



NORWOOD UK

Death of a Colleague

1. PURPOSE AND SCOPE

This procedure sets out the process to be followed in the event of the death of a current colleague.

In the event of the notification of the death of a colleague previously employed at the company, Human Resources will notify, Pensions, finance, line managers and or any other relevant staff in order for them to update the Pension scheme and any databases as appropriate.

This policy and procedure does not form part of any employee's contract of employment. It may be amended from time to time.

2. PROCESS

Anyone who becomes aware of the death of a member of staff should inform their line manager / HR Department. It is the responsibility of the Human Resources Department to co-ordinate the onward dissemination of this information.

The person reporting the death of a colleague is requested to supply the following details:

- Name of deceased member of staff and the name of their line manager.
- Date of death (if known).
- Name and contact details of person passing on the news.
- Brief career history (duration of employment, Department, details of role/achievements) of the deceased.
- Address for letter(s) of condolence including details of dependents.
- Funeral details – and whether family would wish for flowers (to be provided on behalf of the company) and for people to attend.

HR Department then informs the following contacts:

- Relevant HR Department – to update employee record and notify Payroll directly.
- HR Department –letter of condolence to be written on behalf of the company.
- Line Manager and administrator – to notify close colleagues and offer support.
- Pensions Office – to contact the family to establish any potential dependants for pension purposes, obtain a death certificate and to assist the family with any Pensions Scheme forms and queries they may have.

The line manager may also arrange to meet with family members to convey condolences/ messages from colleagues and return any personal items.

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Uncontrolled when copied

Signed for and on behalf of the company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director