

CODE OF CONDUCT AND CONFIDENTIALITY AGREEMENT

I, _____, as a contract or permanent staff member of BEREAVEMENT AUTHORITY OF ONTARIO (“**BAO**”), declare that I have read, understood and agree to comply with the BAO’s Code of Conduct and Confidentiality Agreement and other applicable policies, and that in carrying out my duties I will:

1. Fulfil my responsibilities with honesty and integrity.
2. Exercise these responsibilities, at all times, with due diligence, judgment and skill in a reasonable and prudent manner.
3. Take measures to protect the confidentiality of information and/or documents entrusted to me:
 - Refrain from leaving documents in open view;
 - Ensure the physical protection of documents;
 - Refrain from discussing confidential information;
 - Use designated equipment for reproduction or transmission;
 - Take appropriate measures to dispose of such documents;
 - Return documents on the cessation of my duties; and
 - Mark such documents intended for circulation as “confidential”
4. Preserve the secrecy of information obtained in the course of exercising a power or carrying out a duty related to the administration of the *Funeral, Burial and Cremation Services Act, 2002* (FBCSA) as stated in Section 106 of the FBCSA and shall not communicate such information to any person except;
 - (a) as may be required in connection with a proceeding under this Act or in connection with the administration of the FBCSA or the regulations;
 - (b) to a ministry, department or agency of a government engaged in the administration of legislation similar to the FBCSA or legislation that protects consumers or to any other entity to which the administration of legislation similar to the FBCSA or legislation that protects consumers has been assigned;
 - (c) to a prescribed entity or organization if the purpose for the communication is consumer protection;

(d) to a law enforcement agency;

(e) to counsel of the person communicating the information; or

(g) with the consent of the person to whom the information relates.

5. Report any situation that does not comply with the FBCSA and immediately declare any personal conflict of interest that may come to my attention.
6. Treat others with respect, maintain high standards of professionalism and exercise restraint in outside activities.

Signature

Date