



## Checklist termination of employment – for managers

Below you will find a checklist for the exit process of an employee after termination of the employment contract. As a manager you are responsible for the execution of the actions on the checklist below.

When an employee leaves the company it is important that the right steps are taken in the last working weeks of the employee and that the farewell takes place in a positive way. An employee who is no longer employed with us remains an ambassador for our organization. A smooth exit process reinforces or restores the positive feeling about the organization and thus increases the chance that the former employee refers talented employees to us. In addition, after a smooth exit process former employees are more inclined to return. Thus, a good exit process has a positive influence on our employer brand and the image of Dümmen Orange.

|                                                                                                                                                                                                                                                                                           | Done? |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Make agreements with the employee about the completion and transfer of work and the date of the last working day. Also make agreements about the transfer of the employee's mailbox and documents. Make sure that important information will not be lost.                                 |       |
| Inform colleagues and other stakeholders by sending an email. This email must contain the last working date of the employee and the contact details of the successor. In this email you can also thank the employee for his/her contribution and wish him/her luck in her further career. |       |
| Complete Off board form (received from Henriette) and send it back to Henriette.                                                                                                                                                                                                          |       |
| Check holiday requests in Synergy and approve them (no later than three weeks before the last contract day).                                                                                                                                                                              |       |
| Organize the farewell of the employee in accordance with ' <i>Special occasions - regulation and procedure</i> '. You can find this on the HR NL intranet.                                                                                                                                |       |
| If the employee needs to be replaced: complete a staffing request (see 'Procedure recruitment new employee' and the staffing request form on the HR NL intranet).                                                                                                                         |       |

### HR

After receipt of the written resignation, HR will inform the payroll administration about the termination of employment and HR will confirm the receipt of the resignation with a letter for the employee.

HR sends a digital exit form to the employee two weeks before leaving. If reasons are given for a personal meeting, HR also schedules an exit interview with the employee. The purpose of the interview is to discuss the reason for departure and to receive feedback on a number of topics. This in order to learn from the feedback and to find out what we can do better in the future.