

Information Security Policies

Employment Termination Procedure

Policy #	IF-04	Effective Date	03/01/2017	Email	policy@buildfire.com
Version	1.0	Contact	Daniel Hindi	Phone	(949) 899-8204

OVERVIEW

This document outlines specific information security procedures for various job roles relating to an employee termination. This includes the departure of third-party contractors.

SCOPE

This procedure applies to all personnel with responsibility for hiring and managing employees with access to information systems.

MANAGERS\ DIRECTORS

1. Notify Human Resources of the pending termination immediately, stating the nature of the termination and all pertinent circumstances surrounding it.
2. Human Resources generates the Termination Procedures and Termination Notice form and emails it to the employee's manager, Payroll, Benefits, Help Desk, Telecommunications, Security. Human Resources will ask the employee to participate in an Exit Review either in person or via a telephone interview.
3. Conduct Exit Interview
Human Resources will conduct the Exit Review and document the employees answers to the questions on the Exit Review form. In addition to the standard questions, Human Resources will also provide information on the following:
 - 3.1. Distribution of 401 (K) Plan contributions
 - 3.2. Conversion of insurance plans
 - 3.3. Debts or obligations to the Company
 - 3.4. Final pay and eligibility for vacation pay
 - 3.5. Returning employee credit card(s) and other BuildFire property
 - 3.6. Returning uniforms, keys, badges, etc. provided by BuildFire
4. The Manager will collect the following from the employee (as applicable) and give to the Office Manager:
 - 4.1. Physical Access Badge
 - 4.2. Cell Phone
 - 4.3. Laptop. If the employee is a telecommuter, arrange to collect **all** BuildFire computing equipment – this equipment **must** be returned to IT

- 4.4. Collect all keys: laptop\desktop security locks, filing cabinets, desks, doors, etc.
 - 4.5. Hardcopy of final pay period timecard
 - 4.6. Letter of resignation
5. Verify home address for mailing the final pay check. The final check is always mailed home --- it is never direct deposited. It will also include accrued and unused vacation pay.

HUMAN RESOURCES

- 1. Notify IT Enterprise Services and the Corporate Information Security Office (CSO) of the termination immediately.
- 2. Coordinate with the CISO any prearrangements that are necessitated by the nature and timing of the termination, especially if the employee is leaving under adversarial terms.
- 3. Confirm the removal of system access resulting from any involuntary employment termination or from the voluntary employment termination of key personnel, such as systems administrators and company executives.

CORPORATE INFORMATION SECURITY OFFICE (CSO)

- 1. Make any prearrangements necessary based on the nature and timing of the termination.
- 2. Coordinate with IT Services the reassignment, suspension, or removal of user access capabilities and privileges:
 - 2.1. Reset voice mail password
 - 2.2. Suspend or remove email account
 - 2.3. