1. **Scope**

This procedure describes the process followed when an employee leaves Retirement Capital.

1. **Responsibilities**

Manager are responsible for ensuring that all leavers are notified to the HR Administrator.

The HR Administrator is responsible for ensuring that this process is followed.

The IT Department is responsible for checking any assets are returned and any network access rights are revoked as per this procedure.

1. **Procedure**
   1. The HR Administrator is responsible for completing this checklist for every Employees/Staff on termination. The Director (CISO) is responsible for removal of access rights and for confirming to the HR Administrator that this has been done. The final version of the checklist is retained on the Employees/Staff’s file.

Checklist

Name of Employees/Staff / contractor / third party (‘Employee’):

Termination date:

Name of Manager:

Employee briefed on continuity of contractual conditions:

Employee briefed on continuity of legal responsibilities, duties:

Assets returned:

Workstation:

Notebook computer:

Notebook computer bag and peripherals:

Mobile phones:

Electronic media:

Information assets (specify):

Authentication devices:

Credit cards:

Identify card(s):

Manuals:

Removal of access rights

Username retired:

Folders transferred to Manager:

E-mail diverted to Manager:

List accounts not closed on termination:

Change of passwords on the above accounts:

Removal from group lists:

Removal from published information:

* 1. For every Employees/Staff terminated, the Director (CISO) is responsible for checking that information assets have been returned and for removal of access rights and for confirming to the HR Administrator, by means of a signed and dated copy of this Work Instruction, that this has been done.

Checklist

Name of Employees/Staff / contractor / third party (‘Employee’):

Department

Termination date:

Name of Manager

Assets returned:

Workstation:

Notebook computer:

Notebook computer bag and peripherals:

Mobile phones:

Electronic media:

Information assets (specify):

Authentication devices:

Software or system manuals:

Removal of access rights

Username retired:

Folders transferred to Manager:

E-mail diverted to Manager:

List accounts not closed on termination:

Change of passwords on the above accounts:

Removal from group lists:

Removal from published information:

***Document Owner and Approval***

The Head of HR is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the Quality management system.

Signature: Date: 14/11/2020

**Change History Record**

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| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
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