

1188 LORNE SCOTS ROYAL CANADIAN ARMY CADET CORPS

ARMY CADET INFORMATION HANDBOOK



**Oakville High School Cadet Corps
Established in 1924**

Corps Office Telephone 24/7: (905) 901-4616

Web site: www.oakvillearmycadets.ca

Members/Parents/Guardians contact email:

1188members@gmail.com

Commanding Officer: Captain Mark B. Phillips CD, MA, PLog

**** Revised 4 September 2013**



Table of Contents

Introduction	pg. 3
General Information for Parents	pgs. 3-5
Background/Overview	
Eligibility to Join/Cost of Program	
1188 Lorne Scots RCACC Staff	
Cadet Summer Training Centres	
1188 Lorne Scots RCACC Support Committee	
Youth and the Cadet Program	
History of the 1188 Lorne Scots RCACC	pg. 6
Orders	pg. 7
Verbal Orders/Written Orders	
Army Cadet Training	pgs. 7-8
Local Headquarters Training	
Field Training Exercises	
Band, Drill, and Air Rifle Marksmanship Teams	
Summer Training	
Discipline within the Cadet Program	pg. 9
Chain of Command	
Appearance	pg. 10
Hair/ Uniforms	
Conduct and Deportment	pg. 12
Internet use, Printed or electronic Photos, and On-line Controls	
Attendance and Absences	pg. 14
Procedure for late Arrival	
Absence	
Cadet Harassment and Abuse Policy	pg. 15
Harassment/Abuse/Fraternization	
Drug, Alcohol and Smoking Policy/ Restricted Areas	pg. 16
Annex A: Undesired Conduct and Suggested Corrective Measures	pgs. 17-19



INTRODUCTION

Welcome to the 1188 Lorne Scots Royal Canadian Army Cadet Corps.

The aim of the Canadian Cadet Organization is to “develop in youth the attributes of good citizenship and leadership, promote physical fitness, and stimulate the interest of youth in the sea, land, and air activities of the Canadian Forces”.

We provide a structure in which young people develop self-reliance, self-discipline, initiative, responsibility, decision-making, mutual respect and lasting friendships.

This handbook has been prepared in order to inform cadets and their parents about the Canadian Army Cadet program and the 1188 Lorne Scots Royal Canadian Army Cadet Corps (**RCACC**) or commonly known as the “**Oakville Army Cadets**”.

Please take the time to read it thoroughly as it will provide answers to most of your questions. If you require additional information, please contact any of the Corps staff.

GENERAL INFORMATION FOR PARENTS AND GUARDIANS

Background

The Royal Canadian Army Cadet program is the oldest youth development program in Canada, tracing its origin back to 1862.

The Canadian Cadet Organization, which includes Royal Canadian Sea, Army, and Air Cadets, currently has enrolled approximately 48,000 cadets across Canada.

Cadets are legally civilians; they are not members of the Canadian Forces (CF), have no obligation to perform military service, and are **not** subject to the CF Code of Service Discipline. Cadets are subject to the regulations contained in the Cadet Administrative and Training Orders (CATO). **A section of CATO 15-22 regarding expected standards of behaviour and disciplinary measures can be found at the back of this manual.**

In joining the Cadet Program cadets agree to obey the orders given by officers and civilian volunteers; to participate as required; to observe military standards of discipline, dress, and deportment; and to care responsibly for their uniform or other equipment entrusted to them.



Parents and guardians indicate that they agree with these obligations when they countersign the Cadet Enrolment Application. By allowing their child to join a cadet program, parents also agree to support their child in meeting their responsibilities, and to support the corps staff in the application of disciplinary measures as contained in CATO 15-22, if required.

Overview

Youth and the Cadet program

The decision to become a member of the Royal Canadian Army Cadets is an important one. The friendships that cadets make with those who share the challenge of cadet training, both locally and at regional summer training centres, can become life-long bonds. Army Cadet training gives young people unique opportunities. The leadership skills and the self-discipline learned by cadets distinguish them from their peers, and will continue to benefit them both personally and professionally throughout their adult life.

