1. PURPOSE
   The purpose of this policy is to establish appropriate procedures for the College to:
   - Recognize the death of an employee or a full-time student with an appropriate expression of sympathy and memorial;
   - Communicate to members of the College community of the death of a former employee, a graduate, or a dignitary; and
   - Communicate to members of the College community of a wide-spread tragedy.

2. DEFINITIONS
   College community: Includes members of the Board of Governors, employees, students, designated contractors, alumni and retirees.

3. POLICY
   3.1. Death of a Full-time Employee, a Full-time Student, a Former Employee or a Dignitary, or In the Event of a Wide-Spread Tragedy
       A member of the College Community who becomes aware of any such event advises the Corporate Communications department. The Manager, Corporate Communications is responsible for implementing the appropriate procedure under this policy to coordinate the College expression of sympathy and memorial.

   3.2. Funeral or Memorial Service
       In the event of the death of a full-time employee or of a full-time student, the President or designate makes every effort to attend the funeral or memorial service if conducted locally and sends a letter of condolence to the family.

   3.3. Charitable Donation
       In the event of the death of a full-time employee or of a full-time student, the College respects the wishes of the family of the deceased employee or student regarding a College memorial donation. If a specific preference is not expressed, the College donation is made to the Fanshawe College Foundation.
       The amount of such donations is set by the Vice-President, Administrative Services in consultation with Senior Leadership Council, and is reviewed at least every three years.

   3.4. Procedures
       The Executive Director, Reputation and Brand Management is responsible for maintaining procedures as necessary to implement this policy in a consistent and appropriate fashion. For ease of access, such procedures are attached to this policy in the College Policy manual. The Executive
Director, Reputation and Brand Management, may amend such procedures without reference to Senior Leadership Council.

3.5. The Executive Director, Reputation and Brand Management, may apply some discretion and offer recognition in limited situations where the circumstances warrant.

4. REFERENCES
None

5. ATTACHMENTS
Procedure A: DEATH OF AN EMPLOYEE
Procedure B: DEATH OF A FULL-TIME STUDENT
Procedure C: DEATH OF A FORMER EMPLOYEE OR GRADUATE
Procedure D: DEATH OF A DIGNITARY OR IN THE EVENT OF A WIDESPREAD TRAGEDY

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1. PURPOSE
The purpose of this document is to provide a checklist of College actions to appropriately recognize and communicate the death of a College employee.

2. DEFINITIONS
College community: Includes members of the Board of Governors, employees, students, designated contractors, alumni and retirees.

3. DEATH OF A FULL-TIME EMPLOYEE
On becoming aware of the death of a full-time employee, the Manager, Corporate Communications initiates this procedure and coordinates its completion. The head of the responsible department (underlined) ensures that all steps are completed in a timely fashion.

3.1. Corporate Communications
- Attempt to obtain a copy of the obituary; confirm that the identity and information for release are accurate.
- Confirm that the Office of the President is informed of the death and related information.
- Inform the following: Employee’s department head, Human Resources, Facilities Management and Community Safety, Office of the Registrar and Alumni Office.
- Determine a designated recipient organization, if any, for a College donation. If none is designated, the recipient is the Fanshawe College Foundation.
- Arrange for donation payment in the amount of $250.
- Communicate news of the death to the College community.

3.2. Human Resources
- Provide information to the Office of the President that may be used in the preparation of a letter of condolence to the next of kin.
- Communicate with next of kin regarding belongings, and insurance, pension and related matters.

3.3. Office of the President
- Arrange for the President or a designate to attend the funeral or memorial service if feasible.
Send letter of condolence to next of kin. Letter conveys condolences on behalf of the College, advises of College attendee(s) at the funeral or memorial service, mentions that College flag was flown at half-mast, and that a memorial contribution was made to a designated recipient organization or to the Fanshawe College Foundation.

3.4. Facilities Management
☐ Fly College flag at half-mast on the day of the funeral or memorial service.

3.5. Office of the Registrar
☐ Update student records as required. (Obituary is required for verification.)
☐ If the employee was a student receiving financial aid, obtain a copy of the death certificate and send to MTCU.

3.6. Employee’s Department
☐ Advise Information Technology Services to retire the employee’s email and other IT services.

3.7. Alumni Office
☐ Update alumni records as required.

4. DEATH OF A NON-FULL-TIME EMPLOYEE
On becoming aware of the death of a non-full-time employee, the supervisor assesses the situation and where warranted, initiates appropriate recognition at the department level.
1. PURPOSE
The purpose of this document is to provide a checklist of College actions to appropriately recognize and communicate the death of a full-time College student.

