

## SAFE DISCLOSURE POLICY

### Policy Statement

The Board of Registration of Embalmers and Funeral Directors (the Board) is committed to ensuring the highest standards of ethical conduct within the funeral profession. We will respond to any disclosure of wrongdoing and protect from retaliation any individual who in good faith, discloses improper activity.

### Definitions

**Good Faith Disclosure:** A written disclosure provided to the Board concerning any actual or perceived improper activity. The report must be based on information or the reasonable belief that an improper activity has occurred or could potentially occur. It can not be malicious, frivolous, vexatious, or based on information that is known to be false.

**Improper Activity:** An act of misconduct committed while providing care of the deceased, service to client families, or while fulfilling responsibilities as a licensed mentor. The action that a licensee (individual or funeral home) commits is known or should reasonably have known to be wrong or inappropriate.

**Innocent Violation:** An improper activity that is unintentional. The licensee could not reasonably have known or have been expected to know that the improper activity is a form of misconduct.

### Policy Objectives

The Safe Disclosure Policy is intended to provide an avenue for licensees to voice concerns to the Board in a responsible, protected, and effective manner when they are subject to improper conduct or they wish to disclose information about improper activity.

**The Board will not disclose personal information contained in good faith reports except as required by law. If there are any negative consequences to an individual who reports alleged improper activity in good faith, the Board will respond and investigate acts of retaliation.**

### Policy Directives

If a funeral director or funeral home employee would like to report improper activity to the Board, they must submit a disclosure to the Board in writing.



## Improper Activities and Violations

Improper activities include, but are not limited to, the following actions:

- Maladministration of funds received from client families;
- Danger to the health and safety of persons in the care of the funeral home;
- Discrimination and harassment;
- Sexual misconduct;
- Professional misconduct;
- Significant contravention of the *Embalmers and Funeral Directors Act, Cemetery and Funeral Services Act, Vital Statistics Act, Fatality Investigations Act, Health Protection Act, Code of Professional Conduct, Board of Registration of Embalmers and Funeral Directors Policies and Procedures*;
- Making a disclosure that is not in good faith;
- Concealing or attempting to conceal improper activity;
- Knowingly directing or assisting in the commission or concealment of improper activity; and,
- Directing or counselling someone to engage in improper activity, excluding decisions involving policy, business, or management, as parties may reasonably disagree.