PS-4 PERSONNEL TERMINATION

**BACKGROUND:**

The termination of the employees occurs when they are to depart for the company with no date of return. Wherever it is voluntary or not, it is essential that the company goes through the following process when they are dismissing a former employee.

**PROTOCOL:**:

1. Remove all access to the information systems as soon as the company decides on the employee’s termination.
2. Removal of the user’s credentials from the system.
3. Retrieval of all of the organization’s property (key cards, badgers, company devices, authentication tokens).
4. Notification to the help desk, administrator and other entity who has interacted with the terminated employee.
5. Conduction of an exit interview. See **Exit Interview** for more information.

**EXIT INTERVIEW:**

Before the employee is to leave the company, wherever permanently or not is the responsible of the organization to conduct an exit interview. In this interview the interviewer will make sure that the user who has become terminated understands that they have lost access to the information systems. Any negligence to reveal any security information from the past employer will leave them accountable for. Exit interviews shall include, at a minimum, a discussion of nondisclosure agreements and potential limitations on future employment.