

**THE NAVY LEAGUE OF CANADA
ONTARIO DIVISION**

**REPRIMAND GUIDELINES - OFFICERS AND CIVILIAN INSTRUCTORS
NAVY LEAGUE CADET CORPS**

1. The purpose of this order is to clarify the procedure for reprimanding Navy League officers and civilian instructors for infractions or actions. Thought must be given to the seriousness and appropriateness of the infraction or action and whether it is becoming of an officer or civilian instructor and/or has brought disgrace on the uniform, the Navy League Corps, or the Navy League as a whole. Even though we are a volunteer organization, we still have rules and regulations that govern us and the uniform we wear.
2. Reprimands should be meted out in accordance with the guidelines listed herein, however, it should always be remembered to use **common sense**. There are cases where a simple comment will suffice. Refer to, and use, the Officer's/CI's Reprimand Form, Appendix "B". This form is to be used collectively (where a group is involved) OR individually. Only one (1) "major" infraction or action per form is to be used whereas "minor" infractions or actions can be listed on one (1) form. Anyone found to be issuing false allegations of infractions or action can be reprimanded themselves. Any filed "minor" infractions or actions at the Corps level, may be removed after three (3) by the Commanding Officer only. Any filed "major" infractions or actions may only be removed by written request to the Commander, through their Chain of Command, after one (1) year.
3. There appears to be a growing trend of officers and/or civilian instructors overstepping their bounds inside and outside their Chain of Command. The following are structured guidelines for reprimands listed in order of severity. See Appendix "A" for detailed infractions or actions and their subsequent reprimand.
 - 3.1 Discharge
 - 3.2 Reduction in rank
 - 3.3 Suspension from Corps (with loss of time applied towards appointments/promotions/service pins)
 - 3.4 Postponement of applying for appointments/promotions
 - 3.5 Filed reprimand at corps level, or with Area Officer and Ontario Division.
 - 3.6 Restriction from attendance at competitions (without harming a team) and OTC
 - 3.7 Meeting with CO and NL Chair (or Branch representative)
4. If the infraction or action is of a very serious nature, which may or may not involve Ontario Division, then consideration should be given to releasing that officer or civilian instructor either temporarily or permanently.
5. Excessive use of reprimands can be very embarrassing not only to the recipient, but the repercussion can bring discredit upon the Commanding Officer, the Corps

and the Navy League of Canada itself. Reprimands unfairly administered can cause a Corps to fold. The publicity could be devastating and could result in the release of the officer or whoever assigned the reprimand.

6. Many changes have taken place especially since the introduction of the Human Rights Act. To this effect it must be made very clear that every effort has been taken to investigate the circumstances surrounding the alleged infraction or action, and to complete that investigation quickly.
7. Any reprimand meted out must be done with humanity, forethought and consideration of the consequences on the individual(s) concerned. Remember harsh, cruel or humiliating reprimands may come back to your doorstep.
8. Acts of retribution will not be condoned against any officer, civilian instructor or cadet for providing information leading to another's reprimand.

Appendix "A"

Infractions		Type
Major	Minor	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Actions Detrimental to Navy League of Canada
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breach of Chain of Command (outside a Corps)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Breach of Chain of Command (within a Corps)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conduct Unbecoming an Officer (un-Officer-like behaviour)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Insubordination
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Language/Actions towards Cadets or other Officers
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Language/Actions towards Area Staff/the Commander/Ontario Division/National
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Slander/Defamation of Character

Actions Detrimental to Navy League of Canada

- an officer that acts in a detrimental fashion so as to bring disgrace on the uniform, the Navy League Corps or the Navy League as a whole can be subject to a reduction in rank, suspension with loss of time applied towards appointments/promotions/service pins or postponement of applying for appointments/promotions, depending on the severity of the infraction or action. Any physical or emotional abuse (see C.H.A.R.M.) will be met with immediate dismissal upon conclusion of an investigation.

Breach of Chain of Command (outside a Corps)

- an officer that violates direct, indirect or implied orders or circumvents their Chain of Command for any reason, will be subject to a reduction in rank, suspension with loss of time applied towards appointments/promotions/service pins or postponement of applying for appointments/promotions, depending on the severity of the infraction or action.

Breach of Chain of Command (within a Corps)

- an officer or civilian instructor that violates direct, indirect or implied orders or circumvents their Chain of Command within their corps for any reason, will be subject to a filed reprimand.

Conduct Unbecoming an Officer

- an officer found to be under the influence of alcohol and/or illegal substances while in the vicinity of cadets could be subject to a reprimand in the officer(s)'s file and/or a suspension with loss of time applied towards appointments/promotions/service pins.

- an officer found to be smoking while in the vicinity of cadets could be subject to a reprimand in the officer(s)'s file and/or a suspension with loss of time applied towards appointments/promotions/service pins.

- any other infractions or actions not specifically listed herein which can be considered "minor" would fall under this category.

Insubordination

- a minor insubordination infraction or action within a corps could be an officer not following an order by a superior officer leading to a filed reprimand.

- a major insubordination infraction or action by the Commanding Officer towards his/her superior officers could lead to a reduction in rank, suspension with loss of time applied towards appointments/promotions/service pins or postponement of applying for appointments/promotions, depending on the severity of the infraction or action.

Language/Actions towards Cadets and other Officers

- an officer using inappropriate language (ie profanity, innuendos) towards cadets, senior officers or junior officers will result in a filed reprimand for a “minor” infraction or action.
- an officer using inappropriate actions (ie intentional aggressiveness) towards cadets, senior officers or junior officers could lead to a reduction in rank, suspension with loss of time applied towards appointments/promotions/service pins or postponement of applying for appointments/promotions, depending on the severity of the “major” infraction or action.

Language/Actions towards Area Staff/the Commander/Ontario Division/National

- an officer using questionable actions, such as blatantly challenging, questioning and/or contradicting the manner in which the Area Staff, the Commander, Ontario Division or National functions in an unprofessional manner, could lead to a reduction in rank, suspension with loss of time applied towards appointments/promotions/service pins or postponement of applying for appointments/promotions, depending on the severity of the “major” infraction or action.

Slander/Defamation of Character

- against Area Staff, the Commander, Ontario Division or National can result in demotions or postponement of applying for appointments/promotions
- against the Commanding Officer can result in

The necessity for repeated reprimands for the same issue(s) may lead to a “minor” infraction or action becoming a “major” infraction or action, and a repeated “major” infraction or action, to dismissal. Any “major” infraction should be noted in the officer’s or civilian instructor’s personal file at the corps level and with the Branch of that corps.