

Australian Defence Force Cadets

Behaviour Policy

Information booklet



Acknowledgments

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Extra information for staff and volunteers is provided as a separate document.

Why do we need to know about ADFC Behaviour Policy?

The Australian Defence Force Cadets (ADFC) is a community based organisation that aims to provide equal opportunity for young Australians to obtain:

- ✓ personal challenges
- ✓ growth
- ✓ self-esteem
- ✓ self-discipline
- ✓ enjoyment in an adventurous military-like setting.

If we are to achieve our aim and the respect of our parent service and the community, we must:

- ✓ set a good example to all around us
- ✓ behave in a way that demonstrates the highest ethical standards of conduct.

The ADFC Behaviour Policy was developed to provide a consistent approach for the prevention, management and reporting of unacceptable behaviour and sexual offences. It has been incorporated into each of the three Cadet organisations and contains a Code of Ethical Behaviour for Cadets and staff which guides all Cadet activities. It is important that everyone in the Cadet community understands the high ethical standards that are expected and the support mechanisms that are available.

This Information Booklet and training will help you as Cadets, staff and parents to understand what is trying to be achieved through the ADFC Behaviour Policy, and how you may contribute towards these aspirations.

What is in this Information Booklet?

Everyone participates in this Cadet training and there is additional follow up training for staff and adult volunteers.

When Cadets, staff and volunteers participate in this training

- ✓ Information about the Behaviour Policy covered in the training
- ✓ Activities with space to put responses
- ✓ Where to go for further information
- ✓ Codes of Ethical Behaviour (for Cadets and for Staff)
- ✓ Statement of Commitment and Compliance Forms to sign (one for Cadets, one for Adult Staff and Volunteers)

When staff and volunteers participate in follow up training

This Information Booklet has an additional section to be added for follow up training delivered to staff and volunteers.

For parents

Parents will find the contents of this Information Booklet useful in gaining a greater appreciation of the Cadet environment and what is expected from Cadets and staff. It also provides parents with information about support resources available.

Topic 1: Introduction to behaviour in the Cadets

This topic addresses the difference between acceptable and unacceptable behaviour in Cadets.

Across Australia, all Cadets and staff, in each of the three Cadet organisations: Australian Navy Cadets, Australian Army Cadets and the Australian Air Force Cadets, will take part in training like this.

This training, and the Information Booklet, set out the behaviour that is expected of Cadets, staff and other adults working with Cadets.

Let's look at an important part of the aim or mission of the Australian Defence Force Cadets.

Acceptable behaviour



To make the ADFC a safe and fair place – we need
Cadets and staff to behave in an acceptable way.

For everyone to be positive and happy, we need a safe and fair environment.

Acceptable behaviour is about doing the right thing.

To help us understand the difference between acceptable and unacceptable we have the:

- ✓ Cadet organisation policy manual
- ✓ Codes of Ethical Behaviour for Cadets and Staff
- ✓ Statements of Commitment and Compliance for Cadets and for Adult Staff and Volunteers.

Outcomes of this training



At the end of the training, you should:

- ✓ Understand key points of the Code of Ethical Behaviour and relevant sections from your Cadet organisational policy manual.
- ✓ Agree to follow this Code of Ethical Behaviour by signing an agreement form.

ACTIVITY What is acceptable and unacceptable behaviour?

This table gives examples of some unacceptable behaviour and some acceptable behaviour. Read these and tick whether you think they are acceptable or unacceptable.

- ✓ acceptable behaviour – doing the right thing, and
 ✗ unacceptable behaviour.

What happened?	Acceptable ✓	Unacceptable ✗
<i>Helping someone who has trouble with an activity</i>		
<i>Swearing at someone who can't do something</i>		
<i>Refusing to join in an activity for no valid reason</i>		
<i>Attending working bees</i>		
<i>As captain of the team you appoint your brother as vice captain</i>		
<i>Remaining quiet when someone says something insulting to another person at Cadets</i>		
<i>Ordering a new or younger Cadet to do a silly or rude action</i>		
<i>A leader who says the boys will carry the tents for the girls</i>		
<i>Cadets taking time to clean and polish boots at home</i>		
<i>A team captain who decides that boys will play first and that girls can be substitutes when needed</i>		
<i>Persistent teasing</i>		
<i>Offering helpful criticism to assist another person</i>		
<i>Greeting female officers with Ma'am and male officers with Sir</i>		
<i>Criticising a Cadet participant on a website or bulletin board</i>		
<i>A leader yells at a person's face</i>		
<i>A leader who gives a person or group more unpleasant work, than the work given to others</i>		
<i>Encouraging others on their efforts</i>		
<i>Saluting an officer</i>		

Summary


Acceptable behaviours are those actions that are:

- ✓ fair to everyone
- ✓ show respect for yourself and others.

