OTTAWA FLYING CLUB

Stop Dreaming, Start Flying!

Non-Punitive Policy

The non-punitive reporting system at The Ottawa Flying Club is based on the concept that errors do and will occur within the complex and dynamic flight training environment. The Ottawa Flying Club will endeavour to ensure that all students and staff are provided with the required training and direction to complete any tasks assigned to them by senior staff and instructors.

The Ottawa Flying Club will conduct all investigations with a view to finding the root cause of problems. Only in the rarest of circumstances will disciplinary action be taken and then only after the Disciplinary Decision Process is fully completed and documented.

In the case of verified situations involving any of the following conditions, disciplinary action will be taken.

These conditions are as follows;

- Gross negligence on the part of the individuals involved
- Criminal intent on the part of the individuals involved
- Use of illicit substances on the part of the individuals involved
- Knowingly violate regulations, policies or company standards
- Intentional damage to OFC Aircraft or Equipment

If a safety incident occurs and through an investigation it is determined that the incident was actively hidden by the individual this constitutes negligence and disciplinary action may be taken, up to and including termination of flight training at the Ottawa Flying Club.

Joshua Shea, General Manager