Who can join cadets? Residents of Canada who are above the age of 12 and not yet 19 years of age are eligible to join cadets. Canadian citizenship is NOT required.

What does it cost? There are no membership or training costs associated with joining Army cadets. Uniforms are provided free of charge; they remain the property of the Canadian Forces and must be returned when the cadet leaves the unit. Occasional events may involve a fee or a small financial deposit to cover a portion of the associated costs.

Training/Activities Local cadet training is undertaken from September to June each across Canada. All Army Cadet Corps are required to follow a national training standard (the Star Program), consisting of four star levels. Upon successful completion of a star level, a cadet is awarded the respective qualification badge.

In selecting cadets for promotion we seek to reward and encourage personal excellence. Cadets are awarded rank badges to represent their place in the chain of command; the higher the cadet's rank, the greater their responsibility within the corps. Senior cadets may lead a platoon or an activity. They may also teach classroom lessons.



1188 Army cadets participate in drill, marksmanship, and field-craft, as well as activities that promote citizenship, leadership, and physical fitness. These activities include weekend field training and community events.

Cadets are also expected to participate in fundraising activities for the Corps such as tagging days, as well as special community events, as part of their citizenship training. This includes volunteer community events, such as Poppy Sales, Remembrance Day Vigil and Parades, Toys for Tots, Police Day, etc... High school community service hours can be obtained for most of these events.

****New this year: In order to be credited volunteer hours, cadets are required to bring in any volunteer hour school forms to be signed no later than the following Wednesday after the event has occurred. Requests for hours made after this will be denied.**

1188 Lorne Scots RCACC Staff

The uniformed officers who train cadets are members of the Cadet Instructors Cadre (CIC), a branch of the Canadian Forces Reserves. Although CIC officers are paid some remuneration for their service to the Cadet Organization, much of their time is given on a volunteer basis.

Civilian Volunteers (CV's) are people from the community who donate their time to support their local cadet program. They provide administrative and logistical support to the officer staff by performing specific functions as designated by the Commanding Officer. These individuals may be identified by the Army Cadet League photo identification cards that they wear. All Oakville Army Cadet CV's are subject to a detailed police check.

1188 Lorne Scots RCACC Support Committee

Membership in the Support Committee is open to all parents or guardians of serving cadets or to any member of the community who wishes to donate their time.

The Support Committee is an integral part of the overall success of the 1188 Lorne Scots Army Cadet Corps: the greater the support from parents, guardians and other members of the community, the greater the opportunities for the cadets.

Anyone interested in joining the Support Committee and becoming directly involved in supporting this dynamic youth development program may inquire at the corps and we will be more than happy to help you.



HISTORY OF THE 1188 LORNE SCOTS ROYAL CANADIAN ARMY CADET CORPS

The Oakville Cadet Corps was formed in 1924 as the Oakville High School Cadet Corps. The corps has always been affiliated with the Lorne Scots Peel, Dufferin and Halton Regiment.

Cadets with the 1188 Lorne Scots Army Cadet Corps are authorized to wear one of two cap badges. The first is the badge of the Royal Canadian Army Cadets, which symbolizes our loyalty to Her Majesty the Queen. The Latin motto on the badge is *Acer Acerpori*, which means "As the Maple, So the Sapling".

The 1188 Lorne Scots RCACC also has the privilege and honour of wearing the cap badge of our affiliated regiment. This badge consists of a lion, demi-rampant and surrounded by a wreath of maple leaves, representing Canada, and thistles, representing the unit's Scottish roots. Above the lion is the Tudor crown, representing Her Majesty Queen Elizabeth. The lion is holding a weaving shuttle that represents the Peel family, who ran many weaving and textile mills in Halton Region and in Peel Regions (named after the family). Below the lion are two scrolls. The larger scroll gives the name of the regiment: the smaller scroll says "*Air son ar dutchais*", which is Scots Gaelic meaning "For our Heritage".

By becoming part of the Lorne Scots family, cadets become members of a long and proud tradition. Cadets within the 1188 Lorne Scots RCACC are expected to reflect the honour of the corps and its affiliated regiment, which celebrated its 145th year in 2011. They do this by maintaining exemplary dress, behaviour and attitude. This promotes *esprit de corps* and helps them to grow into strong leaders.



ORDERS

Verbal Orders

Verbal orders may be given by officers, civilian volunteers and senior cadets. It is a mark of maturity both to give and to obey orders in a way that is reasonable, courteous and efficient. As a Royal Canadian Army Cadet, you must obey orders given with respect to cadet activities, and you should do so in the same spirit that you may one day expect others to obey you.

Written Orders

There are two types of written orders: these are **Standing Orders** and **Routine Orders**.

Standing Orders are policy statements regarding how a cadet corps is to run and what is expected from its various members. These orders do not change significantly over time.

Routine Orders are produced on a regular basis and may include information about:

- Duties (of duty officers, duty volunteers and possibly of duty cadets);
- Routine (time and places of parades and other training exercises);
- Pending Events (training exercises, special events); and
- Special Announcements.

ARMY CADET TRAINING

Local Headquarters (LHQ) Training

Training is provided through a series of four star levels (Green, Red, Silver and Gold). The first year of training (Green Star) gives cadets the basic knowledge on which all subsequent levels of training are built, including drill, air rifle familiarization, fitness and field craft. Optional activities include communications, public speaking, first aid, sports, abseiling, etc. The successful completion of each star level authorizes cadets to wear the corresponding star badge on their dress uniform.



Field Training Exercises (FTX)

Army Cadets participate in a number of different FTX's during the course of the year. These exercises provide cadets with practical experience living in the outdoors, as well as the opportunity to apply specific skills learned in weekly training, such as shelter construction, map and compass, etc. Exercises are held in a variety of locations locally and elsewhere in the province. **A required Kit List, as well as a Permission Letter for parents/guardians to sign, will be posted on our cadet unit's website in advance of each field exercise.** A small financial deposit may be required for some optional field training courses. **This may include a designated March Break trip.**

All cadets must be in possession of their valid Provincial HEALTH CARD while participating in field training exercises. There are NO EXCEPTIONS. Photocopies are not acceptable.

Please note: Cadets will not bring prohibited items to field training exercises. Examples of prohibited items are tobacco products; alcohol; non-prescription drugs; knives of any type, weapons of any kind and pornographic material.

Corps Band; Drill and Air Rifle Marksmanship Teams

In September 2012, the 1188 Lorne Scots Royal Canadian Army Cadet Corps formed a Corps Military Band (brass and reed). Band practices take place on Monday evenings (excluding statutory holidays).

The corps also hosts regular practices for the unit's newly formed Drill Team and for the Marksmanship Team. Practices for these teams will be held at the Oakville Armoury on most Saturdays. An event schedule with specific dates will be available at the beginning of the cadet year.

Cadets that do not join the Marksmanship Team are welcome to attend any of the several air rifle familiarization sessions that are held throughout the year.

Cadet Summer Training Centres (Summer Camp)

Cadet Summer Training Centres operate under the authority of the Directorate of Cadets in Ottawa, and are located throughout Canada. They provide opportunities for additional training in leadership, wilderness skills, physical fitness, marksmanship and music, and may include foreign exchange programs. All cadets are encouraged to take advantage of the unique opportunities provided by these summer training centres.



DISCIPLINE WITHIN THE CADET PROGRAM

Discipline in the Cadet program is used as a teaching tool to encourage youth to develop appropriate behaviour. It is at all times respectful of the individual, effective over the long term and promotes character development.

All cadet instructors receive training in relation to matters of discipline in Cadets. In enforcing discipline, the Commanding Officer and the Corps staff are governed by Cadet Administrative Training Order (CATO) 15-22. The Blue (positive) and Red (negative) “chit” system will be used for rewarding and warning cadets for specific behaviours.

Any suspected or alleged criminal infraction will immediately be reported by the Commanding Officer of the Cadet Corps and to the civilian police.

Chain of Command

The Chain of Command ensures not only that the Corps operates efficiently, but also ensures the protection and safety of all personnel. The Chain of Command must be respected by all Corps members at all times. Failure to observe the Chain of Command, or efforts to circumvent it, will be dealt with in accordance with established regulations.

The Commanding Officer is responsible for all administrative and operational decisions affecting the Corps. The Commanding Officer may appoint qualified officers or civilian volunteers to the specific duties as required. The Commanding Officer may also appoint cadets as section or platoon leaders; these cadets routinely report directly to the Commanding Officer or his/her delegate.

A cadet’s platoon leader(s) should be the first step in the Chain of Command. Cadets shall know the name and phone number for their platoon leaders. Cadets shall first communicate with a platoon leader should any problem or question arise.

Should a cadet have a complaint or problem with his or her platoon leaders, he/she may address the problem to the Cadet Regimental Sergeant Major (RSM). The Cadet Regimental Sergeant Major shall at all times appraise the Commanding Officer or his/her designate of all such reports. Any cadet can request a meeting with the Commanding Officer to discuss a matter of importance.



APPEARANCE

Cadets must always present a neat, clean, and professional appearance. Hair will be clean and neat, with considerations made for religious and cultural traditions. **Cadets who fail to meet the dress and hair standards will receive a warning. Subsequent failure to meet these standards will result in the cadet being sent home. Repeated failure to meet these standards may result in the termination of the cadet's membership in the corps.**

Hair

Male Hair

Female Hair



The hair of male cadets must be cut so as to be above the ears and off the collar. Female cadets must also wear their hair off the collar and away from their face. Longer female hair can be pinned up neatly and in a bun, just below the head dress (see diagram above). Bizarre hairstyles or colours (blue, pink, etc.) are not permitted for any cadet.



Uniforms

Uniforms are supplied free of charge by the Corps and are issued by the Quartermaster. Uniforms, like any other equipment issued by the cadet corps, do not belong to the individual cadet, but remain the property of the Federal Government. Cadets must sign for all items that they receive from the Quartermaster, and they must take care of them and keep them in good condition. **Because all items issued to cadets remain the property of the Canadian Forces, cadets are required to return all uniform items and kit to the Commanding Officer or the 1188 RCACC Quarter Master when they depart the Cadet program.**

If any uniform or kit is lost, it must be reported to the 1188 RCACC Quartermaster as soon as possible. **Parents/guardians may be charged for all lost or missing uniform or kit items.**

Dress Uniform: Cadets are authorized to wear the green Army Cadet dress uniform. The basic dress uniform of the 1188 Lorne Scots Army Cadet Corps consists of black ankle dress boots, dark green tunic and pants, light green dress shirt (spring and fall) or light green turtleneck (winter), Ascot, Glengarry head dress (which reflects the Scottish origins of the 1188 Lorne Scots Regiment and its affiliated Cadet Corps), and a name tag.

The dress uniform is worn on regular parade nights and at the monthly Commanding Officer's Parade, as well as at the majority of publicly attended events.

Dress uniform items must be kept clean, shirt and pants kept neatly pressed, and dress boots 'spit polished' to a high level of shine.

Operational Clothing: 1188 Army Cadets are authorized to wear combat items issued by the 1188 Army Cadet Corps once they have attained the rank of Sergeant. No cadet is authorized under any circumstance to wear Canadian Forces CADPAT operational clothing of any kind.

Combats are worn by cadets holding the rank of Sergeant and above only when participating in field operational training. They consist of the following issued items: a green T-shirt, a combat shirt, combat pants, a belt, grey socks, combat boots and a cadet issued beret.

Combats must be clean and free of any dirt. Combat boots should always be 'boot brushed' to a shine. The use of any clothing items at Field Training Exercises that resemble combat style clothing, whether in looks or colour, is prohibited.

Please Note: Tactical vests and operational webbing are not to be worn with combats or any civilian dress during, or in transit to or from, any Army Cadet activities.