2. DEFINITIONS
College community: Includes members of the Board of Governors, employees, students, designated contractors, alumni and retirees.

3. DEATH OF A FULL-TIME STUDENT
On becoming aware of the death of a full-time student, the Manager, Corporate Communications initiates this procedure and coordinates its completion. The head of the responsible department (underlined) ensures that all steps are completed in a timely fashion.

3.1. Student Services
☐ Attempt to obtain a copy of the obituary; confirm that the identity and information for release are accurate.
☐ Confirm that the Office of the President is informed of the death and related information.
☐ Inform the following: Corporate Communications, Student’s Chair, Counselling and Accessibility Services, Facilities Management, Office of the Registrar, Alumni Office, and the Fanshawe Student Union.
☐ Provide information to the Office of the President that may be used in preparation of a letter of condolence to the next of kin.
☐ Determine the designated recipient organization, if any, for a College donation. If none is designated, the recipient is the Fanshawe College Foundation.
☐ Arrange for donation payment in the amount of $250.

3.2. Corporate Communications
☐ Communicate news of the death to the College Community.

3.3. Office of the President
☐ Arrange for the President or a designate to attend the funeral or memorial service if feasible.
☐ Send letter of condolence to next of kin. Letter conveys condolences on behalf of the College, advises of College attendee(s) at the funeral or memorial service, that college flag was flown at half-mast, and that a memorial contribution was made to a designated recipient organization or to the Fanshawe College Foundation.
3.4. Student’s School or Campus
   - Advise the student’s program coordinator to prepare for discussion with fellow students.
   - Advise Information Technology Services to retire the student’s email and other IT services.

3.5. Counselling and Accessibility Services
   - Arrange for the availability of counselling for fellow students and others as required.

3.6. Facilities Management
   - Fly College flag at half-mast on the day of the funeral or memorial service.
   - Arrange for student locker contents to be delivered to next of kin.

3.7. Office of the Registrar
   - Update student records as required. (Obituary is required for verification.)
   - If a student received financial aid, obtain a copy of the death certificate and send to MTCU.

3.8. Alumni Office
   - Update alumni records as required.
1. PURPOSE
The purpose of this document is to provide a checklist of College actions to appropriately recognize and communicate the death of a full-time College student.

2. DEFINITIONS

College community: Includes members of the Board of Governors, employees, students, designated contractors, alumni and retirees.

3. DEATH OF A FORMER EMPLOYEE OR GRADUATE
This procedure is normally applied only in cases where the former employee left the College within the last few years or the student graduated within the last year. For a death beyond these timeframes, this procedure is initiated only in exceptional circumstances.

On becoming aware of the death of a former employee or of a graduate, the Manager, Corporate Communications initiates this procedure and coordinates its completion. The head of the responsible department (underlined) ensures that all steps are completed in a timely fashion.

3.1. Corporate Communications
- Determines the timeframe since the deceased left the College and assesses the current community and College profile of the deceased; decides whether recognition action is warranted.
- Attempt to obtain a copy of the obituary; confirm that the identity and information for release are accurate.
- Confirm that the Office of the President is informed of the incident.
- Communicate news of the incident to the College Community.
- Inform, as appropriate, Human Resources, the Office of the Registrar and the Alumni Office.

3.2. Human Resources
- Update employee records as required.
- Informs retiree association.
3.3. Office of the Registrar
   □ Update student records as required. (Obituary is required for verification.)

3.4. Alumni Office
   □ Update alumni records as required.
1. PURPOSE
The purpose of this document is to provide a checklist of College actions to appropriately recognize and communicate the death of a dignitary, or in the event of a widespread tragedy.

2. DEFINITIONS
College community: Includes members of the Board of Governors, employees, students, designated contractors, alumni and retirees.

3. DEATH OF A FULL-TIME EMPLOYEE
On becoming aware of the death of a dignitary or of a widespread tragedy, the Manager, Corporate Communications initiates this procedure and coordinates its completion. The head of the responsible department (underlined) ensures that all steps are completed in a timely fashion.

3.1. Corporate Communications

☐ Confirm that the incident information is accurate.

☐ Confirm that the Office of the President is informed of the incident.

☐ Communicate news of the incident to the College Community.

☐ Inform Facilities Management and Community Safety.

3.2. Facilities Management and Community Safety

☐ Fly the Canada, Ontario and College flags in accordance with applicable protocols.