

Separation Check Out Form – Supervisor/Security

Name: Suja C. Kuttappy Separation Date: 12/31/2019 Employee #: 612070

Please check off each item as appropriate and return to your manager.

Supervisor (or Designee)	YES	NO	N/A
A. Final Time Sheet Approved – Ensure employee has signed all outstanding timesheets (i.e. dummy, correcting and labor suspense hours cleared). The use of Terminal PTO, i.e. PTO and/or Holiday hours on the final day of employment is not permitted. For employees in immediate pay states, final timesheets need to be signed and approved by 12:00 pm PST (3:00 pm EST) three to five days in advance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Final Expense Reports should be submitted in Concur two weeks before the final day. ER packages submitted via Concur are archived in the AP Imaging system which satisfies the one (1) year retention requirement for Leidos employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Office key, Desk and File Cabinet keys returned/secured	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Company-Issued Mobile Devices: Contact Tango at 1-855-953-4367, Option 5, and then Option 2 to request change of ownership or a service deactivation. Once deactivated, return the device by mail to: Brad Thornton, 12901 Science Dr., Orlando, FL 32826 (Location 0088)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Desktop Telephone Services: <u>Go to Move, Add and Changes (MAC) System</u> to request the phone be disconnected. At Lync EV locations, equipment (handsets) can be repurposed by the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. MobileIron on Personal Devices: Please have employee remove MobileIron from any personal device.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Company Hardware: Laptop/Desktop, Thumb Drives, External Hard Drives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. <u>Leidos Token</u> : Hybrid, Card Token, or OTP Token. Please return to: eID Management Team, 4161 Campus Point Ct., MS E2F, San Diego, CA 92121	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Company Software: MS Project, MS Visio, MatLab, SolidWorks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Outstanding Loan Balance Processed (if applicable)*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. Company/Government Furnished Property Returned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Corporate Credit Card Returned	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
M. Was the employee enrolled in Leidos Medical Surveillance Program due to work place exposure to chemical or physical hazards? Contact EH&S.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
N. Your email address will automatically be subscribed to the Leidos Alumni Network to receive the Alumni Network newsletter on a quarterly basis. Notify your Offboarding POC if you wish to opt out.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Security (applicable only for employees with a security clearance)	YES	NO	N/A
A. Debriefing Statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Security Status Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. All Classified Material returned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Outstanding Visit Requests Cancelled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Key Cards/Badges Returned (Leidos and Customer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you do not know who your Security POC is, contact the Security Service Center (703-676-1800) or refer to the Leidos Facility Security POC list found here.

Separation Checkout Form – Employee Certification

You must return this form to your manager or Offboarding Services POC: Lynda S. Erickson

This form is not intended for union-represented¹ or non-US employees, and does not apply where prohibited by law.

This letter serves to remind you of your responsibilities prior to your last day of employment with Leidos and your continuing obligations to Leidos following your separation of employment. These responsibilities apply to any type of separation from the Company, voluntary or involuntary. Please acknowledge your understanding of each section by signing with your initials where indicated. If you do not sign this document, do not initial appropriately, or edit the document in any way, it does not negate your preexisting obligations to adhere to all of the stated responsibilities.

Protect Leidos Proprietary Information

When you were hired by Leidos, you signed an agreement² in which you promised to hold all proprietary information in confidence, and in which you agreed not to use, disclose, reproduce, publish or transfer any such information even after termination of your employment with Leidos. This proprietary information includes, but is not limited to, copyright material such as videos, papers, presentations, forms, and images that may have a restrictive marking, as well as trade secrets such as administrative, business, financial, human resource, and technical information, processes and procedures, and even certain skills and information retained solely in your memory. It further includes items you may have created during the course of your employment as well as the proprietary information of third-parties like customers, subcontractors, vendors, and team members. This obligation continues after your separation from Leidos.

Notwithstanding the foregoing, pursuant to 18 U.S.C. Section 1833(b), you shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that: (1) is made in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney, and solely for the purpose of reporting or investigating a suspected violation of law; (2) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal, or (3) is made in a lawsuit alleging retaliation for reporting a suspected violation of law, if such filing is made under seal.

