

## Employee Off-Boarding Checklist

- ☐ For immediate termination, contact your HR Business Partner or Generalist for support.
- ☐ For termination with notice, contact HR Service Center at 1-844-OUR-HR4U (1-844-687-4748).

The HR Service Center processes all termination notifications.

- ☐ Make sure all time is entered before employee leaves.

Collect all company property issued to the employee before they leave on their last day. Notify the contacts below about the collected items (see detailed list of items on next page).

- ☐ Leadership Square (OKC) and related field offices:
  - Access/site security items and parking passes: Security at LSQ Office
    - If field offices, keys stay with site manager
    - If unable to collect items, notify Bill Ewing at 405-553-6937 or [bill.ewing@enablemidstream.com](mailto:bill.ewing@enablemidstream.com)
  - IT equipment: John Chain, Desktop Support, 405-815-6310 or [john.chain@enablemidstream.com](mailto:john.chain@enablemidstream.com)
  - Field Equipment: Return to Site Safety Coordinator
  - Vehicle and Voyager Card: Contact Ed Norrick, 318-429-3734 or [ed.norrick@enablemidstream.com](mailto:ed.norrick@enablemidstream.com)
  - PCard: Destroy P-Card
- ☐ Shreveport Office and related field offices:
  - Site security badge - mail badge to:

Enable Midstream Partners  
c/o Security  
POB 24300, MCLS940  
OKC, OK 73124
  - If unable to collect items, email [bobby.byrne@centerpointenergy.com](mailto:bobby.byrne@centerpointenergy.com)
  - IT equipment: Ken Lowrey, Desktop Support, 318-429-3336 or [ken.lowrey@enablemidstream.com](mailto:ken.lowrey@enablemidstream.com)
  - Field Equipment: Return to Site Safety Coordinator
  - Vehicle and Voyager Card: Contact Ed Norrick, 318-429-3734 or [ed.norrick@enablemidstream.com](mailto:ed.norrick@enablemidstream.com)
  - PCard: Destroy P-Card
- ☐ Houston Office and related field offices:
  - Site security badge - mail badge to:

Enable Midstream Partners  
c/o Security  
POB 24300, MCLS940  
OKC, OK 73124
  - If field offices, keys stay with site manager
  - If unable to collect items, notify HR Service Center
  - IT equipment: Lou Visciotti, Desktop Support, 346-701-2572 or [lou.visciotti@enablemidstream.com](mailto:lou.visciotti@enablemidstream.com)
  - Field Equipment: Return to Site Safety Coordinator
  - Vehicle and Voyager Card: Contact Ed Norrick, 318-429-3734 or [ed.norrick@enablemidstream.com](mailto:ed.norrick@enablemidstream.com)
  - PCard: Destroy P-Card

## Manager/Supervisor - Employee Off-Boarding Checklist – Detailed Item List

### Office/Access Security Items

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Badge (may have 2 or 3) | <input type="checkbox"/> Desk Keys                  | <input type="checkbox"/> Office Keys        |
| <input type="checkbox"/> Parking Pass            | <input type="checkbox"/> Private Property Gate Keys | <input type="checkbox"/> Facility Gate Keys |
| <input type="checkbox"/> Site Keys               | <input type="checkbox"/> P-Card                     | <input type="checkbox"/> Garage Door Opener |
| <input type="checkbox"/> After-Hours Card (LSQ)  |   |   |

### IT Related Equipment

- |   |                                   |  |
|---|-----------------------------------|--|
| <input type="checkbox"/> Laptop                       | <input type="checkbox"/> Laptop   | <input type="checkbox"/> Toughbook       |
| <input type="checkbox"/> Desktop/Tower                | <input type="checkbox"/> Keyboard | <input type="checkbox"/> Laptop Stations |
| <input type="checkbox"/> Tablet                       | <input type="checkbox"/> Mouse    | <input type="checkbox"/> Monitor(s)      |
| <input type="checkbox"/> Charge Bricks/Extra Chargers |                                   |  |

### Company Vehicle

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Vehicle                        | <input type="checkbox"/> Tool Box          | <input type="checkbox"/> Any attachments, lifts, ladders, racks issued with/to vehicle |
| <input type="checkbox"/> Keys                           | <input type="checkbox"/> Fire Extinguisher |  |
| <input type="checkbox"/> Voyager Card (stay in vehicle) | <input type="checkbox"/> Spare tire/jack   |  |

### Health & Safety and Field Equipment (Do not collect issued FR clothing)

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> ARC Suit/Gloves | <input type="checkbox"/> Gas Monitors | <input type="checkbox"/> Tool Kits/boxes |
|--|---------------------------------------|--|