

## **Administrative Procedure 403**

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### **EXPRESSIONS OF SYMPATHY**

#### **Background**

The Division recognizes the need to express concern and sympathy to persons associated with the Division in the case of bereavement or illness.

#### **Procedures**

1. The Director or designate shall be responsible for and notified of any situation that requires the Division's message of compassion to be expressed.
2. An appropriate card shall be sent to the individuals concerned.
3. In special circumstances, the Director, in his discretion, may express sympathy in a manner suitable to the occasion.
4. In the case of the death of a trustee or a staff member or a member of their immediate family (spouse or child), the Division shall send flowers or a floral arrangement to the next-of-kin together with a suitable card.

Reference: Section 85, 87, 108, 109 Education Act