

UEA Flying of Flags Policy

Version	Date	Note
Author: Head of Corporate Communications		
1.0	07/06/2017	Incorporating comments from Communications team.
1.1	08/06/2017	Draft policy supported by Estates/Maintenance.
1.2	09/06/2017	Suggested inclusion of IDAHOBIT by Staff Pride group.
1.3	12/06/2017	Final version as approved by Executive Team.

1 Flying of Flags

- 1.1 This policy sets out an agreed flag flying protocol and lists the flags that will be flown from the University of East Anglia (the University) flagpole on the Registry building, along with the relevant dates for flag flying.
- 1.2 Flying of flags supporting significant events and causes helps demonstrate the unity and diversity of the University.
- 1.3 This policy sets out the occasions when the University Flag, Union Flag, Rainbow Flag and other flags will be flown and also identifies the occasions when flags will be flown at half-mast.
- 1.4 This policy has been written in conjunction with the advice issued by the [Department of Culture, Media and Sport](#) (DCMS) and UK's [Flag Institute](#) on flag flying. Note: DCMS guidance regarding Union Flag flying dates applies to Government buildings and the University is a non-Governmental institution.
- 1.5 Other flags may be flown on exceptional occasions with prior approval from the Vice-Chancellor's Office and Head of Corporate Communications or appointed deputy.
- 1.6 To fly a flag which is in a poor state of repair or dirty shows disrespect for the group or nation that it represents.
- 1.7 The Estates department (via jobdone@uea.ac.uk) is responsible for the raising and lowering of flags, maintenance and storage of the flags and for arranging the cleaning or replacement of flags, as and when required.
- 1.8 When necessary, it is possible to '[Double Flag](#)' where two flags are flown on the same flagpole (where space allows). The senior flag must be flown at the top, with a gap of about 30cm between the two flags, e.g. the Union Flag is senior to the University Flag, the University Flag to the Rainbow Flag and so on.
- 1.9 When flags are to be flown at half-mast, the lower of the double flags must be removed.

- 1.10 Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.
- 1.11 To place a flag at the half-mast position, it should be raised to the top of the flagpole for a brief period, and then slowly lowered to the half-mast position.
- 1.12 DCMS recommend half-mast flags are raised at 08:00 hours and lowered at sunset. Where possible, flags flown on the University flagpole should be flown between these times. Where this is not possible, e.g. staff availability, flags should be raised and lowered as close to these times as practically possible.

2 The University Flag

- 2.1 The University Flag will be flown each day except days where the Union Flag or Rainbow Flag is required to be flown.
- 2.2 The University Flag will be flown at half-mast on the following occasions:
- To mark the death of a current University student or current University member of staff as a mark of respect, on a date as agreed with the family.
 - Any other exceptional occasions to mark significant national or international events, as advised by the Vice-Chancellor's Office and Head of Corporate Communications or appointed deputy. Please see Appendix 1.

3 The Union Flag

- 3.1 The Union Flag will be flown on days where a member of the Royal Family visits the University and as required below in 3.2. Care must be taken to ensure the Union Flag is flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest the flagpole.
- 3.2 The Union Flag will be flown at half-mast on the following occasions:
- From the announcement of the death of the Sovereign until the funeral, except on Proclamation Day, when it will be raised completely from 11:00 hours to sunset.
 - In the following cases, half-mastings will be by special command from Her Majesty:
 - a) death of a member or near relative of the Royal Family, or the funeral of members of the Royal Family,
 - b) funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom.

4 The Rainbow Flag

- 4.1 The University will fly the Rainbow Flag in solidarity with Lesbian, Gay, Bisexual, & Transgender Plus (LGBT+) communities and to highlight the University's commitment to equality and social inclusion.
- 4.2 The Rainbow Flag will be flown annually from the Friday and over the weekend of [Norwich Pride](#) (which takes place each year on the last Saturday in July).
- 4.3 The Rainbow Flag will be flown on [International Day Against Homophobia Biphobia and Transphobia](#) (IDAHOBIT Day) on 17 May, annually.
- 4.4 The Rainbow Flag will also be flown double-flagged (see 1.8 above) with the University Flag during all of LGBT+ History Month in February, annually.
- 4.5 In the event of a significant event requiring half-masting of either the University Flag (2.2) or the Union Flag (3.2) during LGBT+ History Month the Rainbow Flag will be removed for the period of half-masting only.

5 Equality and Diversity

- 5.1 This policy makes a positive contribution to equality and diversity at UEA.

6 Policy Review

- 6.1 This Policy will be reviewed every two years to ensure fitness for purpose.

Appendix 1

In the event of a significant national or international incident outside of the proscribed occasions for half-masting, the Vice-Chancellor or deputy, in consultation with the Head of Corporate Communications or deputy, has discretion to order the flying of the University Flag at half-mast.