What will be covered in this training

Here are the questions you should be able to answer at the end of our training:

Questions



- ✓ What is acceptable behaviour?
- ✓ What is unacceptable behaviour?
- ✓ How do I respond to unacceptable behaviour?
- ✓ How can I prevent unacceptable behaviour?
- ✓ What is a sexual offence?

At the end of the training you will be signing the Statement of Commitment and Compliance for Cadets or for Adult Staff and Volunteers.

Topic 2: Cadet Code of Ethical Behaviour

Let's look at what is acceptable behaviour for Cadets, and why we have a Code of Ethical Behaviour.

The Cadet Code of Ethical Behaviour guides the way Cadets are expected to behave as a Cadet – the actions and decisions they make.

It's doing the right thing.

The **Cadet Code of Ethical Behaviour** sets out the standards of how Cadets are expected to behave as a Cadet. It is also important that staff understand the Cadet Code in their youth development role.


You don't need to memorise all the points in this Code, but you do need to understand that you must always behave in a way that is acceptable to Cadets. You must understand that **Cadets does not allow unacceptable behaviour**, and that everyone is expected to act in accordance with general standards of community decency.

The **Cadet Code of Ethical Behaviour** is in the back of this Information Booklet.

Cadet Code of Ethical Behaviour

Write an example which explains each of the 10 parts of the Cadet Code of Ethical Behaviour.

Cadet Code - summary



1. Treat others with respect
2. Recognise and value differences
3. Make fair decisions
4. Recognise, prevent and report unacceptable behaviour
5. Be honest
6. Be responsible
7. Respect supervisors
8. Carry out assigned tasks
9. Be clean and tidy
10. Be true to cadet values

1. Treat others with respect and dignity.

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2. Recognise that everyone is different and that differences are a great strength because we can learn from others and better appreciate each other as unique human beings.

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- 3. Make decisions that are fair for everyone – this is about making sure everyone is given a fair go and has the same opportunity to share their ideas and join in activities.**

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- 4. Recognise, prevent and report unacceptable behaviour like harassment and bullying, discrimination, swearing, threats, violence, unsafe activities or abuse of positions of responsibility.**

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- 5. Behave with integrity by being honest to yourselves and others.**

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- 6. Are accountable for your actions and decisions. Are responsible for your actions and do not blame others or make excuses for your behaviour.**

Complete the activity below.

ACTIVITY Are you responsible for your actions?

Situation

You are in a Cadet training session and accidentally break a piece of equipment. Decide whether each behaviour below is acceptable or unacceptable.

Item	Behaviour	Acceptable or unacceptable behaviour
a	You keep quiet about the breakage	
b	You tell your activity leader that you accidentally broke it	
c	You push the broken bits under another Cadet's work area	
d	You explain to your activity leader that you felt dizzy and it fell (even though this isn't true)	
e	You keep quiet about the breakage, as it was already damaged and your action was just extra wear and tear	

- 7. Respect your Cadet officers and Instructors and obey their lawful directions that relate to you as Cadets.**

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ACTIVITY Respecting legitimate directions

Look at the following examples. Which responses are acceptable and which are unacceptable?

What happened?	Acceptable or unacceptable behaviour	Why?
<i>a On a fitness activity, Lee walks towards the Flying Fox. When the Instructor calls out 'RUN!' Lee runs.</i>		
<i>b At the top of the Flying Fox when the Instructor orders 'Go!', Lee doesn't move and calls back 'There's a water snake down in the river Sir!'</i>		
<i>c During an overnight exercise the girls and boys ignore their Instructor's directions and plan to sleep in the same dormitory.</i>		
<i>d On a bivouac camp next to a river, the leader orders everyone to be quiet and get a good night's sleep. But in the middle of the night it rains hard and when the river rises, the Cadets wake up everyone else.</i>		

8. Carry out Cadet tasks assigned to you in accordance with relevant policies.

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9. Keep a clean and tidy standard of dress while wearing your Cadet service uniform because you represent your parent Service and must look and behave in a manner that supports the good reputation of your parent Service

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10. Stay true to Cadet values of honour, honesty, courage, integrity, loyalty and teamwork.

Let's look at each of these terms in details.

Honour	treating others with respect, dignity and decency
Honesty	not telling lies, being truthful, not tricking someone
Courage	having some fear but going ahead, facing up to danger, being brave
Integrity	being honest, staying true to what you have agreed
Loyalty	always supporting something/someone, even if things are difficult
Teamwork	working with others to achieve a goal,

ACTIVITY Cadet values

Draw a line between each Cadet value and the description that best matches that value.

Honour

working as a group to march in time/sail a boat/solve a problem

Honesty

supporting Cadets, even though some people you know are not aware of the good things you do there

Courage

when someone makes a mistake and owns up to it; also, telling people when they did a good job.

