

# EMPLOYEE EXIT INTERVIEW TEMPLATE

**DeepShield Systems, Inc.**

*Last Updated: January 11, 2024*

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## 1. PURPOSE AND SCOPE

1. This Exit Interview Template ("Template") establishes the standard protocol for conducting exit interviews with departing employees of DeepShield Systems, Inc. ("Company") to gather feedback, ensure compliance with confidentiality obligations, and facilitate proper knowledge transfer.

2. This Template applies to all voluntary and involuntary employee separations, excluding temporary contractors and consultants.

## 2. CONFIDENTIALITY REMINDER

1. The departing employee ("Employee") acknowledges their continuing obligations under the Employee Confidentiality and Intellectual Property Agreement dated [INSERT DATE], including:

- a) Protection of proprietary industrial control system (ICS) security architectures
- b) Safeguarding of client deployment configurations and vulnerability assessments
- c) Non-disclosure of AI-driven threat detection algorithms and methodologies
- d) Maintenance of SCADA network security protocols and configurations
- e) Protection of maritime and subsea infrastructure security specifications

## 3. EXIT INTERVIEW PROCEDURE

### 1. \*\*Scheduling and Administration\*\*

- Interview to be conducted within employee's final five (5) business days
- Led by HR representative with optional department head attendance
- Duration: 60-90 minutes
- Location: Private conference room or secure video conference

### 2. \*\*Required Documentation Review\*\*

- Signed Non-Disclosure Agreement verification

- Return of Company property checklist
- Benefits continuation information
- Final paycheck processing details
- Stock option/equity documentation (if applicable)

#### **4. STANDARD INTERVIEW QUESTIONS**

##### **1. \*\*Position and Role Assessment\*\***

- Primary responsibilities and key projects
- Knowledge transfer status and documentation
- Outstanding deliverables or commitments
- Team transition planning

##### **2. \*\*Technical Systems and Access\*\***

- Current system access inventory
- Client portal credentials
- Development environment access
- Security clearances and certifications
- Remote access protocols

##### **3. \*\*Intellectual Property Review\*\***

- Confirmation of IP assignment compliance
- Review of personal/company code repositories
- Documentation of any pending patents/innovations
- Verification of data transfer protocols

#### **5. KNOWLEDGE TRANSFER REQUIREMENTS**

##### **1. Employee must complete the following before departure:**

- Project status documentation for all active assignments
- Critical infrastructure protection protocols documentation
- Client deployment configuration records
- Team contact lists and escalation procedures
- Pending security incident reports or investigations

## 2. **\*\*Documentation Standards\*\***

- All materials must be stored in designated SharePoint locations
- Use standard Company templates and formats
- Include version control and last update information
- Obtain supervisor sign-off on completeness

## **6. COMPANY PROPERTY RETURN**

### 1. **\*\*Required Returns\*\***

- Company laptop and mobile devices
- Security access cards and badges
- VPN/authentication tokens
- Physical keys and access fobs
- Company credit cards
- Technical documentation and materials

### 2. **\*\*Digital Asset Protocol\*\***

- Complete data backup to designated server
- Verification of cloud storage clearance
- Removal of Company data from personal devices
- Confirmation of email/chat archive completion

## **7. POST-EMPLOYMENT OBLIGATIONS**

### 1. Employee acknowledges continuing obligations regarding:

- Non-competition agreement (12 months)
- Non-solicitation of employees (24 months)
- Non-solicitation of customers (24 months)
- Confidentiality obligations (perpetual)
- Intellectual property rights

## **8. CERTIFICATION**

The undersigned Employee certifies that:

- All information provided during the exit interview is truthful and complete
- All Company property has been returned
- All knowledge transfer requirements have been met
- Continuing obligations are understood and accepted

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**Employee Signature:** \_

**Print Name:** \_

**Date:** \_

**HR Representative:** \_

**Print Name:** \_

**Date:** \_

**Department Head:**

**Print Name:** \_

**Date:** \_

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## **9. LEGAL DISCLAIMER**

This Template and the exit interview process do not modify any existing agreements between the Company and Employee. All rights and obligations under previous agreements remain in full force and effect. Nothing in this document creates new contractual obligations or alters the at-will nature of employment where applicable.

*[End of Document]*