



# Flag Policy

<b>Operational Owner:</b>	Mark Chatterton, Security
<b>Executive Owner:</b>	Professor Vince Emery, Snr Vice-President Global Strategy & Engagement
<b>Implementation date:</b>	13 February 2018
<b>Date of next review:</b>	12 February 2021
<b>Related policies:</b>	Code of Practice for Freedom of Speech 2014
<b>Policy history:</b>	This version first drafted in May 2014 following EB Approval of Flag Policy statement at Executive Board Flag Policy amended by President and Vice-Chancellor to provide clarity on the flying of the Union Flag and country flags

## Version History

Version	Author	Revisions Made	Date
1	Prof Emery	First Draft	21/05/2014
2	Helen Voss	Additional item 2.1.2 re dates for flying the Union Flag, and item 2.1.4 re flying country flags	13/02/2018

## Approval History

### Equality Analysis

Version	Reviewed by	Comments	Date
1	Jo McCarthy-Holland	No negative equality impact identified	22/05/2014
2	Jo McCarthy-Holland	No negative equality impact identified	13/02/2018

### Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Executive Board Committee (or other)	2014
2	Approved by President and Vice Chancellor	13/02/2018

<b>1</b>	<b>Introduction</b>
<b>1.1</b>	<b>Purpose</b>
1.1.1	This policy outlines the criteria for the flying of flags at the University of Surrey via the main University flagpole which is situated on the Austin Pearce Concourse.
<b>1.2</b>	<b>Scope</b>
1.2.1	This policy applies to all staff, students and visitors to the University.
<b>1.3</b>	<b>Equality Analysis</b>
1.3.1	The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University's approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality Analysis is a process which examines how the impact of the policy has been considered on the diverse characteristics and needs of everyone it affects. This policy has been reviewed and no negative impact on equality has been identified.
<b>1.4</b>	<b>Definitions</b>
1.4.1	None.
<b>1.5</b>	<b>Legislative context</b>
1.5.1	There is currently no UK legalisation concerning the flying of flags
<b>1.6</b>	<b>Health &amp; Safety Implications</b>
1.6.1	There are no particular health & safety implications that arise as a result of this policy. As such the normal principles contained within the University's Health & Safety regulations will apply.
<b>2</b>	<b>Policy</b>
<b>2.1</b>	<b>Principles</b>
2.1.1	The flags that can be flown from the main University flag pole are the University flag and the Union flag by default.
2.1.2	The Union flag will be flown on the following government recognised flag flying days only: <ul style="list-style-type: none"> <li>• St David's Day (1 March)</li> <li>• St Patrick's Day (17 March)</li> <li>• St George's Day (23 April)</li> <li>• St Andrew's Day (30 November)</li> <li>• The Queen's Official Birthday (the second Saturday in June)</li> </ul>
2.1.3	Changes to the use of the default flags will be considered by applying the following underlying principles: <ol style="list-style-type: none"> <li>a) consistency with the University's mission and</li> <li>b) where the flying of the flag can be shown to support the strategic aims of the institution.</li> </ol> <p>In this spirit, the University will consider flying flags on specific days during the year that reflect the University's commitment to equality and diversity.</p>
2.1.4	All other requests to fly flags would be assessed against the following criteria. The University will not fly flags from the main University flag pole that: <ul style="list-style-type: none"> <li>• represent a specific country</li> <li>• represent an unrecognised country</li> </ul>

	<ul style="list-style-type: none"> <li>• represent one or more religious groups</li> <li>• represent any national or international political organisation</li> <li>• represent clubs or societies of the University of Surrey Students Union</li> <li>• represent specific commercial or lobbying interests</li> <li>• represent societies or membership organisations</li> </ul> <p>This criteria applies only to the use of the main flagpole to fly flags and does not curtail the right to free expression using other means that members of these groups may wish to exercise under the provisions of the University's Code of Practice on Freedom of Speech.</p>
2.1.5	Requests from students, staff and visitors to fly / display flags via other means will be considered provided that those displaying flags respect the University's values, are sensitive to the diversity of its community and show respect to all sections of that community.
<b>2.2</b>	<b>Procedures</b>
2.2.1	All requests for flags to be flown from the University flag pole on specific days must be made directly to the Vice Chancellor.
<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Responsibility</b>
3.1.1	Responsibility for this Policy sits with the President and Vice-Chancellor's Office.
<b>3.2</b>	<b>Implementation / Communication Plan</b>
3.2.1	This policy is implemented to clarify current arrangements and provide a consistent response to future requests. It will be published on the University's online policy repository but not widely circulated on approval.
<b>3.3</b>	<b>Exceptions to this Policy</b>
3.3.1	As all requests to fly flags from the main flagpole that are not the default flags in section 2.1.1 must be made to the Vice-Chancellor, any exceptions to the policy must be authorised by him.
<b>3.4</b>	<b>Supporting documentation</b>
3.4.1	N/A