

Employee Exit Policy: Return of Company Property

Purpose:

This policy outlines the procedure for the return of company property upon the termination of employment, whether voluntary or involuntary, at Weichert Realtors® | Cornerstone. It is intended to ensure the prompt and proper return of all company-owned equipment and materials.

Scope:

This policy applies to all employees, including full-time, part-time, temporary, and contract employees, who are provided with company property during the course of their employment.

Company Property Includes (but is not limited to):

- Laptops, tablets, and other electronic devices
- Office keys and access cards
- Company credit cards
- Mobile phones
- Office supplies
- Any other company-owned equipment, tools, or materials

Policy:

1. Notice of Termination or Resignation:

- Upon resignation or termination, employees must notify their immediate supervisor and Weichert Realtors | Cornerstone in writing, providing details of all company property in their possession.

2. Return of Property:

- All company property must be returned to your Weichert Realtors | Cornerstone manager or designated supervisor on or before the employee's final working day.

- Employees are required to return all company property in good working condition, taking into account reasonable wear and tear.

3. Final Paycheck:

- The final paycheck, including any unpaid wages, commissions, or bonuses, will be issued only after the successful return of all company property.
- If any company property is not returned or is returned in damaged condition (beyond normal wear and tear), the cost of repair or replacement may be deducted from the employee's final paycheck, where permitted by law.

4. Failure to Return Property:

- In the event that an employee fails to return company property, legal action may be taken to recover the property or its value.
- Weichert Realtors® | Cornerstone reserves the right to withhold the final paycheck until all company property is returned or the matter is resolved.

5. Certification of Return:

- Upon returning all company property, the employee and the receiving Weichert Realtors | Cornerstone representative or supervisor will complete and sign a "Property Return Certification" form to confirm the return of all items.
- The form will be retained in the employee's personnel file.

6. Exceptions:

- Any exceptions to this policy must be approved in writing Weichert Realtors | Cornerstone and the employee's direct supervisor prior to the employee's final working day.