

Offboarding @Bosch.IO

Checklist to guide you through your offboarding process

To do's for employees in cooperation with their managers

Please ensure that the following tasks are performed prior to your / your employee's last day at Bosch.IO.

General information

Employee Name

Personnel Number

Exit Date

| To Dos | Responsibility | Done | Comments |
|---|----------------|--------------------------|----------|
| Verify return of any work materials (e.g. office supplies, business cards, etc.) | Manager | <input type="checkbox"/> | |
| Verify return of the laptop, including keyboard, mouse, USB memory sticks, USB hub, screen, Kensington lock and key, etc. | Manager | <input type="checkbox"/> | |
| Taking back the cell phone and sim card Attention: Make sure that any personal data has been deleted and the phone has been reset to factory settings | Manager | <input type="checkbox"/> | |
| Ensure that any personal data has been deleted from laptop | Manager | <input type="checkbox"/> | |
| Revocation of IdM roles , permissions and access rights, e.g. HR Global, MyHR roles, software permissions, VPN and intranet access, departmental drive, SharePoint, etc. | Manager | <input type="checkbox"/> | |
| Revocation of representative roles, powers of attorney, signature cards, etc. | Manager | <input type="checkbox"/> | |
| Verify if the person leaving is the owner/admin of distribution lists, sharepoints, shared Outlook mailboxes, etc. | Manager | <input type="checkbox"/> | |
| Check if the person leaving is part of approval / workflow processes (WorkOn, TalentHub, Jira, etc.); if yes: ask to complete the process or enter substitutes | Manager | <input type="checkbox"/> | |
| Deletion of the NT user | Manager | <input type="checkbox"/> | |
| Revocation of roles, authorizations and access rights to external applications, locally operated IT systems and all applications and systems in which users are managed separately via their own user administration | Manager | <input type="checkbox"/> | |
| Arrange final meeting and initiate preparation of a reference (Zeugnis). Follow instructions on MyHR page Certificate for internal employees and order certificate via My HR Self Service at HRS before employee leaves. | Manager | <input type="checkbox"/> | |
| Discuss reduction of remaining vacation days | Manager | <input type="checkbox"/> | |
| If applicable, insurance of return of company car and fuel card | Manager | <input type="checkbox"/> | |
| If applicable, cancellation of company credit card secured (when leaving the Bosch Group) | Manager | <input type="checkbox"/> | |
| If Process Owner of one or more processes or instructions in the QM system : tasks were handed over to successor | Manager | <input type="checkbox"/> | |
| If applicable, router for SAZ connection was handed in | Manager | <input type="checkbox"/> | |
| If applicable, information regarding change of address is issued (e.g. to be able to send certificates, etc.) | Manager | <input type="checkbox"/> | |

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| To Dos | Responsibility | Done | Comments |
|--|----------------|--------------------------|----------|
| Ensure that all keys and/or tokens have been handed over to campus manager | Manager | <input type="checkbox"/> | |
| If applicable, reset of lockers | Manager | <input type="checkbox"/> | |
| Ensure that Bosch ID card* is handed over to P&O team | Manager | <input type="checkbox"/> | |

* please refrain from sharing any pictures of your Bosch ID card on social media due to security reasons

Notes on the signature and retention period

C/AU lists the Finding "12.1_6 Exit Management was not conducted completely..." in the [list of risks and irregularities](#).

The application of this checklist is recommended to avoid the repetition of the finding and ensure the fulfillment of all relevant points. The completion of the individual points is checked in the corresponding systems (IdM, Jira, etc.).

There is therefore no obligation to keep this checklist, archiving is not permitted: the checklist must be destroyed after it has been processed.