

# Employee Exit Policy

## Rationale

Exit formalities serve worthwhile purposes for employers and employees alike. Research shows that following exit policies was associated with greater growth, performance, retention, and employee engagement. High staff turnover affects a business's performance and bottom line. Knowing why an employee is leaving, and whether there is anything that could have been done differently to prevent their departure, is critical to business success over the long run. The aim of our human resources strategy is to create a competitive advantage by aligning our people to our strategic vision, by building a skilled, safe, and motivated workforce, while driving a work culture of professionalism and continuous improvement. We recognise that unwarranted attrition is an impediment to successful strategy execution.

## Policy Statement

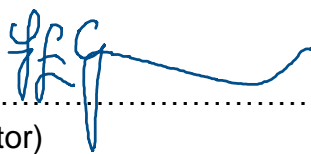
360 Degrees Security & Investigations Limited shall operate an employee exit system that (1) supports exit survey informed continuous improvement; and (2) maintains continuing relationships that may encourage departing employees to return in the future.

## Policy Guidelines

1. The HR Manager shall be responsible for ensuring:
  - a. that an employee's pending departure is documented with a letter of resignation or termination; and
  - b. that all staff are advised that the employee will be leaving and who will take over the employee's responsibilities; and
  - c. that payroll is notified; and
  - d. that any binding terms in the employee's employment agreement is discussed with the departing employee; and
  - e. that the departing employee is requested to complete an HR10B Employee Exit Survey.
2. Prior to an employee's departure the employee's line manager shall:
  - a. ascertain from the employee and document a list of the employee's outstanding projects and deadlines; and

- b. agree on a transition plan for the handover of work to other employees / replacement employee; and,
- c. change passwords and / or revoke access to systems and accounts used; and
- d. arrange with the employee and document:
  - (i) the removal of the employee's personal equipment from the employer's premises / vehicles; and
  - (ii) the return of any property in the employee's possession or control that belongs to the employer.

3. To assist with compliance with the requirements of this policy the HR Manager shall ensure that a HR10A Employee Exit Checklist is completed prior to the employee's departure.s

Signature: .....  ..... Date: 1 October 2023  
(Fran Gibson, Director)

Next policy review due date: 1 October 2026