

# Termination Checklist

TRUE SECURITY INTEGRATION



A  FIRSTSERVICE COMPANY



TERMINATION CHECKLIST

<b>DATE:</b>	
<b>DEPARTING EMPLOYEE NAME:</b>	
<b>EMPLOYEE NUMBER:</b>	
<b>MANAGER RESPONSIBLE:</b>	

ITEM(S)	RECOVERED BY	INITIALS	DATE
<b>Keys For:</b>			
<b>Keys For:</b>			
<b>Keys For:</b>			
<b>Access Card For Building:</b>			
<b>Access Card For Tenant:</b>			
<b>Access Card For Parking:</b>			
<b>Operating Manuals:</b>			
<b>Letterhead:</b>			
<b>Purchase Orders/Requisitions:</b>			
<b>Laptop and/or PC:</b>			
<b>Cell Phone:</b>			
<b>Pager:</b>			
<b>Credit Card(s):</b>			
<b>Travel Card(s):</b>			
<b>Phone Card(s):</b>			
<b>Other Loaner Item(s):</b>			
1.			
2.			
3.			
4.			
5.			



TERMINATION CHECKLIST

OTHER NOTIFICATIONS	DONE BY	INITIALS	DATE
<b>Computer Room:</b>			
<b>Control Room:</b>			
<b>Security:</b>			
<b>Bank (If Signing Officer):</b>			
<b>Travel Agent/Airline(s):</b>			
<b>Professional Association(s):</b>			
1.			
2.			
3.			
<b>Other:</b>			
1.			
2.			
3.			
4.			
5.			

SECURITY PASSWORD CHANGES	CHANGED BY	INITIALS	DATE
<b>Computer Network(s):</b>			
<b>Voice Mail/Long Distance Network(s):</b>			
<b>Photocopier Code:</b>			
<b>Postage Meter Code:</b>			
<b>Vault/Safe/Combination(s):</b>			
<b>Other:</b>			
1.			
2.			
3.			



## TERMINATION CHECKLIST

### **Recommendations**

The optimum time for a termination to occur is on a Tuesday or Wednesday, between the hours of 10:00 a.m. and 11:00 a.m. All terminations should take place in a private area.

In general, termination of employment *rarely* involves violence. However, some types of people are more likely to react violently to termination of employment than others. Persons most likely to react violently are:

- White males over the age of 45.
- Single or divorced.
- No friends or family.
- No religious affiliations.
- No hobbies.
- Very little social interaction with people off the job.

When terminating the employment of someone who fits this description, extra security should be made available for safety. As well, consideration should be given to ensuring that some resources are made available to assist with their transition.

For high-risk terminations, use an interview room with two doors, preferably near the lobby. If such a room is not available, consider performing the termination off-site. Security and/or the police should be posted outside the door during this type of termination.

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