

## DEATH OF A MEMBER OF THE COLLEGE COMMUNITY POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Operations
<b>Approval Date:</b>	June 26, 2014
<b>Effective Date:</b>	July 1, 2014
<b>Policy Owner:</b>	President and Chief Executive Officer
<b>Policy Administrator:</b>	Director, Workforce Development & Human Resources

<b>Objective:</b>	<p>The death of a student, employee, or member of the Board of Governors is a significant loss to the NorQuest College (College) community. The College will ensure that it responds appropriately when this situation occurs in order to fulfill legislative requirements and deal with the required parties in a professional, sensitive and compassionate manner.</p> <p>Authority to establish this policy is derived from the <a href="#">NorQuest College Board of Governor's Policy No. 5</a>, which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.</p>
<b>Policy:</b>	<p>In the event of the death of a College community member, the College will conduct all required communications in a professional, sensitive and compassionate manner in accordance with the associated procedures.</p> <p>Communication responsibilities are:</p> <ul style="list-style-type: none"> <li>• In the event of the death of a student or former student, the Office of the Registrar will be responsible for communicating to the appropriate parties.</li> <li>• In the event of the death of an employee, former employee or a current or former Member of the Board of Governors, the Workforce Development and Human Resources Division will be responsible for communicating to the appropriate parties.</li> </ul> <p>The College may, in the event of the death of alumni, honorary diploma recipients, retirees, volunteers, or other member of the College community issue communications to acknowledge these individuals. All communications, both internal and external, of this nature are to be prepared in consultation with the Brand &amp; Market Development Division, and/or the Advancement Division, and/or the Office of the President.</p>
<b>Definitions:</b>	<p><b>Employee:</b> includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.</p> <p><b>Student:</b> means a person who is registered and attending a course or program.</p>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Freedom of Information and Protection of Privacy Act</a></li> </ul>
<b>Related Procedures:</b>	<ul style="list-style-type: none"> <li>• Death of a Student/Formal Student – Response Procedure (to be developed)</li> <li>• Death of an Employee or Member of the Board of Governors – Response Procedure (to be developed)</li> <li>• Death of an External Stakeholder – Response Procedure (to be developed)</li> </ul>

**Next Review Date:**

May 2017

**Revision History:**

June 2014: New (replaces Standard Practice 2.22 Death of a Student/Graduate)