

**AUSTRALIAN ARMY CADETS
STANDING ORDERS
VOLUME 2
CHAPTER '2COC'**

AUSTRALIAN ARMY CADETS MEMBER CODE OF CONDUCT

Version 1.01 - dated 29 Oct 16

Purpose

1. The Member Code of Conduct (MCoC) is a statement of the behaviour that the Australian Army Cadets (AAC) expects from all members of the organisation.

Applicability

2. The AAC MCoC is binding on all members of the AAC when 'on-duty' for this purpose (as defined below).

3. Compliance with the MCoC is an essential prerequisite for acceptance as an Officer / Instructor of Cadets (OOC / IOC) or a Cadet, and an essential condition for continued engagement as an OOC, IOC or Cadet.

4. Although not members of the AAC, all Defence Approved Helpers (DAH) supporting the AAC in accordance with AAC Standing Orders, Volume 2, [Chapter '2DAH'](#) are expected to comply with the AAC MCoC. For the purpose of this Standing Order, a DAH is considered to be a 'member' (unless otherwise stated).

Agreeing To Comply With The MCoC

5. People to whom the MCoC applies are to agree to comply with the Code via the following documents:

- a. **OOC / IOC** – using the [form S035 - Instrument of Acceptance as a Volunteer OOC / IOC](#).
- b. **Cadets** – using the [form C022 - Application for Acceptance as a Cadet](#).
- c. **DAH** – using the [form R013 - Defence Approved Helper Application](#).

Member Code of Conduct

6. While 'on duty' as defined below, a member must:

- a. behave honestly and with integrity;
- b. act with all due care and diligence;
- c. undertake their duties and activities in a manner that is safe to themselves and all others;
- d. treat all others with respect and courtesy, and not engage in harassment or bullying [See Note 1];
- e. use information technology and means of communication only for proper purposes;
- f. comply with all applicable laws of the Commonwealth and of any State or Territory, including any instrument made under such a law;
- g. comply with any lawful and reasonable direction given, verbally or in writing, by an authorised person;
- h. comply with any instruction, policy, procedure or directive issued by an authorised person applicable to the member's AAC duties and activities, including (but not limited to):
 - (1) AAC policy, standing orders, directives or procedures;
 - (2) ANC / AAFC policy, standing orders, directives or procedures (when attending an activity conducted by the ANC / AAFC);

- (3) ADF Cadets policy, standing orders, directives or procedures; or
- (4) Australian Defence Organisation policies and directives; and
- i. comply with any other conduct requirement that is prescribed for members of the AAC by an authorised person.

7. At all times, a member must:

- a. use Commonwealth and cadet unit property, moneys and resources in a proper and safe manner for the purposes for which they were provided;
- b. provide true and accurate information in response to a request for information that is made for official purposes in connection with the member's AAC duties and activities;
- c. make use of, for authorised purposes only, confidential information acquired in the course of the member's AAC duties and activities, and only reveal such information to persons authorised to receive it;
- d. engage in conduct that is not prejudicial to, or likely to be prejudicial to, the administration, discipline or reputation of the AAC, the Australian Defence Force and / or the Australian Defence Organisation; and
- e. notify the Chief of Army (or delegate) as soon as practicable if the member is charged with a criminal offence under a law of the Commonwealth, a State or a Territory.

'Authorised Person'

8. For the purposes of this Code, an 'authorised person' in relation to a member includes:

- a. the Chief of the Defence Force (or the Vice Chief of the Defence Force as delegate);
- b. the Secretary of the Department of Defence (or delegate);
- c. the Chief of Army (or delegate);
- d. the Chief of Navy (or delegate), when the member is attending activities of the Australian Navy Cadets (ANC) or Royal Australian Navy (RAN);
- e. the Chief of Air Force (or delegate), when the member is attending activities of the Australian Air Force Cadets (AAFC) or Royal Australian Air Force (RAAF);
- f. the officer commanding the unit / headquarters to which the member is attached;
- g. a person who is, for the time being, in charge of the member (regardless of their respective ranks);
- h. a person who is, at that time, otherwise authorised to give the member a direction or instruction; which may include (but is not limited to) an OOC or IOC of the AAC, ANC, or AAFC; a member of the Australian Defence Force (ADF); an employee of the Australian Public Service (APS); a DAH; a member of the Police or emergency services; or a contractor or assistant responsible for the conduct of a particular activity or event (such as a roping or flying instructor).
- i. in the case of a cadet, a cadet of the same or superior rank to the member and who is, for the time being, in charge of the cadet.

When 'On-Duty'

9. AAC members are considered to be 'on-duty' for the purpose of the MCoC (and other purposes as stated in relevant AAC policy) while:

- a. attending an Army-approved AAC activity (including attending activities of the ANC, AAFC and ADF);
- b. performing the duties of their AAC appointment;
- c. wearing AAC uniform;
- d. otherwise representing the AAC in an official capacity;

- e. otherwise representing him / her self in a public forum (including electronic forum) to be a member of the AAC, whether or not authorised to do so;
- f. using facilities owned or leased by Defence or a cadet unit, or otherwise provided for the use of a cadet unit; or
- g. using ICT equipment or services supplied by the Commonwealth or a cadet unit (eg, internet connection, ICT hardware and CadetNet email address).

Consequences Of Failure To Comply With The MCoC

10. Failure to comply with the MCoC may result in, where applicable:
- a. cancellation of acceptance or status as a volunteer OOC / IOC / Cadet, or the imposition of a sanction as a volunteer OOC / IOC / Cadet (as detailed below);
 - b. de-registration as a DAH; and / or
 - c. the AAC reporting the matter to the police and / or relevant child protection authority and / or other relevant Commonwealth, State or Territory agency.

Sanctions for Breaching the Code of Conduct

11. A breach of the MCoC (which may include a breach of AAC policy, standing orders, directive or procedures) may result in one or more sanctions being applied to an AAC member's engagement in the AAC (but not to a DAH). These sanctions include (in order of severity from least severe to most severe):

- a. Reprimand (in writing);
- b. Formal Counselling;
- c. Official Warning (in writing);
- d. Suspension of Duties (for a specified period not exceeding six months);
- e. Reassignment of Duties (ie, a 'posting' to another position in the AAC Authorised Establishment);
- f. Reduction in Worn Rank; and / or
- g. Cancellation of acceptance as an OOC, IOC or Cadet.

12. A sanction can only be imposed by a delegate of the Chief of Defence Force (CDF) having followed the process detailed in AAC Standing Orders, Volume 2, Chapter '2BEH'.

13. A delegate of the CDF who is authorised to impose a sanction may also impose (either with the sanction, or instead of the sanction), other administrative changes that are of a nature that is usually acceptable for any supervisor or manager to implement with their subordinate staff. For example, the delegate may decide to vary a member's duty statement, or restrict a member's involvement in certain AAC activities, or not allow a member to attend an activity.

Notes:

1. *'Harassment' is defined within Defence as unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating, or intimidating.*

'Bullying' is a persistent, unreasonable pattern of behaviour directed towards a person or group of persons. Bullying may comprise a combination of behaviours including unwarranted criticism, insults, spreading malicious rumours, deliberately withholding information or resources and influencing others to exclude or isolate the targeted person or persons.

It is important to distinguish between a person reasonably exercising their legitimate authority at work and an instance of bullying or harassment. Commanders and managers are required to direct and control how work is performed and are responsible for monitoring workflow and providing feedback to personnel on their work performance.