Integrity

doing an activity even though you haven't done it before and may be unsure if you can do it

Loyalty

not giving someone the best job just because he/she is your best friend

Teamwork

saluting a superior, being polite to others

ACTIVITY How should we behave?

This activity provides examples of each part of the Cadet Code of Ethical Behaviour. For each situation explain which part of the Code it matches. Note that one of the situations covers two parts of the Code.

Situation	Which part of Code it matches (1-10)
Corporal Marion O'Brien greets Cadet Zane Getz with 'Good afternoon Cadet Getz, how is your First Aid course going?' and Zane says 'Good Afternoon Corporal O'Brien, it's good except we've got a test next week'. 'All the best with it Cadet!' replies Marion. 'Thank you Ma'am' says Zane.	
Jarryd has just finished Cadets weekend camp. Before heading off on public transport, Jarryd has a quick wash and tidies up his uniform.	
The team leader admitted to the group that he had chosen the shortest route, but not the safest one. Now with the river rising, they would need to retrace their steps to cross at the bridge.	
The team leader showed the activity plans to the rest of the group and asked for their suggestions for improvement.	
John admitted he lied and said publicly that he was sorry.	
Even though the Unit had been through some difficult times, the members continued to support each other and worked together to further improve their Unit.	
When asked to do a clean up, the members responded immediately and made sure they wore protective clothing and used correct equipment.	
With a difficult adventure activity ahead, the tasks were divided up so that each Cadet worked to their strengths, and where possible Cadets worked in mixed pairs or small groups so they could learn from others.	
A bully in the Unit was soon stopped when it was identified and reported.	

Summary

Here is a summary of the Cadet Code of Ethical Behaviour.

- ✓ Treat others with respect
- ✓ Recognise and value differences
- ✓ Make fair decisions
- ✓ Recognise, prevent and report unacceptable behaviour
- ✓ Be honest
- ✓ Be responsible
- ✓ Respect Instructors
- ✓ Carry out assigned tasks
- ✓ Be clean and tidy
- ✓ Be true to Cadet values

Cadet Staff Code of Ethical Behaviour

As well as a Cadet Code of Ethical Behaviour, there is a Staff Code of Ethical Behaviour. Staff and volunteers are required to complete the Statement of Commitment and Compliance by Adult Staff and Volunteers.

A copy of these documents is included in the back of the Information Booklet for staff and volunteers.

The Staff Code of Ethical Behaviour is also contained in the information brochures, on the CadetNet website (www.cadetnet.gov.au), and in each Cadet organisational policy manual.

Topic 3: What is unacceptable behaviour?

Unacceptable action or speech is behaviour that can hurt someone either physically (their body) or emotionally (their feelings). It can make the environment very unpleasant and sometimes unsafe.

Sometimes behaviour that seems okay to one person may actually hurt or offend someone else. We have a Behaviour Policy in Cadets, so that everyone knows what is acceptable behaviour.

Our parent service, the Australian Defence organisation, and the community in general has already put a lot of effort into eliminating or dealing with harassment, discrimination and bullying. If we want to earn the respect of the community and the rest of the Australian Defence organisation, then Cadets must recognise, prevent and report unacceptable behaviour and uphold the high ethical standards expected.

You must behave in a way that is acceptable to Cadets.

Do not ignore unacceptable behaviour.

Unacceptable behaviour



Recognise, prevent and report unacceptable behaviour like:

- ✓ harassment and bullying
- ✓ discrimination
- ✓ swearing
- ✓ threats
- ✓ violence
- ✓ unsafe activities
- ✓ abuse of positions of responsibility.


Remember our Cadet Code of Ethical Behaviour?

Let's look closer at the fourth point in the Code.

We'll look at unacceptable behaviours that are outlined in the Cadet organisation policy manual. We will explain what they are, to help you understand the correct form of behaviour.

Harassment

What is harassment?



Harassment is any behaviour, verbal or physical, which is
offensive to a person and which is **unwelcome**.

It is harassment when the person (you or someone else) being harassed doesn't want it to continue – it is **unwelcome**. The **impact** or **effect** on the person being harassed determines whether it is harassment, not the intent of the person doing the harassing.

Impact of harassment



Harassment is when behaviour is:

- ✓ **unwanted** – the person does not like it, it is unwelcome
- ✓ **offensive** – it makes them upset or even angry
- ✓ **humiliating** – it makes them feel very embarrassed or ashamed
- ✓ **insulting** – someone says something which is intended to hurt someone else
- ✓ **intimidating** – it is frightening, the person being harassed feels threatened and forced to do something they don't want to do

Let's look at some examples.

Have you ever noticed any of these happening – to you or to other people?

