

EXIT PROCEDURE

A. Exit Checklist – IT / Security

1. Disable Access to Internal User Accounts and remove from all roles
2. Force logout of all services
3. Create snapshot of users files, emails, teams chats, etc.
4. Inform staff to prevent sharing of Company Assets
5. Retrieve and Disable Company-Owned Devices. If remote, force wipe of remote devices.
6. Audit Accounts and review for suspicious activity
7. Have Security Team change password, remove email addresses and update CAPEXton and Department listings.
8. Change voice mail message and remove the user from Company list & switchboard. Update the phone list.
9. Remove email addresses and update CAPEXton and Department listings
10. Apply autoresponder to Teams/email with proper messaging
11. Allow manager/security team access to monitor emails and files

B. Exit Checklist - Operations

1. Send an email to changes@protectionbureau.com to the attention of Rich Rissel to delete employee from the alarm code listing effective immediately.
2. Retrieve fob and/or keys.
3. Retrieve computer, etc. (any CAP Index property).
4. To term Dental Insurance go to the Emerson Reed Website as of 2-1-2021: <https://www.mybenefitbilling.com>.
5. To term Health Insurance go to the IBX website <https://www.ibx.com> and make the changes effective 2-1-2021.
6. Go to the Hartford Website at <https://employerview.hartfordlife.com> and term the employee from our Group Life & Disability Insurance.