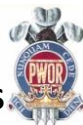


OFFICERS

References: Nil

GENERAL

1. It is not possible to lay down rules of an officer's conduct in every situation but they should always bear in mind the three following principles;
 - a. They are never relieved of their responsibilities whether on or off duty;
 - b. They must always set the best possible example to their juniors; and,
 - c. They must never do anything which might bring the Regiment into disrepute, either with the general public or with other components of the Canadian Forces.
2. Officers shall acquaint themselves with, observe and enforce;
 - a. The National Defence Act;
 - b. The Official Secrets Act;
 - c. Queen's Regulations and Orders;
 - d. Regimental Standing Orders; and,
 - e. All other regulations, rules, orders, and instructions pertaining to the performance of their duties.
3. An officer must have a thorough knowledge of the history, traditions and customs of the Regiment, and should take a continual interest in all matters affecting the Regiment and the Unit in which they are serving.
4. Officers must take the greatest care to make the personnel they command have confidence in them and must always be ready to assist them with their own personal problems, even if this may at times interfere with their own activities. They must take a keen interest in the personnel's sports and participate in as many activities as possible. Officers must know their subordinates, promote their welfare, and ensure efficiency and good discipline.
5. They must always set a high standard in their personal turnout whether in uniform or plain clothes. In plain clothes, an officer is expected to dress in accordance with current practices in the Regiment. They are not to smoke in the streets when they are dressed in uniform.
6. They must take care to acknowledge salutes, whether they are in uniform or plain clothes.
7. An officer is responsible to their immediate superior for the performance of duties and for the efficiency and wellbeing of the sub unit they command.
8. An officer will never overlook irregularity or slackness on the part of the sentry or guard nor will they fail to notice or correct any slovenly appearance, saluting, or unsoldierly conduct on the part of the other ranks.



9. When an officer is taken ill or prevented from performing a duty, they will immediately report the fact to the Adjutant. Company officers will also report their illness to their Company Commanders.
10. Officers joining the Regiment or returning to the unit from detached duty, leave, etc., will report in person to the Adjutant. At the same time, they will acquaint themselves with all orders and instructions issued during their absence.
11. Officers ordered to proceed to duty outside the unit will be given necessary instructions by the Adjutant.
12. Officers on special duty (institutes, safety, fire prevention officer) who require reliefs when proceeding on course etc., will advise the Adjutant at least a week before their departure in order for a replacement to be appointed.
13. An officer signing any certificate, correspondence, return, etc., will be responsible for the correctness of the document they have signed, irrespective of the fact that it may have been compiled and made out for signature by some other person.
14. An officer will notify the Regimental Orderly Room, in writing of all personal casualties and ensure proper documentation is completed by both the Orderly Room and the Unit MIR.
15. It will be normal for all officers to make requests to the Commanding Officer through the Adjutant.
16. Officers extra-regimentally employed will communicate directly with the Adjutant.
17. An officer leaving the unit area during duty hours for a reason other than training will notify the Adjutant.

The Princess of Wales' Own Regiment