



MINAMS Exit Policy For Employees

October 2022

Purpose:

To streamline a safe exit of an employee intending to leave any position at MINAMS.

Scope:

This policy/ checklist is applicable to all the staff; either on regular pay role or on contract or visiting faculty or any other type of employment/ contract.

Responsibility:

The execution of Exit policy with accompanying checklist is the primary responsibility of Director HR, who in turn can delegate the responsibility of carrying out this process through staff. However, the accountable entity is Director HR.

It is an obligation on employee to conform with these policies procedures and handover the completed form before seeking exit.

Policy & procedure:

- a) Any employee who is due to leave current role, must ensure that any sensitive materials they possess or have access to, or responsibility for, are either correctly disposed of or responsibility is accepted by another member of staff. (Handing taking process)
- b) All data of a sensitive nature must be left in the sole possession of the Institute via your line manager or supervisor. Failing to return Institutional property that is in employees' possession upon leaving, may result in a deduction from salary to the value of the item that they have failed to return, or which you have returned damaged, following a written request.
- c) The process must be initiated timely and executed efficiently preferably within 03 days of the notice served by employee.
- d) A record of communication must be secured and shared with concerned quarters for any necessary action before an employee leaves.
- e) Before any employee leaves a formal communication must be initiated by HR department to remind about the necessary requirements before the exit. A template is generated as a guiding document and is advised to be contextualized.

Draft Letter (Template)

Dear-----,

As you are aware, there are a large number of issues that need to be addressed when staff leaves employment or move departments within the institute. These include access to premises, retrieval of equipment or other items, appropriate handover/disposal of data and other materials etc.

In order to help Administration with this task we have put in place a formal exit process for ALL staff leaving employment. This is in the form of a checklist which allows HR to confirm that all relevant issues have been addressed. The checklist is designed to act as an aide memoire to help with the exit process and to formally record all relevant issues have been addressed.

Given the risks posed by a lack of a proper exit process, the process is mandatory. We are sure that you will understand why this is necessary and we would be most grateful for your help in implementing the process. The checklist is not exhaustive and if there are specific additional issues that need to be addressed in your area then you may wish to add them to the document.

Thank you in advance for your help with this.

Yours sincerely

CHECKLIST:

Personal Information:

Leaver First Name	
Leaver Surname	
Leaver Employee ID	
Post Title	
Faculty/PS	
School/Directorate	
Date Of Completion	

Generic Details:

Type of information	Response (Yes/No/Not applicable)	Comments (i.e. method of disposal / name of person with responsibility)
Have all keys / swipe cards been returned		
Has all the equipment been returned (e.g., laptops, home PCs, data sticks, mobile phones, any additional equipment used for working at home such as chairs, specialist IT equipment).		
Have Institute library books / other resources have been returned		
Have relevant file or device passwords been passed on?		
Have relevant departments been notified of staff leaving to remove access to systems?		

Paper / Electronic Data:

This data must be either deleted or handed to an appropriate person within your department. Please conform below whether such data is held in a personal space e.g., P Drive/One drive/personal email, and whether it has been deleted or handed to someone responsible for retention. Please provide the name of the person you have handed to, where applicable.

Type of information	Response (Yes/No/Not applicable)	Status of handing taking in detail
Do you hold any Personal Data		
Do you hold any Sensitive Data		
Do you hold any Information which may breach commercial confidentiality, copyright or prejudice outcomes (e.g., contracts, insurance records, details of ongoing investigations, research or funding applications, student coursework or examination scripts, tenders, unpublished research material)?		
Do you hold any Information provided by others in confidence (e.g., legal professional privilege, personal details not disclosed in a formal manner)?		
Do you hold any Information which may increase risk to Institute assets or jeopardize health and safety / security arrangements (e.g., audit reports, detailed building plans, minutes of meetings discussing sensitive matters, password information)?		
Have you saved all important emails to an appropriately secure network folder and/or forwarded to reporting officer?		
Have you set an out of office message indicating who should be contacted in your absence?		
Has all relevant data on shared drives been moved to an appropriately secure network folder which is accessible by reporting officer?		
<p>Has any data in emails, on P drives, OneDrive, Teams chats, PCs or other Institute's-owned storage devices for which there might be a future requirement been passed on securely to relevant colleagues or saved to a shared area?</p> <p>Have you deleted any information which relates to your private use?</p>		

Has all relevant data on Dropbox for Business or other cloud storage been moved to an appropriately secure network folder which is accessible by or forwarded to reporting officer?		
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Project, Awards and Costs:

	Response (Yes/No/Not applicable)	Notes
Have all final grant reports been submitted to relevant funding body (or timescales for doing so have been agreed with reporting)?		
Has a data management plan been updated and either finalised or ownership transferred to a member of staff?		
Have appropriate arrangements been made for the continuation of projects and/or the supervision of students?		

Any additional notes from leaver:

Declaration

I confirm that all aspects of this form have been completed truthfully and accurately. I also confirm that I will not remove any item of Institute property or intellectual property without authorised consent.

Signed _____

Name _____

Counter signatory

(Director HR and Head of Section) _____