Make-up/Jewellery

Female cadets may wear neutral-coloured makeup applied sparingly. **Bright or unnaturally coloured makeup, or heavy eyeliner or mascara, is not permitted. Nail polish of any kind is not permitted.**

Male cadets are not permitted to wear makeup of any kind.

Jewellery must be minimal and not detract from a professional appearance. Females may wear one pair of matching, plain stud earrings, to be worn one in each ear. The wearing of earrings by male cadets is not permitted.

Other acceptable jewellery for both males and females are a watch, a plain bracelet, and one ring on each hand.

CONDUCT AND DEPARTMENT

The deportment and appearance of all cadets in uniform shall on all occasions reflect credit on the individual and on the 1188 Lorne Scots Army Cadets and the Canadian Army Cadet program.

Cadets in uniform must not engage in any activity, or present any deficiencies in dress or appearance, that detracts from a professional presence. They should present themselves well groomed, with footwear cleaned and shined, as well as their uniform should be cleaned and properly pressed. When in public, cadets are not to remove their head dress (while outdoors), loosen or remove their ascot, or unbutton their tunic or cadet issued parka. All buttons, fasteners and zippers must be kept closed. Pockets should not bulge, and no items such as glasses, sun glasses, pens, pencils, key rings or paper may protrude from pockets or be suspended from waist belts or pockets.



Internet Use, Printed or Electronic Photos, and On-line Controls

Properly used, the Internet can be an invaluable tool for obtaining information quickly and easily. Out of context and without proper background, visually presented or partially recreated written information can be easily misinterpreted.

Incidents of this nature can have a negative impact on the unit and the Army Cadet program. For these reasons uploading cadet related photos or video to public forums such as Facebook, Twitter, YouTube, MySpace, blogs, etc. and printed or electronic photos is strictly prohibited without the expressed written consent, of the 1188 RCACC Commanding Officer.

Please note that the 1188 Lorne Scots official Facebook page is called: 1188 Lorne Scots RCACC (Oakville) or just type: <http://www.facebook.com/groups/207876549276381>

The following activities with respect to the Internet and cadet activities are strictly prohibited:

- Sending emails, messages or files, including photos, over the Internet containing any combination of names, addresses, and/or phone numbers of cadets;
- Setting up websites or chat groups using the Canadian Forces, DND, the Canadian Army Cadets , the Lorne Scots or 1188 RCACC brand; and
- Engaging in detailed discussion of cadet activities in social networking forums.

Setting up websites or chat groups for the purposes of Corps activities, discussion, or file exchanges must be authorized by the Commanding Officer before posted to the Internet.

All members of the unit are asked to leave camera phones, video recorders, etc. at home during events such as weekend trips, field exercises and other cadet activities not only to prevent the loss or damage of these expensive devices, but to also keep in accordance with this policy.



ATTENDANCE AND ABSENCES

Cadets must arrive at all training sessions and special events on time.

It is the responsibility of the cadet to ensure that their attendance is recorded at all events.

Cadets who do not maintain regular attendance and participation may be refused permission to attend optional training opportunities, including summer training. Frequent absences can also prevent the cadet from progressing to the next Star Level.

Cadets with less than the desirable attendance shall be Struck Off Strength (SOS) and their membership in the Corps terminated.

Procedure for Late Arrival

During regular parade nights, attendance will be taken **by 1845 hours (6:45 pm)**. Any cadet who arrives after this time must report to the Corps Duty Office to have his/her name added to the attendance register.

During special events, attendance will be taken within 15 minutes of the designated arrival time. Any cadet who arrives after this time must report to the senior officer on duty at the site.

Absences

Cadets shall advise their Platoon Leader of any anticipated absence prior to the commencement of parade on the date of the projected absence. They must also email the corps at 1188members@gmail.com and provide their name, rank, and reason for the absence **at least ONE DAY in advance**.

Some special events, (ex. tagging and poppy sales), are **mandatory**. If a cadet can no longer attend an event that they signed up for, they must call their Platoon Leader and email the corps no later than **three days** before the event so that a replacement can be found.

