

## If someone at work dies

If an employee or co-worker dies, it can affect other employees and the workplace.

The employer should:

- tell others at work the person has died, in a sensitive and personal way
- offer support to staff affected by the death
- contact the person's family or next of kin to offer condolences
- let staff know how they can give their condolences
- share details of the funeral or ceremony, if staff have been invited

## 5. Offering support

It's a good idea to:

- talk to staff regularly to see how they're coping
- signpost staff to any support that's available to them

[Find out more on supporting staff during bereavement.](#)

It might be appropriate to honour the person who died with others at work. For example, you might consider:

- organising a book of condolence for staff to share their memories of the person who died
- holding an event or service to honour the person who died, inviting the family or next of kin as well, if appropriate

## Finalising an employee's affairs

The employer of the person who died should put their family or next of kin in touch with someone who works in HR or a senior manager and can answer any questions about:

- the employment contract
- pay
- their pension
- other benefits
- returning any personal belongings