

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
OP.501	President		
Policy Name			
Death of a University Student or Employee			
Approved by	Replaces	Category	Next Review
SLC	NEW		January, 2022
Date Issued	Date Revised	Related Policies, Reference	
January 27, 2021		<i>BC Coroner's Act</i> <i>BC Freedom of Information and Protection of Privacy Act</i> E.410 Flag Display S2011-02 Posthumous Credential	

1 PURPOSE

- 1.1 The purpose of this policy and associated procedures is to provide guidance to those responding to the death of a current student or employee. Recognizing that the loss of a colleague or student is a stressful time for both community members and next of kin, this policy establishes responsibilities concerning the notifications that need to be made to the various campus academic, administrative and service departments when a death occurs, easing the burden on those tasked with these responsibilities.
- 1.2 The purpose is also to ensure coordination of actions in a timely manner, displaying sensitivity to the feelings of family, friends, classmates and/or coworkers of the deceased.

2 DEFINITIONS

“**Employee**” means any person employed by the University.

“**Executive**” includes the President and Vice Presidents of the University.

“**Member of the University community**” means employees, students, agents, board members and volunteers.

“**Next of kin**” means a person related by blood, adoption, marriage or common-law marriage including same sex relationships, or a person with whom an individual has, or had, a personal relationship.

“**Student**” means an individual enrolled in any course (credit or non-credit) at the University.

3 SCOPE

- 3.1 This policy applies to Capilano University students and employees.
- 3.2 This policy does not address the University's response to emergencies or provide emergency management practices.

4 GUIDING PRINCIPLES

- 4.1 The University is committed to responding to the death of a student or employee in a compassionate and respectful manner that is appropriate based on the circumstances of the death.
- 4.2 While the nature of a death may vary, the University's response will be guided by the following principles:
 - 4.2.1 **Respect, sensitivity and compassion:** the University will act and respond in a highly sensitive manner out of respect for the deceased and in accordance with the wishes of the family or next of kin.
 - 4.2.2 **Privacy:** employees shall use discretion in the use, access and disclosure of information related to the deceased and their death. Any information provided will be verified for accuracy and considered carefully before being conveyed to the university community, media, family or next of kin. Use, access and disclosure of personal information shall be in accordance with the BC *Freedom of Information and Protection of Privacy Act*.
 - 4.2.3 **Clear and timely communication:** the University is responsible for making reasonable, appropriate and timely notification to the University community upon the death of an employee or a student, except in instances where the immediate family requests privacy. The Director, Communications will respond to all inquiries from the media or external community in accordance with this policy and associated procedures.
 - 4.2.4 **Cooperation:** the University staff will work together and with immediate family, next of kin, or external officials in a respectful, timely and efficient manner.
- 4.3 The University will provide assistance to students and employees in dealing with grief in a timely and sensitive manner.
- 4.4 When a member of the University community becomes aware of the death of a current student or employee, they shall immediately notify Campus Security and the Office of the Associate Vice-President, Student Success (in the case of a student) or the Associate Vice-President, Human Resources (in the case of an employee).
 - 4.4.1 The Associate Vice-President, Student Success (or designate) is responsible for coordinating the University's administrative response to the death of a student as set out in the procedure OP.501.1 Responding to the Death of a Student.

4.4.2 The Associate Vice-President, Human Resources (or designate) is responsible for coordinating the University's administrative response to the death of an employee as set out in the procedure OP.501.2 Responding to the Death of an Employee.