It is harassment



It is harassment if someone:

- ✓ makes insulting comments about:
 - the way a person looks
 - a person's background
 - a person's sexual preference
 - what a person can or cannot do
- ✓ spreads rumours about people
- ✓ interferes with someone's personal belongings
- ✓ keeps teasing after being asked to stop
- ✓ shows insulting pictures, posters, graffiti

It is harassment:

- ✓ if you make insulting comments about the way a person looks, for example:

- ✓ if you make insulting comments about a person's background, for example:

- ✓ if you make insulting comments about a person's sexuality, for example:

- ✓ if you make insulting comments about what a person can or cannot do, for example:

Harassment is also:

- ✓ spreading rumours about people or openly saying negative things about people
- ✓ interfering with someone's personal belongings
- ✓ when someone is intentionally left out of a Cadet activity
- ✓ if teasing that is insulting, or embarrassing, and continues after you ask it to stop
- ✓ insulting pictures, posters and graffiti.

Three types of harassment are dealt with in more detail in the policy:

- ✓ gender harassment
- ✓ sexual harassment
- ✓ bullying.

Let's look at these three types of harassment.

Gender harassment

Gender is about being male or female. So gender harassment is when a person is harassed because they are female or because they are male.

Gender harassment



Gender harassment is where:

- ✓ someone makes jokes or makes suggestive remarks with a gender basis
- ✓ someone talks negatively about the opposite sex
- ✓ a person or group is treated unfavourably because of their gender

Gender harassment is where:

- ✓ someone makes jokes or makes suggestive remarks with a gender basis, for example:
- ✓ talks negatively about the opposite sex, for example:
- ✓ a person or group is treated unfavourably because of their gender, for example:

This doesn't mean that everyone has to be able to do everything. Some people may be good at certain things and not others. The important thing is that everyone is given a chance and not discriminated against.

Sexual harassment



Examples of sexual harassment are when someone:


- ✓ makes offensive comments of a sexual nature
- ✓ tells sexual jokes
- ✓ comments on another person's sex life
- ✓ makes offensive gestures
- ✓ makes comments about another person's sexual attractiveness or unattractiveness
- ✓ makes unwelcome sexual advances or unwelcome requests for sexual favours, including persistently asking someone out even after they have said no, or after a relationship has finished
- ✓ touches you on your private parts
- ✓ sexual staring, for example pointedly staring at someone's private parts, watching someone from the opposite sex while they are dressing or having a shower (without their knowledge)
- ✓ calling someone names because of his or her heterosexuality or homosexuality
- ✓ forces you to look at people performing a sexual activity or to look at sexual videos, photos or pictures
- ✓ being forced to listen to sexual talk, intrusive questions or obscene phone calls
- ✓ being forced to read sexual notes, email messages or Short Message Service (SMS) messages.

How do you know when certain behaviour becomes sexual harassment? Sometimes we might want to tell a joke, compliment someone on their appearance, ask someone out etc. We talked earlier about 'grey areas'. To avoid sexually harassing someone, think before you act:

- ✓ think about the impact on the other person – how will they feel?
- ✓ think about how any other reasonable person would feel
- ✓ think about how you would feel if it happened to you
- ✓ think about what your family or friends (for example, your boyfriend or girlfriend, husband or wife) would say or do if they found out
- ✓ think about what the other person's family or friends would say or do if they found out
- ✓ think about your own motivation – why are you about to behave this way?
- ✓ be aware of the other person's reaction – either their words or actions will show you that they want you to stop and that the behaviour is unwelcome. NO means NO.

Sexual offence

Sexual offence



It is a sexual offence, and will be reported to the civilian police and to parents if:

- ✓ there is any sexual activity that occurs without consent
- ✓ there is any sexual activity with someone under the age of 16 years, even if they consent to it.

A sexual offence will be reported to the **civilian police** and to **parents** if:

- ✓ there is any sexual activity that occurs **without a person's consent**, for example touching someone on their private parts, having sexual intercourse, being forced to touch another person's sexual areas, being kissed or held in a sexual manner
- ✓ there is any sexual activity with someone **under the age of 16 years**, even if the person consents to it.

All sexual offences also need to be reported to the Defence Equity Organisation. Refer to your Cadet organisation policy manual or speak to your Commanding Officer for guidance on how to do this.

Bullying

What is bullying?

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Bullying



- ✓ is a form of harassment
- ✓ is action or words that are intended to:
 - hurt
 - threaten
 - frighten
 - embarrass

Bullying can be actions or words that are intended to:

- ✓ hurt
- ✓ threaten
- ✓ frighten
- ✓ embarrass.

