjudication) and a clear statement of the full redress sought (what the griever wants to "make things right"); and,
  - iii. A copy of any substantiating documents in the matter.
- q. The CO is responsible to investigate, review and study the facts, and make a decision in writing to the griever.
- r. If the grievance is against the CO, the Detachment Commander of the Regional Cadet Support Unit in Borden is to be contacted. His/her decision or that of the RCO is the final authority in the process.

70. The CO is responsible to investigate, review and study the facts, and make a decision in writing to the griever.

71. The CO makes the decision to grant full or partial redress, or deny entirely the redress being sought.

72. The CO is required to make a decision within 21 days after receiving the formal request for redress.

#### SMOKING

73. Under no circumstances shall Cadets smoke, chew, or be in possession of tobacco products during any authorized Cadet activity.

74. All Sqdn staff members, including volunteers, civilian instructors, Air Cadet League Members and CIC Officers, shall not smoke in presence of cadets.

#### ALCOHOL

75. Under no circumstances shall any Cadet consume, or be in possession of, alcoholic beverages and shall not be intoxicated at anytime.

76. No Sqdn staff member, CVs, CIs, and CIC Officers, shall consume or be in possession of alcoholic beverage, or be intoxicated while in the presence of Cadets. Alcohol shall not be consumed within 8 hours prior to being in the presence of Cadets.

## DRUGS

77. No Cadet shall be under the influence, or be in possession of, any illegal drug, of any sort, at any time.
78. No Squadron staff member, including volunteers, Civilian Instructors, Air Cadet League Members and CIC Officers, shall be under the influence or be in possession of any illegal drug of any sort.
79. The CO shall immediately notify proper local authorities, and the CO of RCSU, of any breach of the above.

## HARASSMENT

80. Under no circumstance shall members of 608 Squadron, including Cadets, volunteers, Civilian Instructors and CIC Officers, exhibit conduct that offends, demeans, belittles or humiliates another person.
81. All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) will be reported to the CO or immediate supervisor (Officer) of the harassed.
82. The UCCMA must be notified of all cases involving harassment IAW CATO 13-24.

## ABUSE

83. Under no circumstances shall members of the Squadron, including Cadets, volunteers, Civilian Instructors, and Officers, abuse or be abused by another person, whether that be emotionally, physically, verbally or sexually.
84. All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be reported to the CO or the immediate supervisor (Officer) of the abused.

## POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY) TRAINING

85. All cadets must attend mandatory PSRY training each year. Every member of the squadron shall receive PSRY training from 1 September to 30 December of each respective year.
86. Cadet who does not attend PSRY training will be subject to dismissal from the Squadron.

## FRATERNIZATION

87. The standards of personal discipline and conduct demand that personal relationships are to be set aside while engaged in any cadet training. As such, regardless of any personal relationships, cadets must always exercise the principles of good leadership and pay the proper respects demanded by military procedure.
88. Under no circumstances shall members of the Squadron display or engage in any act of a sexual or romantic nature. Specifically, activities such as hand holding, kissing, and similar behaviours are forbidden during any cadet activity whether in uniform or not.

89. Officers and staff will not engage with cadets on social networking sites such as Facebook (through their personal account). All communication between 608 Squadron members will be through email, telephone, Squadron Facebook account, or in person.

#### ATTENDANCE

90. Squadron training nights are on Wednesday from 1800 hrs to 2115 hrs and all personnel on strength are to be in attendance. All Squadron cadets are encouraged to maintain a minimum 80% attendance rate throughout the cadet training year.
91. Cadets are expected to arrive 15 minutes before the time instructed and shall be ready to commence to parade or train at the scheduled time.
92. It is the responsibility of the individual Cadet to inform their flight NCO in advance of his/her reason(s) for being absent from a Sqdn training night.
93. In the event a Cadet misses an event or a training night, it is the responsibility of that Cadet to contact their flight NCO to catch up on the details of the night or the event.
94. Any Cadet who is absent for three or more training nights in a row shall be struck off strength and recovery of their uniform will be undertaken.

#### LATE ARRIVALS / EARLY DEPARTURES

95. If a Cadet is late on a parade night and has missed the roll call, then that Cadet must report to the Admin O or the Duty FCpl to have his/her name added to the attendance register. The Cadet must then go directly to his/her class. If a Cadet must leave early from LHQ training, the Cadet will also notify the Admin O of the Duty FCpl to keep an accurate "head count" in case of an emergency.

#### MANDATORY EVENTS

96. The following are a list of events that every member (Officer and Cadet) of the 608 Sqdn are expected to attend throughout the training year.
  - s. Fall Tag Day;
  - t. Remembrance Day Services with the City of Belleville;
  - u. The Poppy Drive for the Royal Canadian Legion;
  - v. Spring Tag Days;
  - w. Annual Ceremonial Review, practice and set-up/tear down; and
  - x. Field Training Exercises.

97. Failure to attend these events will affect promotions, squadron trips & your possible attendance at summer training.
98. If there are any circumstances that do not allow you to attend the events listed above, it is the Cadet's personal responsibility to notify their flight NCO in order to be excused by the CO.
99. All members of 608 Sqn are expected to participate in all fundraising activities. Failure to participate will affect which cadets are selected for various activities.

#### INTERNET

100. The internet will not be used to comment, criticize or discuss any activity in a critical way at 608 Sqn. Anyone posting or uploading and unauthorized information will face serious consequences for their actions, which may result in their dismissal.

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