

FLAG PROTOCOL

Guideline

At Fleming College, the Canadian flag is displayed on an external flag pole at the Sutherland, Frost and Haliburton Campuses. Where possible, the Ontario flag and the College flag are also flown.

When hosting dignitaries from other nations, the national flag of the visitor may be displayed on an internal standard at a campus, upon prior approval of the President or designate.

Flying of the Flag at Half-Mast

The flag will be flown at half-mast in respect of all faculty, staff and students who die while an employee or student of Fleming College, whether full-time or part-time, and retired members of the College staff.

The flags flown by Fleming College may also be flown at half-mast:

- upon the death of a long service employee (defined as member of the Fleming Quarter Century Club)
- upon the death of a current or former Governor
- in recognition of veterans on Remembrance Day
- on any day designated as a time of mourning or special recognition by the
 - federal, provincial or municipal government; or
 - the President of Fleming College or designate

Procedure

1. Members of the College community who are aware of the death of any person for whom the flag should be flown at half-mast should immediately inform the Office of the President.
2. It is important that verification of employment service or academic standing occur before initiating college-wide communication. This will be co-ordinated through the Office of the Vice-President Human Resources and Student Services (employees and retirees) and the Office of the Registrar (current students).
3. A copy of the obituary should be obtained, if possible, for verification of details concerning the service.
4. When details are confirmed, College Communications then prepares and issues a college-wide announcement.
5. The flag at the individual's "home campus" is lowered to half-mast on the day of the funeral or the day of the memorial service. The default will be the flag at the main campus. The family will be advised, when possible, of the campus where the flag will be flown at half-mast.
6. The President, on behalf of the College, will send condolences to the family.
7. Wherever possible, a member of the senior staff will attend the funeral or memorial service on behalf of the College.
8. Members of the College community who are aware of the death of a graduate of Fleming College should inform the Office of Advancement and Alumni Relations. Once verified, the President's Office is notified so that condolences may be sent to the family.

APPROVED: by the Executive Leaders Team – March 19, 2013