Examples of bullying are:


- ✓ hitting, kicking, pinching, hair pulling, biting
- ✓ teasing, spreading rumours, putdowns, laughing at someone
- ✓ giving a person more unpleasant work than that given to others
- ✓ humiliating a person through sarcasm, criticism and insults, especially in front of others
- ✓ giving someone too much work to be done in a certain time then criticising them when it isn't finished or not done properly.

Being bullied makes you feel miserable, lack self confidence, left out or frightened.

Discrimination

Unlawful discrimination

Unlawful discrimination



Unlawful discrimination is treating a person less favourably than someone else in the same or similar circumstances because that person is different.

At times the differences that can lead to discrimination include:

- ✓ age
- ✓ disability
- ✓ physical features
- ✓ religion
- ✓ gender
- ✓ pregnancy
- ✓ past convictions.

Can you think of any others?

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Lawful discrimination

Sometimes rules or laws are made which do stop groups of people doing certain things, for example young people under a certain age are not allowed to drive a car, or vote, or get married.

These laws or rules are often intended to protect people.

For example:

-

-

-

Inappropriate relationships in Cadets

Relationships are our connections to other people through family, friendship, school, work and Cadets.

When we are talking about inappropriate workplace relationships, we don't mean:

- ✓ team work
- ✓ friendships
- ✓ camaraderie.

This is all part of being involved with Cadets.

We also don't mean there can't be family relationships in Cadets (for example, husband/wife, brothers/sisters, parents/children)

These relationships are okay.

But, some relationships are not appropriate in Cadets. For example:

- ✗ **sexual relationships between adult Cadets/volunteers and Cadets under the age of 16 (this is a criminal offence).**

Avoid public displays:

- ✗ Cadets and staff are not allowed to show affection and private intimacy in public (for example, kissing, hugging, hand holding) whilst on Cadet activities
- ✗ you aren't allowed to use your relationship with someone to get special treatment, for example expecting the leader to give you the best job because he is your dad.

These apply at all times when you are on duty in Cadets.

Physical contact

A lot of activities include physical contact.

For example, sometimes people feel uncomfortable with physical contact.

Where it is reasonable, people should be told beforehand about the purpose of the contact and what it involves.

But, if you don't feel safe, or feel scared or uncomfortable with the physical activity, you can use the Fair Go procedure, which we will discuss later.

No touching rule

Touching is more than physical contact. In Cadets, you are not allowed physical contact with another person by using your body or an object, for:

- ✘ sexual harassment
- ✘ intimidation
- ✘ displaying private intimacy.

Abuse of power

In Cadets, it is important to learn new skills and to learn to follow orders. Your leaders can direct you and correct you if you are doing something wrong.

Unfortunately some leaders don't use their power properly. This abuse of power may result in unfair treatment or favouritism. For example:

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If you feel that your leader has asked you to do something that is unsafe and puts you or someone else at risk, then you have a right to stop this. In the next topic you'll learn what to do if this happens.

If you are leading a team activity, you must not abuse your power.

Other unacceptable behaviour

Any behaviour that is likely to give Cadets a bad name must also be avoided. One common example is swearing. This includes offensive or indecent language.

Swearing

Why do people swear?

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For example, it may be:

- ✓ habit
- ✓ annoyed with themselves
- ✓ angry with others
- ✓ because people around them swear – friends, family, school/work mates – if you don't swear you are 'not in with the group'.
- ✓ because they're a bully.

Swearing is unacceptable behaviour.

What can you do if you or someone else swears in Cadets?

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-

What can you do if you are in the habit of swearing?

-
-
-

ACTIVITY Recognising acceptable and unacceptable behaviour

Read each point. Mark whether the behaviour is acceptable ✓ or unacceptable ✘.

Behaviour		Acceptable ✓	Unacceptable ✘
A	A Cadet says awful things about the religion of another Cadet.		
B	The Commanding Officer tells a Cadet to tuck in his shirt.		
C	You see a Cadet hiding someone's equipment as a joke.		
D	Someone tells you something bad about another Cadet, behind his or her back.		
E	In an activity when you have to trust others, someone deliberately touches a private part of your body.		
F	A son salutes his mother who is the Commanding Officer.		
G	You are the only girl or only boy in the group, and everyone else is given an opportunity to lead group activities except you.		
H	A note is passed to you with an offensive picture of a staff member on it.		
I	During an activity that is becoming unsafe, a young Cadet calls out Stop! Stop! Stop! to a Commanding Officer.		
J	You're new to a group, and they keep teasing you about your name. They can't pronounce it properly, and continue to tease you even when you tell them how it is pronounced.		
K	A group of Cadets sits around in the mess talking and laughing at the end of an activity.		
L	A Cadet doesn't speak up when he/she sees another Cadet being bullied.		
M	A staff member attends parade in civilian clothes and disciplines others who have incorrect uniform.		
N	You take a piece of equipment from the unit and label it with your name because you have to use it often.		

