

## Piped Piper Employee Exit Interview Policy

### Purpose

Exit interviews provide valuable insights into Piped Piper's workplace environment, employee experiences, and areas for potential improvement. This policy outlines the HR procedure for conducting effective exit interviews.

### Procedure

1. **Initiation:** HR will initiate the exit interview process upon receiving an employee's resignation notice.
2. **Interviewer:** A neutral HR representative will conduct the exit interview, ideally someone who does not have a direct supervisory relationship with the departing employee.
3. **Scheduling:** HR will schedule the interview at a mutually convenient time for the employee and HR representative, preferably before the employee's last day of work.
4. **Format:** Exit interviews may be conducted in person, over the phone, or via a written questionnaire, depending on the employee's preference or circumstances.
5. **Confidentiality:** HR will assure the employee that the interview is confidential and will not be shared directly with the employee's former manager. Feedback will be presented in aggregate form or as anonymized insights.

### Topics to Cover

Exit interviews should cover the following areas:

- Reason(s) for leaving
- Positive aspects of working at Piped Piper
- Areas for improvement
- Suggestions for enhancing employee experience
- Whether the employee would recommend Piped Piper as an employer

### Documentation and Analysis

- **Notes:** The HR representative will take detailed notes throughout the exit interview.
- **Analysis:** HR will analyze exit interview data to identify trends, patterns, and common themes.
- **Action Plans:** HR will work with company leadership to develop action plans addressing concerns raised in exit interviews.

### Continuous Improvement

Piped Piper is committed to using the insights gained from exit interviews to continuously improve the employee experience.