

Separation Guide

U.S. Interns

From: Human Resources Service Center
Subject: **Separation Information**

Be sure to read the following information in its entirety.

If you have not yet done so, on or prior to your last day of work please return to your manager all Russell Investments property and confidential or proprietary information of Russell Investments and/or its clients in your possession or under control.

If you have questions about any of the information provided in this guide, please contact the individual associated with the particular benefit. A complete list of contact information is provided towards the end of this document. If no contact is identified, please call or e-mail the Human Resources Service Center at (206) 505-5656 or hrsvcs@russellinvestments.com.

Contact Information

In the event there is an issue with your pay or benefits, it is critical we have your correct contact information. Please take a moment to review your address and phone number in Workday to ensure they are up to date. **Also, use this opportunity to provide a personal email address if you have not already done so.**

If your home address changes prior to the end of the year, it is important that you notify the Human Resources Service Center of any changes to your address immediately as it will be used for all year-end tax information (W2). If this information is incorrect, or changes in the future, please notify the Human Resources Service Center in writing at 1301 2nd Ave 18th Floor Seattle, WA 98101 or via e-mail to hrsvcs@russellinvestments.com.

Important Reminder on Confidentiality

When you joined Russell Investments, you signed a non-disclosure agreement which included the following statement:

“At all times during my employment and thereafter I will not disclose to anyone outside the Russell Investments Group nor use for any purpose other than my work **a)** any confidential, or proprietary technical, financial, marketing, manufacturing or distribution or other technical or business information or trade secrets of Russell Investments, including without limitation, concepts, techniques, processes, methods, systems, designs, cost data, computer programs, formulas, development or experimental work, work in progress, customers and suppliers, **b)** any information Russell Investments has received from others (including, without means of limitation, entities in the Russell Group) which Russell Investments is obligated to treat as confidential or proprietary or **c)** any confidential or proprietary information which is circulated within Russell Investments or the Russell Investments Group via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Russell Investments or the Russell Investments Group except on a ‘need-to-know’ basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Russell Investments or the Russell Investments Group, it may be disclosed, I will consult with my manager at Russell Investments.”

Please keep this agreement in mind as you exit Russell Investments.

Your Responsibilities

Return all Company Property or discard appropriately

On or prior to your final day of work, the following items must be returned to your manager.

- **Building Access Card/ID Badge**

As an associate you may have been issued a photo ID badge and/or a building access card. You must return your access card/badge to your HR Business Partner or manager—on or before your termination date.

- **Company Credit Cards & ORCA Cards**

If you were issued any company credit cards (i.e., American Express, P-Card, etc.), please return them to your HR Business Partner. They are inactivated upon termination. ORCA cards should be returned to Facilities or your HR Business Partner.

- **Office Keys and Desk Keys**

Any office or desk keys in your possession must be returned to your manager on or before your termination date.

- **Wireless Devices**

If you have been issued a corporate mobile phone, iPad or PDA, those devices must be returned to your manager on or prior to your termination date.

- **Other Company Property**

If you have other company property in your possession, including but not limited to a **Remote Access card, Russell Investments-issued laptop computer, printer, at-home personal computer, Russell Investments library books, or Bloomberg Access token**, arrangements for return of this equipment must be made with your manager or HR Business Partner on or prior to your termination date.

Final Pay

Your final pay will be deposited to your bank account(s) per your Workday direct deposit information. After your termination, you will be mailed a printed pay advice for any pay received from Russell Investments.

You will receive your final paycheck at the end of the next regular pay period unless state law requires earlier payment. The final paycheck will include compensation for time worked through your date of termination. Although short term internships do not earn vacation, longer term internships may, and accrued but unused vacation is typically paid with the final paycheck, but if the information is not received in payroll by the payroll deadline, it may be paid the following pay period. Final pay will be offset by any vacation that was taken but not earned, any sick days that were taken but not earned as well as any outstanding money that is owed to Russell Investments.

- If your position is non-exempt, any extra time or overtime not paid in your final pay will be paid in the next scheduled pay period upon receipt of your time record.
- Any additional payment you are eligible to receive that is not included in your final pay will be paid to you in the form of a direct deposit per your payroll specifications with a printed pay advice mailed to your home address.

If you have not received a copy of your pay advice within two business days after payday, please contact the Human Resources Service Center to request a copy at hrsvcs@russellinvestments.com.

Payment for Accrued, Unused Sick Time

Unused sick time is not paid upon termination.

Employment Verification

References to and verification of your employment with Russell Investments can be handled immediately through our partnership with The Work Number, whose services are available online or through an interactive voice response system. The Work Number offers accurate, confidential, and secure verification of your employment to "verifiers" or organizations seeking employment reference information. Please call The Work Number's Customer Service Center at (800) 996-7566 or visit them online at www.theworknumber.com.

To log in:

- Select *enter employee section* from The Work Number homepage.
- Type "Russell Investments" and select *GO*.
- Select the description which most closely meets your needs and click to continue.
- Enter your Social Security Number (SSN) and PIN. *For first-time log-ins, your PIN will be the first eight digits of your SSN.* You will be given the option to change your PIN at first log-in.

Depending on the purpose of your reference or verification, verifiers may need a salary key. Step-by-step instructions for creating a salary key are available on The Work Number website.