Summary

Unacceptable behaviour



Recognise, prevent and report unacceptable behaviour like:

- ✓ harassment and bullying
- ✓ discrimination
- ✓ swearing
- ✓ threats
- ✓ violence
- ✓ unsafe activities
- ✓ abuse of positions of responsibility.

In Cadets it is important to recognise, prevent and report unacceptable behaviour.

In this topic we looked at recognising these unacceptable behaviours. In the next topic, we'll look at what to do if you observe or are subjected to unacceptable behaviour.


Topic 4: Responding to unacceptable behaviour

We've explored what we mean by unacceptable behaviour. But what can you do as a Cadet or staff member?

Firstly, of course, Cadets must always behave in a way that is acceptable, according to the Cadet Code of Ethical Behaviour. You will be signing a document to state that you will always do this.

Secondly, you can help other people behave in an acceptable way, and also protect people if they are made unsafe or uncomfortable because of someone else's unacceptable behaviour.

Responding



1. Remind people
2. Report
3. Fair go procedure

There are three basic things you can do if you think behaviour is not acceptable:

- ✓ Remind
- ✓ Report
- ✓ Fair Go procedure

These can be used if you are affected directly, or you observe someone else being affected by unacceptable behaviour.

Let's look at these in detail.

Remind people

You can remind other people about the Code of Ethical Behaviour (for either Cadets and staff or both).

State clearly that the behaviour is offensive (to you or to others) and goes against the Code. Ask the person (or people) to stop.

Report

Anyone can tell the Commanding Officer or other responsible adult that you have seen or heard unacceptable behaviour.

Anyone can call the Defence Equity Advice Line for help on:

1800 644 247

1800 803 831 or

1800 626 254


Incidents of unacceptable behaviour and sexual offences need to be reported to the Defence Equity Organisation, and where Cadets are involved, to parents/guardians. Speak to your Commanding Officer for guidance on how to do this.

All sexual offences must be reported to the civilian police. Processes for reporting are contained in your Cadet organisation policy manual or you can contact your Commanding Officer or the Defence Equity Advice Line, for advice.

Fair go procedure

You can use the Fair Go procedure.

Fair Go procedure



The Fair Go procedure gives everyone in Cadets the ability to stop a situation where they feel threatened or unsafe. This is when someone's behaviour is not acceptable; or when you don't feel safe

In the Fair Go procedure, you use certain words to stop action you feel is unacceptable or unsafe.

This is a formal process – everyone in Cadets involved in the activity including staff and parents – **MUST** take notice. Using the Fair Go procedure means there is a need to stop the activity and that there is a need for support, assistance, help or intervention.

The Fair Go method is the use of 'action phrases' that signals to others that someone feels uncomfortable or unsafe about a situation. Here are the phrases – they are at 2 levels, depending on how uncomfortable or unsafe the situation is.



The first level action phrase is:

Stop! Fair go!

Now let's look at the next level up of the action phrases:

Stop! Stop! Stop!

Fair Go method



- ✓ Can be used by any Cadet, staff member or volunteer
- ✓ Can be used by you – if you feel scared, harassed or unfairly treated
- ✓ Can be used for other people
- ✓ Applies to all Cadet activities
- ✓ Must only be used when necessary

These action phrases can be used by Cadets or by staff if they think that anyone's behaviour is unacceptable – Cadets or staff.

Any Cadet or staff member can use these phrases when they feel they are being harassed or think that what is happening is not in line with the Code of Ethical Behaviour.

You are also responsible for other people. If you notice someone else in a situation where they seem uncomfortable or unsafe, you can say the words on their behalf.

It is important that you only use the Fair Go procedure action phrases when they are necessary.

In a situation where you are unsure whether to use the action phrase or not, it's better to use it and then explain why you used the action phrase.

Using the action phrases as a joke or prank is against the Code of Ethical Behaviour and can be dangerous.

Why should we only use the Fair Go procedure action phrases when it is necessary?


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When do you use these action phrases?

When do I use action phrases?



Stop! Fair go!
means 'I feel uncomfortable with what is going on'.


Stop! Stop! Stop!
means 'I feel unsafe or threatened'.

Let's look at these in greater detail.

Stop! Fair go!

Stop! Fair go! means 'I feel uncomfortable with what is going on.'

Stop! Fair go!



You should use **Stop! Fair go!**:

- ✓ when someone is behaving in an unacceptable way towards you or someone else, that makes you feel uncomfortable
- ✓ if you are in a situation where you are uncomfortable with a part of an activity
- ✓ if you are afraid of part of an activity – it is OK to be afraid!
- ✓ if you think someone else is uncomfortable or scared

When people hear **Stop! Fair go!**, it means the activity must stop, until concerns have been looked into and the problem fixed. It can be reported to your superiors, but it doesn't have to be – sometimes the group can sort it out.

