

## TERMINATION CHECKLIST

Follow appropriate HR policies and procedures for personnel replacement, responsibility transitions, benefit and insurance changes, etc. The following checklist is to be used to safeguard access to confidential information when employment ends at Catalyze

<b>Date of Termination</b>		
<b>Employee</b>		
<b>Title</b>		
<b>Termination</b>	<input type="checkbox"/> <b>Voluntary</b>	<input type="checkbox"/> <b>Involuntary</b>
<b>Task</b>	<b>Responsible Individual</b>	
<b>General</b>		
<input type="checkbox"/> Collect Employee's Keys (e.g., building, department, desk, file cabinets, etc.)	Supervisor	
<input type="checkbox"/> Collect Any Other Equipment/Items Issued to Employee <ul style="list-style-type: none"> <li>▪ Computer</li> <li>▪ Tablet</li> <li>▪ Credit Card</li> <li>▪ Other: _____</li> </ul>	Supervisor	
<input type="checkbox"/> Transfer Employee's Google Apps Files and Content	Security Officer	
<b>Information Systems</b>		
<input type="checkbox"/> Terminate Employee's Google Apps Access (email, calendar, Drive)	Security Officer	
<input type="checkbox"/> Terminate Employee's Github Access to Catalyze	Security Officer	
<input type="checkbox"/> Terminate Employee's Dropbox Access to Catalyze	Security Officer	
<input type="checkbox"/> Terminate Employee's HipChat Account	VP Ops	
<input type="checkbox"/> Terminate Employee's Meldium Account	Security Officer	
<input type="checkbox"/> Terminate Employee's Server Account and Access (core infrastructure access)	VP Ops	
<input type="checkbox"/> Remove Employee from Calendar Invites	Security Officer	
<b>Completed By</b> <i>(Name/Title)</i>		
<b>Date</b>		