School is a priority, and leave for the purpose of meeting school commitments may be granted upon request. Cadets may also apply for an extended leave of absence in certain circumstances, which may be granted at the discretion of the Commanding Officer.

Failure to follow these procedures will result in the cadet being marked Absent Without Leave (AWOL). If a cadet is AWOL for three weeks in a row, they may be contacted to explain their absence and their intentions regarding continuing within the Army Cadet program.



CADET HARASSMENT AND ABUSE POLICY

“Emotional, physical or sexual abuse of another person is intolerable and unacceptable within the Cadet Organization. No member of the Cadet Organization is to be subjected to abuse of any form.” (CATO 13-24)

Harassment

Under no circumstance will any member of the 1188 Lorne Scots RCACC exhibit conduct that offends, demeans, belittles or humiliates another member of the Corps. All infractions of CFAO 19-39 (Canadian Forces Policy of Harassment) will be immediately reported to the Unit Cadet Conflict Management Advisor (UCCMA). The unit's Commanding Officer must be notified of all cases involving harassment.

Abuse

Under no circumstance shall members of the Corps abuse or be abused by another person, whether that is emotionally, physically or sexually. All infractions of CATO 13-24 (Emotional, Physical and Sexual Abuse in the Canadian Cadet Organization) will be immediately reported to the Unit Cadet Conflict Management Advisor (UCCMA). The units Commanding Officer must be notified of all cases involving abuse.

Fraternization

Under no circumstances shall members of the Corps display or engage in any act of a sexual nature. Cadets shall not openly display acts of affection while at a Corps activity.

Any member of RCACC 1188 Lorne Scots who wishes to learn more about this policy or to report an abusive situation may approach the Corps UCCMA directly at any time. Should the complaint involve the UCCMA, the person wishing to report the abuse shall speak directly with the Commanding Officer. Both the UCCMA and the Commanding Officer have received special training by the Canadian Forces in the reporting of abusive situations.

All complaints will be taken seriously, and by law some situations are to be reported to the Children's Aid Society, the police, or both. All officers, civilian volunteers, and cadets shall

receive an annual briefing from the UCCMA at the commencement of the training year on the rights and responsibilities with respect to this policy.



DRUG, ALCOHOL AND SMOKING POLICY

Non-prescription drug use, alcohol consumption and smoking by cadets, parents and staff members are prohibited at all cadet activities.

CORPS FACILITY AND RESTRICTED ACCESS AREAS

The 1188 Lorne Scots RCACC meets at the Oakville Armoury.

This is a military facility and is the property of the Department of National Defence. As such, there are areas of the building that are **OUT OF BOUNDS** to all cadets and any other unauthorized persons. Unauthorized personnel in any restricted area may be committing a breach of security. All potential breaches of security will be dealt with according to established regulations.

The following areas are out of bounds to unauthorized personnel:

- 1188 RCACC Duty Office
- 1188 RCACC Supply Office (QM Stores)
- 1188 RCACC Supply Cage
- 1188 RCACC Basement Storage Areas
- Offices and Storage Areas of the Lorne Scots Reserve Regiment.

Access to these areas may be granted at the discretion of the Commanding Officer or his/her designate. Officer or Civilian Volunteer supervision must be present during access by unauthorized persons. Additionally, a record of access to these areas by unauthorized personnel will be kept by the Duty Cadet of the day, and returned to the Commanding Officer or his/her designate at the end of every Parade Night or training exercise.