Examples of when to use the Stop! Fair go! phrase include:

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Stop! Stop! Stop!

Stop! Stop! Stop! means 'I feel unsafe or threatened'.

Stop! Stop! Stop!



You should use **Stop! Stop! Stop!**:

- ✓ if someone is behaving in an unacceptable way towards you that makes you feel unsafe or threatened
- ✓ when you think an unsafe or threatening action is about to happen
- ✓ if you notice an unsafe or threatening action happening

When you hear the words **Stop! Stop! Stop!** the activity **MUST** stop immediately.

Also, the activity **MUST** be reported to the responsible Commanding Officer present at the activity.

This responsible person must investigate the matter and resolve the concerns of the person who called Stop! Stop! Stop!.

If the issue can't be resolved, the activity **MUST NOT** restart, and the reasons for the Stop! Stop! Stop! **MUST** be reported to the Commanding Officer.

Examples of when to use the Stop! Stop! Stop! action phrase include:

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ACTIVITY Responding to unacceptable behaviour

Read each situation. Decide which option (Remind, Report, Fair Go procedure) is the appropriate response. You may suggest more than one option, especially if the behaviour continued.

Behaviour	Options (Remind, Report and Fair Go procedure)
You hear a new Cadet saying awful things about the religion of another Cadet.	
You see a Cadet hiding someone's personal belongings as a joke.	
Someone tells you something bad about another Cadet, behind their back.	
In an activity when you have to trust others, someone deliberately touches a private part of your body.	
You are the only girl in the group, and everyone else is given an opportunity to lead group activities except you.	
A note is passed to you with an offensive picture of a staff member on it.	
You're new to a group, and they keep teasing you about your name. They can't pronounce it properly, and continue to tease you even when you tell them how it is pronounced.	
You are about to commence an team activity and you realise someone has been deliberately left out.	
After a long day, while Cadets are finishing their meal and staff relax. Some have a beer, and those who smoke go outside the mess to have a cigarette.	
As part of their initiation new Cadets are made to strip down to their underwear and parade down the aisle of the bus.	
A male staff member surprises a female Cadet when he puts his arm around her.	
A married couple that are staff members kiss each other on the cheek when they meet at Cadets.	
During their Drill lessons – the leader shouts at the ones who make mistakes. If anyone makes more than a few mistakes he yells at them that they are losers.	
A trainee instructor submits written work. The senior trainer looks at it and shouts, "You didn't even type it! – It looks a bloody mess".	

Summary

In this Topic we looked at what you could do if you are subjected to unacceptable behaviour, or if you notice unacceptable behaviour. You can either:

- ✓ remind
- ✓ report
- ✓ use the Stop – Fair Go procedure. (Stop! Fair Go or Stop! Stop! Stop!)

Also, if you are the one behaving in an unacceptable way, you must listen to other people if they remind you of your behaviour, or if they use either of the two action phrases from the Fair Go procedure.

Topic 5: Preventing unacceptable behaviour

The most effective way to prevent unacceptable behaviour is to make sure behaviour is always acceptable. This may involve thinking ahead and being ready to respond.

Unacceptable behaviour can be reduced and prevented in a number of ways.

Preventing unacceptable behaviour

Preventing unacceptable behaviour

- ✓ Demonstrate Code of Ethical Behaviour
- ✓ Have input into planning activities
- ✓ Always be on the look out for situations where unacceptable behaviour could occur
- ✓ Sign the commitment to the Code of Ethical Behaviour
- ✓ Report complaints about unacceptable behaviour, and encourage others to do the same
- ✓ Only submit real complaints
- ✓ Support other Cadets

Here are some things Cadets can do.

- ✓ Actively demonstrate the Cadet Code of Ethical Behaviour – keep reminding themselves and others of the Code of Ethical Behaviour, for example:

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- ✓ You will be encouraged to have input into planning activities and other decisions that affect you, for example:

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- ✓ When you are planning or taking part in activities, always be on the look out for situations when unacceptable behaviour could occur, for example:

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- ✓ Make sure that all complaints about unacceptable or inappropriate behaviour are reported immediately.

- ✓ Only submit genuine complaints, for example:

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- ✓ Provide support to other Cadets who may be affected by someone else's unacceptable behaviour, for example:

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- ✓ Encourage other Cadets to make complaints if they think they have genuine complaints about unacceptable behaviour, for example:

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If we do all this, we will make sure that Cadets provides a 'happy, healthy and robust environment within which young people can participate in adventurous activities in a military-like setting that enhance their personal growth and their ability to contribute to the community.'

Use the Defence Equity Advice Line for advice. These are free call telephone numbers:

1800 644 247 or

1800 803 831 or

1800 626 254

or contact your Commanding Officer if you require more information. Cadets are also reminded to speak with their parent or guardian if unacceptable behaviour occurs.

