



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER F-1

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INITIALS mpH

TITLE: Flag Etiquette

EFFECTIVE DATE: April 1, 1994

AUTHORITY: President

Purpose

This policy is intended to establish clear guidelines and procedures to be followed with respect to the flying of flags on the University campus.

Scope

This policy shall apply to the flying of all flags on University property.

Responsibility

The overall responsibility for the administration of this policy lies with the President. The Director of Physical Plant shall be responsible for its day-to-day administration, while flag duties shall be performed by designated members of the Physical Plant Department.

Policy

- (1) The flying of any flag other than the Canadian flag shall be subject to the prior approval of the President or his/her designate.
- (2) All flags on this campus shall be flown in conformity with the federal guidelines on precedence.



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Flag Lowering

- (1) The University shall observe declared national and/or provincial periods of mourning by flying all flags at half-mast during these periods.
- (2) The University shall observe the deaths of the Sovereign, the Prime Minister of Canada, the Premier of Manitoba, or any other distinguished persons as determined by the President of the University or his/her designate by flying all flags at half-mast from the day of death of the deceased until the day of the funeral or burial.
- (3) Flags shall be flown at half-mast as a mark of respect, on the day of the funeral or burial, upon the death of any of the following members of the University community:
 - a) any person employed by the University at the time of his/her death;
 - b) any person serving as a member of the Board of Regents at the time of his/her death;
 - c) any person enrolled as a student at the University at the time of his/her death;
 - d) any person who retired from a full-time position of employment at the University;
or
 - e) any person upon whom the University has conferred an Honorary Degree or who has been admitted into Fellowship of United College.
- (4) Flags shall be flown at half-mast on any other such occasions as determined by the President or his/her designate.



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Procedures

- (1) The President's Office should be notified as soon as possible by the appropriate Dean, Director, or Head of an Administrative Unit in the event of the death of an employee, a Board member, a student, a retired employee, an Honorary Doctor, or a Fellow of United College. All available information should be provided in order that the appropriate action may be taken or initiated.
- (2) The President's Office, in turn, shall notify the Director of Physical Plant, providing whatever information is deemed necessary to that particular occasion.
- (3) The Director of Physical Plant shall ensure that the University's flags are lowered and raised in accordance with the guidelines described above.
- (4) The President's Office shall also notify the University Relations Office, who shall notify those areas which deal with enquiries from the public (e.g. Switchboard and Information Centre).