ANNEX A: CATO 15-22

EXAMPLES OF UNDESIRE D CONDUCT AND SUGGESTED CORRECTIVE MEASURES

CATEGORY	MISCONDUCT	SITUATION	COMMON INITIAL CORRECTIVE MEASURE(S)	CORRECTIVE MEASURE(S) FOR MORE SERIOUS BREACHES OF CONDUCT
Behaviour	Disrespect	<input type="checkbox"/> Lack of respect towards peers and superiors	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice <input type="checkbox"/> Verbal apology	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges
	Insubordination	<input type="checkbox"/> Refusal to obey an appropriate order <input type="checkbox"/> Negative attitude or words with respect to orders with the aim of discrediting the competence of a superior	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning <input type="checkbox"/> Verbal apology	<input type="checkbox"/> Assignment of extra duties/Suspension of privileges <input type="checkbox"/> Cease training <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Suspension
	Inappropriate language	<input type="checkbox"/> Unacceptable language (profanity, blasphemy, vulgarity)	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice <input type="checkbox"/> Verbal apology	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges
	Lack of honesty	<input type="checkbox"/> False declaration/statement <input type="checkbox"/> Lying <input type="checkbox"/> Cheating <input type="checkbox"/> Lack of frankness	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges
	Abuse of authority	<input type="checkbox"/> Cadet in a leadership position misusing his/her authority	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Written warning <input type="checkbox"/> Verbal apology	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Suspension



ANNEX A: CATO 15-22

CONTINUED...

CATEGORY	MISCONDUCT	SITUATION	COMMON INITIAL CORRECTIVE MEASURE(S)	CORRECTIVE MEASURE(S) FOR MORE SERIOUS BREACHES OF CONDUCT
	Property damage	<input type="checkbox"/> Negligent use of equipment (breakage, loss) <input type="checkbox"/> Damage to property	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Written warning <input type="checkbox"/> Verbal or written apology <input type="checkbox"/> Assignment of extra duties	<input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Cease training <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Suspension <input type="checkbox"/> Restitution
Appearance	Dress below standard	<input type="checkbox"/> Failing to uphold the required dress standards (uniform, hair, appearance)	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges
	Inappropriate conduct	<input type="checkbox"/> Acting in a manner which brings discredit to the cadet organization	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Written warning <input type="checkbox"/> Cease training <input type="checkbox"/> Suspension	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Termination of membership
Policy Breach	Alcohol (CATO 13-23)	<input type="checkbox"/> Consumption or provision of alcohol at a cadet function	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Written warning <input type="checkbox"/> Cease training <input type="checkbox"/> Suspension	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Termination of membership
	Drugs (CATO 13-23)	<input type="checkbox"/> Use, possession or provision of drugs	<input type="checkbox"/> Seek guidance from CO RCSU	



ANNEX A: CATO 15-22

CONTINUED...

CATEGORY	MISCONDUCT	SITUATION	COMMON INITIAL CORRECTIVE MEASURE(S)	CORRECTIVE MEASURE(S) FOR MORE SERIOUS BREACHES OF CONDUCT
	Inappropriate interactions	<input type="checkbox"/> Inappropriate interactions with another member, a CI or an officer of the CIC during a cadet duty	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Cease training <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Suspension
	Harassment (non-criminal)	<input type="checkbox"/> Behaving in a manner which embarrasses, belittles, demeans, humiliates another person, or which is contrary to DND Policy on Harassment	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning <input type="checkbox"/> Verbal apology	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Suspension
Attendance	Absences	<input type="checkbox"/> Failing to attend mandatory training on a regular basis <input type="checkbox"/> Failing to advise when unable to attend scheduled training	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning <input type="checkbox"/> Assignment of extra duties	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Suspension <input type="checkbox"/> Change of position <input type="checkbox"/> Termination of membership
Safety	Safety concerns	<input type="checkbox"/> Acting or failing to act which results in the safety of another member being jeopardized	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Cautionary notice or Written warning <input type="checkbox"/> Assignment of extra duties	<input type="checkbox"/> Assignment of extra duties <input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Suspension <input type="checkbox"/> Change of position
	Causing injury	<input type="checkbox"/> Willfully causing injury to another cadet <input type="checkbox"/> Fighting	<input type="checkbox"/> Reinforcement of expected behaviour <input type="checkbox"/> Written warning <input type="checkbox"/> Cease training <input type="checkbox"/> Assignment of extra duties	<input type="checkbox"/> Suspension of privileges <input type="checkbox"/> Change of position <input type="checkbox"/> Suspension of pending rank appointment <input type="checkbox"/> Reduction in rank <input type="checkbox"/> Suspension