ACTIVITY Signing the Statement of Commitment and Compliance by Cadets


Now Cadets will sign off the Statement of Commitment and Compliance by Cadets.

All Cadets are to sign the statement of compliance when you first enrol as a Cadet, and again as required by your Unit.

First, lets go back and look at the questions asked in Topic 1.

Can you complete these questions?

Questions



- ✓ What is acceptable behaviour?
- ✓ What is unacceptable behaviour?
- ✓ How do I respond to unacceptable behaviour?
- ✓ How can I prevent unacceptable behaviour?
- ✓ What is a sexual offence?

If you feel confident that you can answer the questions above you are ready to complete the Statement of Commitment and Compliance by Cadets.

Turn to the copy of the Statement of Commitment and Compliance by Cadets at the end of this Information Booklet. Read it carefully, then sign it. Your parents or guardians are also invited to sign it, so make sure you ask them to read and sign it. Ensure you return the statement to your Unit.

Staff and volunteer will complete the statement of Commitment and Compliance by all adult staff and volunteers after follow up training.

Where to go for further information

At the back of your Information Booklet there is a list of contacts (telephone, websites), which give you information about where to go for support.

The contacts listed are:

Defence Equity Advice Line

Telephone: toll free **1800 644 247**, **1800 803 831** or **1800 626 254**

Website: www.defence.gov.au/equity

Email: EquityAdvice@defence.gov.au

Bullying. No Way! website

Website has lots of information about bullying, harassment and violence. And you can get advice on what to do if you are being bullied.

Website: www.bullyingnoway.com.au

Kids Helpline

The kids help line is a national counselling service for young people aged 5 to 18 years. It is free, anonymous and confidential. You can chat to a counsellor online or on the phone. The website has links to information sites and contact details of local support agencies.

Telephone: 1800 551 1800

Website: www.kidshelp.com.au

Australian Defence Force Cadet Organisation Policies

Australian Navy Cadets

ABR 5128

Australian Army Cadets

AAC POLMAN

Australian Air Force Cadets

AAFC policy manuals – various sections

ADFC Behaviour Policy

Statement of Commitment and Compliance by Cadets

The ADFC wants to provide you with a happy, healthy and safe environment in which you are confident of fairness and of being kept free from harm. You are offered a high-quality program of adventure, responsibility, leadership and skills development, together with a close association with the single Services.

The ADFC Behaviour Policy, as promulgated by your individual Cadet organisation, is about creating an environment for this to happen. The purpose of the policy is to make sure that everyone understands what the Code of Ethical Behaviour is, how we can work together to ensure that the Code guides how we behave and what we should do when the Code is breached.

This policy reinforces the Cadet organisations values and the importance of a non-discriminatory, fair and safe environment. By knowing, understanding and following this policy each Cadet can contribute to creating a safe, positive and enjoyable environment for everyone who joins the Cadets.

The person signing this document acknowledges both the Cadet Code of Ethical Behaviour and the Behaviour Policy and makes a commitment to uphold them.

I, (print name) agree to comply with the requirements of this policy and to uphold the Cadet Code of Ethical Behaviour.

Signed.....Date.....

Witnessed.....Date.....

Parent or Guardian

I endorse the above, acknowledging the requirements of the Cadet Code of Ethical Behaviour.

Signed..... Date.....

Cadet Code of Ethical Behaviour

This Code of Ethical Behaviour is a set of standards that guides the conduct of all Cadet activities and describes the important obligations and responsibilities expected of Cadets as valued members of the Australian Defence Force Cadets.

As a Cadet you are expected to:

1. treat others with respect and dignity;
2. recognise that everyone is different and that differences are a great strength because we can learn from others and better appreciate each other as unique human beings;
3. make decisions that are fair for everyone—this is about making sure everyone is given a fair go and has the same opportunity to share their ideas and join in activities;
4. recognise, prevent and report unacceptable behaviour like harassment and bullying, discrimination, swearing, threats, violence, unsafe activities or abuse of positions of responsibility;
5. behave with integrity by being honest to yourselves and others;
6. are accountable for your actions and decisions. Are responsible for your actions and do not blame others or make excuses for your behaviour;
7. respect your Cadet officers and Instructors and obey their lawful directions that relate to you as Cadets;
8. carry out Cadet tasks assigned to you in accordance with relevant policies;
9. keep a clean and tidy standard of dress while wearing your Cadet service uniform because you represent your parent Service and must look and behave in a manner that supports the good reputation of your parent Service; and
10. stay true to Cadet values of honour, honesty, courage, integrity, loyalty and teamwork.

Extra information for staff and volunteers

These notes for staff and volunteers are provided as a separate document.