

SAFE DISCLOSURE POLICY PROCEDURES

1. Good faith disclosures or allegations of improper activity must be submitted in writing to the Board Executive Manager. The report must be signed, either manually or electronically, by the person reporting actual or perceived wrongdoing.

The report must include the following:

- a. the nature of the wrongdoing or improper activity;
 - b. the name of the person(s) alleged to have committed the wrongdoing or improper activity;
 - c. the date and a description of the wrongdoing or improper activity; and,
 - d. other pertinent information.
2. The Board Executive Manager will provide a copy of the report to the Board Chair as soon as reasonably possible. If the complaint involves a member of the Board of Registration, the report must be addressed to the Registrar of Cemetery and Funeral Services.
 3. The Board Executive Manager or the Registrar of Cemetery and Funeral Services shall provide written confirmation to the disclosing party that the report describing the wrongdoing has been received.
 4. A report may be rejected if it is determined to be malicious, vexatious, or based on false information.
 5. Reports concerning potential criminal activity may be referred to the appropriate external authorities for further investigation.
 6. The Board will not disclose personal information contained in the report unless it is required by law.
 7. The person or persons against whom the allegation is made must be informed of the complaint, the nature of the reported activities, and the evidence submitted with the complaint. The person or persons must have the opportunity to comment on the allegations and the report before the Board proceeds with the investigation.
 8. The Board may establish a committee to review both the disclosure of improper conduct and the response from the person or persons against whom the allegation is made.
 9. Following a thorough review of the evidence, the Board will determine if there are sufficient grounds to prepare a notice of hearing.