Initials: _____

Disclose Inventions to Leidos

During the period of your employment and for six (6) months after termination of your employment with the Company, you must disclose to the Leidos legal department fully and in writing all Company Inventions authored, conceived, or reduced to practice by you, either alone or jointly with others. In addition, you must promptly disclose to the Company all patent applications filed by you or on your behalf during your employment with the Company and, if requested by the Company, within a one (1) year period after termination. You recognize that you still have an obligation to execute documents and perform other reasonable acts after your employment in connection with the filing of patent applications and the exercise of other rights of Leidos in Company Inventions.

Initials: JK

¹ Represented employees are covered by the terms and conditions of their collective bargaining agreement.

² This agreement (hereinafter "Agreement") had various names depending on your date of hire: Invention, Copyright and Confidentiality Agreement; Intellectual Property Agreement; or Proprietary Information, Inventions, and Non-Solicitation Agreement (PIIN). A copy of the PIIN is included and a copy of your signed Agreement will be made available upon request. This Separation Checkout Form is a reminder of your signed Agreement and any conflict of terms or conditions will be resolved in favor of the Agreement.

Do Not Solicit Leidos Employees, Consultants, or Contractors

For one (1) year after termination, you must not have any role in soliciting, inducing, or encouraging any person known to be an employee, consultant, or independent contractor of Leidos to terminate his or her relationship with Leidos, even if you do not initiate the discussion or seek out the contact. Further, you may not attempt to or actually hire, employ, or engage in a joint business venture with any person employed by Leidos or who has separated from employment with Leidos within the preceding three (3) months in order to research, develop, market, sell, perform, or provide services that compete with those provided by Leidos.

Initials: JK

Adhere to Cooling Off Period

For one (1) year after termination, you may not contract with Leidos as a supplier, supplier's representative, or consultant. Any waiver to this requirement must be approved by a Senior Vice President in the Leidos Contracts department.

Initials: JK

Return Leidos and Customer Property

You must promptly return to Leidos all materials relating to the business of Leidos still in your possession when you end your employment with Leidos. Reference materials (e.g., books, computer programs, journals, etc.), videos, presentations, papers, images, equipment, and other "tools of the trade" that have been developed or acquired by Leidos for your use while an employee, though not necessarily proprietary, are the property of Leidos. Any Leidos or customer-issued property (e.g., laptop computer(s), issued cellphone(s) and peripherals, computing/storage devices (USBs, external hard drives), company/customer issued identification badges, etc.) must be returned to Leidos by no later than the last day of your employment with Leidos, or you must make arrangements with your manager prior to your last day to return the property post-separation. You are not authorized to use any Leidos or customer-issued property or any intellectual property owned or controlled by Leidos after you end your employment with Leidos. Property not returned to Leidos will be reported to Corporate Security and may lead to the filing of a police report with the appropriate law enforcement agency reporting your failure to return Leidos property. If you have not yet made arrangements to return issued property, please immediately discuss with your manager or Corporate Security at Corp_Security@leidos.com.

Certifications

I have returned / will return (circle one) by my last day all employee badges, keys, corporate credit cards, and all Leidos and/or customer-issued property included, but not limited to, laptop computer(s), issued cellphone(s), peripherals, computing/storage devices (USBs, external hard drives) company/customer issued identification badges, etc.).

I have returned / will return (circle one) by my last day all classified documents to their proper containers and completed the document log in/out form.

Initials: SK

To the extent that I owe Leidos money (e.g., tuition reimbursement, relocation agreement, sign-on bonus, corporate charge card balances, other advances/loans, etc.), I am reminded that I entered into agreement(s) with Leidos to fully repay Leidos on or before my final date of employment by remitting a personal check or money order made payable to Leidos.

Initials: SK

By initialing above and signing below, I certify that I understand my pre- and post-separation obligations to protect proprietary information, disclose inventions, refrain from improper employment solicitation and contracting, and return all Leidos and customer-issued property. I further certify that I have read and will comply with the Leidos Code of Conduct and understand that it contains certain company policies with which I am expected to comply even after terminating employment.

Suja C. Kuttappy
Employee Name


Employee Signature

12/31/2019
Date