

**872 KANATA AIR CADET SQUADRON
COMMANDING OFFICER'S DIRECTIVE / 12 - 02**

HARASSMENT / ABUSE INCIDENT STAFFING PROCESSES

1. 872 Kanata Air Cadet Squadron adheres to the CCO policies on harassment and abuse prevention. Cadets, staff and volunteers are given regular briefings and reminders on the subject and are aware of the PSRY program. This Directive will emphasize the process to follow when a harassment / abuse issue is brought to the attention of the 872 Sqn Chain of Command.
2. The objective of this Directive is to ensure that Squadron can maintain a zero tolerance for harassment / abuse while ensuring that all allegations and complaints are dealt with properly and in a timely fashion.
3. The following processes, A through F describe how reports or complaints of harassment / abuse should be handled:
 - A. Complaint or the report of a situation brought to attention of the Unit Cadet Conflict Management Advisor (UCCMA)
 1. UHRA receives the complaint or situation and takes action as required.
 2. UHRA notifies CO or DCO of the complaint or situation at first opportunity.
 3. UHRA navigates the issue through investigation.
 4. UHRA reports to CO or DCO and terminates the case as directed by the CO.
 5. UHRA files documents off-site from A. Y. Jackson HS.
 - B. Complaint or the report of a situation brought to attention of the CO or DCO and UHRA is available
 1. CO or DCO receives complaint or situation informs the UHRA of the issue.
 2. UHRA navigates the issue through investigation.
 3. UHRA reports to CO or DCO and terminates the case as directed by the CO.
 4. UHRA files documents off-site from A. Y. Jackson HS.
 - C. Complaint or the report of a situation brought to attention of the CO or DCO when UHRA not available
 1. CO or DCO receives the complaint or situation and designates a Sqn Staff Member to take action.
 2. Staff Member navigates the issue through investigation.
 3. Staff Member reports to CO or DCO and terminates the case as directed by the CO.
 4. Documents are given to UHRA who files documents off-site from A. Y. Jackson HS.
 - D. Complaint or the report of a situation brought to attention of a Sqn Staff Member when the UHRA is available
 1. Staff Member advises the UHRA. Process A is then followed.
 - E. Complaint or the report of a situation brought to attention of a Sqn Staff Member when UHRA not available but the CO or DCO is available
 1. Staff Member advises the CO or DCO. Process C is then followed.
 - F. Complaint or the report of a situation brought to attention of a Sqn Staff Member when neither the CO nor the DCO nor the UHRA nor any superior officer are available
 1. Staff Member reassures the complainant (or the person bringing the situation to light) that action will be taken.
 2. Staff Member asks this individual to provide a written statement of the facts, to sign and to date the statement. This statement should list witnesses if possible. You can write the statement if it is dictated but the individual should sign and date it.
Gather as many facts as possible without doing an investigation: date, time, location, those involved, etc. Make no judgements. Make no promises.
 3. Staff Member acts accordingly. On the one hand this could mean taking action to mend fences between Cadets. On the other hand, this could mean contacting the parents of the Cadet/s involved. This could mean involving medical services and police services.

4. Staff Member notifies the CO or DCO or UHRA of the situation at first opportunity and advises of all actions undertaken as a result of this situation. Hand over the control of the situation to the CO, DCO or UHRA as soon as possible.
5. Case will be terminated as directed by the CO.
6. Documents are given to UHRA who files documents off-site from A. Y. Jackson HS.

Note 1

A complaint or the report of a situation brought to attention of the Sqn is not always a harassment / abuse incident. Abuse of authority, bad leadership, rudeness, lack of attention, irresponsible behaviour, theft, disregard for regulations, insubordination, etc, are not in and of themselves, harassment / abuse incidents. If the incident is not a harassment / abuse situation, the situation must be dealt with using other leadership, disciplinary means.

Note 2

If there is doubt about a situation being a harassment / abuse incident or not, discuss the situation with the UHRA, or a superior Officer. When in doubt, if there is no one to consult, treat the situation as a harassment / abuse incident.

Note 3

Not all harassment / abuse incidents are reported. Some are witnessed by staff members. In such cases, the Staff Member witness must initiate the harassment / abuse Incident Staffing Process D, E or F after taking appropriate action to minimize the damage caused by the incident.

Note 4

A person, (Staff Member, Cadet, parent, volunteer or Sponsor Committee Member) who witnesses a harassment / abuse incident involving a Staff Member, parent, volunteer or Sponsor Committee Member must inform the CO or DCO or UCCMA or the designated on site Staff Member immediately or as soon or as possible after the incident.
Approved by the Commanding Officer on 01 May 2012.