

## Exit Checklist

Employee Name: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Please return all company properties to their respective departments and **submit this form to HR when finished**

| Department                      |   | Subject   | Checkbox                             |                          | Date | Name / Signature |
|---------------------------------|---|---|--------------------------------------|--------------------------|------|------------------|
| Own Department<br>(Data Backup) |   | All business-related documents need to be uploaded in MCloud<br>(Documentation to MCloud)           | Signed by Team<br>Leader/ Dept. Head |                          |      |                  |
| IT                              | Equipment   | 1. Laptop (Docking Station)   | <input type="checkbox"/>             |                          |      |                  |
|                                 |   | 2. Monitor(s)   | <input type="checkbox"/>             |                          |      |                  |
|                                 |   | 3. Cisco IP Phone   | <input type="checkbox"/>             |                          |      |                  |
|                                 |   | 4. Any other IT equipment   | <input type="checkbox"/>             |                          |      |                  |
|                                 | Security Check  | <b>The following logs may be checked in accordance with the MPE-FRA Security Monitoring Policy:</b> |                                      |                          |      |                  |
|                                 |   | 1. Decrypted/Printed Documents  | <input type="checkbox"/>             |                          |      |                  |
|                                 |   | 2. Work Data stored in USB  | <input type="checkbox"/>             |                          |      |                  |
|                                 | 3. Email sent to possible private account or legal entity MPE has no business connection with | <input type="checkbox"/>  |                                      |                          |      |                  |
|                                 | System Account  | 1. Amos Account   | Deactivated                          | <input type="checkbox"/> |      |                  |
|                                 |   |   | Not existed                          | <input type="checkbox"/> |      |                  |
| 2. SAP Account                  |   | Deactivated   | <input type="checkbox"/>             |                          |      |                  |
|                                 |   | Not existed   | <input type="checkbox"/>             |                          |      |                  |
| GA<br>(General Affairs)         | 1. Company Car  | <input type="checkbox"/>  |                                      |                          |      |                  |
|                                 | 2. Shell Fuel Card  | <input type="checkbox"/>  |                                      |                          |      |                  |
|                                 | 3. Mobile Phone   | <input type="checkbox"/>  |                                      |                          |      |                  |
|                                 | 4. Sim Card   | <input type="checkbox"/>  |                                      |                          |      |                  |
|                                 | 5. Company's ID card / Name Tag   | <input type="checkbox"/>  |                                      |                          |      |                  |

**Data Protection Agreement and Authorization of Data:**

By signing this form, the Employee confirms that all kind of private information has been completely removed from all company property before returning it back to MPE. The employee is informed that all business-related data stored on their devices can be transferred to his or her colleagues. The employee knows about the processing of any personal data when leaving MPE as described in the Security and Monitoring Policy.

**Confidentiality:**

Even after termination of the employment the Employee shall treat as strictly confidential all the Employer's confidential matters, trade and business secrets (including any companies affiliated with the Employer) of which he obtained knowledge during the exercise of his duties for the Employer (including procedures, business and personal data, know-how, marketing plans, business planning, unpublished balance sheets, budgets, licenses, pricing, costs and customer and supplier lists), or which were designated as confidential by the Employer. Should the post-contractual confidentiality duty unreasonably hinder the Employee in his professional advancement, he shall have the right to demand that the Employer releases him from this duty. The employee acknowledges that unauthorized disclosure to third parties constitutes a criminal offence.

\_\_\_\_\_  
Date & Signature  
Employee

\_\_\_\_\_  
Date & Signature  
Head of P&O