

**Policy Title:** Death of a Student or Employee Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Director of Marketing

**Administrator(s) Responsible:** Operations Manager and Marketing Content Strategist

**Revision Date:** N/A

**Effective Date:** May 5, 2023

**Next Review Date:** May 5, 2024

**Institution Number:** 4119

## Background & Scope

CCTB 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.

This policy applies to all Canadian College of Technology and Business (CCTB) students and employees.

This policy does not address the college's response to emergencies or provide emergency management practices.

## Purpose of the Policy

The purpose of this policy is to outline the college's response in the event of the death of a student or employee.

## Policy Statement

### 1. Response Process

While the nature of a death may vary, the College's response will be guided by the following principles:

- **Respect, sensitivity and compassion:** CCTB 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;
- **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 college community, media, family, or next of kin, as the case may be. Use, access, and disclosure of personal information shall be in accordance with the BC Personal Information Protection Act;

- **Clear and timely communication:** CCTB is responsible for making reasonable, appropriate, and timely notification to the college community upon the death of an employee or a student, except in instances where the immediate family requests privacy.

The Director of Marketing will respond to all inquiries from the media or external community in accordance with this policy and associated procedures. Employees should refrain from speaking on behalf of CCTB without the proper authorization. Any inquiries from the media received by an employee should be directed to the Director of Marketing and Operations and Communications Manager.

- **Cooperation:** CCTB staff will work together and with immediate family, next of kin, or external officials in a respectful, timely and efficient manner.

CCTB will assist students and employees in dealing with grief in a timely and sensitive manner by providing resources, such as those offered by employee assistance programs, student insurances, and other resources deemed applicable. CCTB will provide as much support as reasonably required.

When a member of CCTB’s community becomes aware of the death of a current student or employee, they shall immediately notify the Associate Director of Student Services/Registrar (in the case of a student) or the Campus Director (in the case of an employee).

### Related Legislation

- BC Personal Information Protection Act (PIPA)

### Related Policies

Policy Name	Policy Number
Privacy Policy	

### Document History

Date	Approval/Review/Key Change(s)