

Leaver's Procedure Policy & Guidelines

1. Introduction

NetFM Ltd. is committed to ensuring staff leaving the organisation pass through an efficient and thorough handover process.

From the company's perspective, this leaver's procedure and policy helps to ensure that:

- Directors & Staff understand their responsibilities;
- That they have a clear process/checklist to follow to ensure quality;
- Security & Integrity of company & client information is maintained;
- All allotted or borrowed ICT equipment, etc is returned to the organisation.

These guidelines incorporate best practice on data and information management along with other recommendations.

2. Responsibility for leavers

It is important to be clear about the responsibility for leavers, particularly in terms of the individual employee and the company's role within the process.

The **Company** is responsible for:

- Ensuring the leavers checklist is followed and completed - *beginning 2 weeks before the employees end date, with appropriate notification to the leaving employee of what is required from them and when;*
- Ensuring adequate handover of work tasks and business continuity;
- Ensuring any Company property is returned;
- Ensuring that the security of Company and Client data is maintained;
- Establishing last working day and any leave entitlement, etc.;
- Ensuring that the Accounts Department is notified that the employee is leaving the organisation, with remuneration and all other relevant arrangements made in a timely manner.

The **leaving employee** is responsible for:

- Working with the Company to follow the leavers checklist, completing any tasks and returning any items requested in good time;
- Sign & complete the leaver's checklist when requested to do so by the Company.

3. Leaver's Checklist

The leaver's checklist is comprehensive and should initially be worked through approximately 2 weeks before the employees end date.

Finally, the checklist should be signed by employee on their leaving date, and countersigned by a NetFM Director to confirm that everything has been completed and all items returned.

The main areas covered by the checklist concern:

- Access to IT-based systems (for example email, specific applications, etc)
- Identity cards, passes, keys, door security codes (to be changed) etc.
- Business and personal information held by employee (electronic & paper)
- Return of all property including lease cars
- Reimbursement of any fees & financial assistance