

Disciplinary Actions

411. Disciplinary Procedures

1. Either Chits or Incident Reports will be written to report all disciplinary issue.
2. Chits may be initiated by any NCO (Senior Cadet) but must be reported through the Chain of Command. All chits are to be considered confidential and will not be discussed with other NCOs or Cadets.
3. The cadet involved will sign all Chits presented to the Squadron Commander. The Squadron Commander may then take one of two courses of action:
 - A. Assign the cadet to Defaulters Parade. Chit will then be forwarded to the Duty Officer for filing.
 - B. Forward the Chit to the Duty Officer.

Any Chits written for an NCO will be actioned by (B.) above. NCOs will not be given Defaulters Parade.

4. Chits presented by the Squadron Commander to the Duty Officer will be reviewed, and a suggested course of action will be presented to the Commanding Officer (CO). The CO will decide on the final course of action. The following courses of action, in order of severity, are available:
 - A. Defaulters Parade.
 - B. Verbal warning.
 - C. Written warning.
 - D. Loss of privileges for up to six (6) months, which includes;
 - I. Loss of break (extra duties will be assigned).
 - II. Loss of promotion privileges.
 - E. Suspension from optional activities.
 - F. Loss of Summer Training.
 - G. Reduction in rank, which includes loss of promotion privileges for up to six (6) months.
 - H. Suspension from ALL squadron activities including Wednesday night training for up to six (6) months.
 - I. Release from the squadron.

Actions (D.) through (I.) will be investigated by the CO. Actions (E.) through (I.) will also result in the notification of the Cadet's parents/guardians.

Disciplinary Actions **(Continued)**

5. The Duty Officer will ensure the Chit is filed in the cadet's personnel file.
6. The Squadron Sponsoring Committee Chair may also recommend cadets for discipline, but only for events, which occur during a Sponsor run activity such as recruiting or fundraising. Such recommendations will be made directly to the CO.

412. Disciplinary Issues

1. Fraternization:

Fraternization is defined as any physical contact other than for approved instructional purposes.

- A. Officers, Civilian Instructors and Volunteers will not fraternize with cadets.
- B. Cadets will not fraternize with other cadets.
- C. Cadets who are found guilty of fraternization will receive a minimum action of 411-4-C.

2. Smoking, Alcohol and Drugs:

- A. Any Cadet found smoking or in possession of cigarettes will receive a minimum action of 411-4-D.
- B. Any Cadet found intoxicated or in possession of alcohol will receive a minimum action of 411-4-F.
- C. Any Cadet found using, or in possession of illegal drugs or non-prescribed prescription drugs will receive a minimum action of 411-4-H and the proper legal authorities will be notified.
- D. Any Officer found smoking or drinking on a Squadron activity will be disciplined by the CO as outlined in CRCOs/CRCIs.
- E. Any Officer found using illegal drugs would be dismissed from the Squadron and disciplined by Regional Cadet Support Unit (Central). The proper legal authorities will also be notified.

3. Harassment and Abuse

- A. Any Cadet found guilty of harassment will receive action of 411-4-F.

4. Sexual Harassment and Sexual Abuse

- A. Any Cadet convicted of sexual harassment or abuse will receive action of 411-4-I and the proper military and legal authorities will be notified.
- B. Any Officer convicted of sexual harassment or abuse will be released and the proper military and legal authorities will be notified.

Disciplinary Actions **(Continued)**

- C. In cases of sexual harassment or sexual abuse, all procedures outlined in the CRCOs/CRCIs shall be followed.
5. Theft
- A. Cadets convicted of a theft will receive a minimum action of 411-4-H.
 - B. It is the duty of every member of the Squadron to minimize the risk of theft of DND and Squadron property and to report any suspicious activity or theft to the CO immediately.

413. Defaulters Parade

1. Defaulters Parade will be held during break on CO's Parades each month.
2. Defaulters Parade will be conducted by the SWO and assisted by the Duty FCpl and Duty Cpl.
3. Defaulters will be inspected in addition to the parade to ensure a high standard of dress.
4. Prior approval is required to place a name on the defaulter's parade. Approval may be granted by the Commanding Officer, the Training Officer, the Duty Officer, or the Squadron Commander.
5. Defaulters will not be made to do physical exercises, or physically degrading activities.
6. Suggested remediation for defaulters parade may include but is not limited to:
 - A. Emptying garbage and recycling bins.
 - B. Cleaning floors.
 - C. Moving furniture.
 - D. Cleaning the office.
 - E. Cleaning classrooms.
 - F. Cleaning Supply room.
 - G. Sweeping and/or mopping floors.
7. The Duty Officer will maintain a list of all cadets that have attended defaulter's parade.
8. Any cadet that is placed on Defaulters Parade a second time may be subject to additional disciplinary measures.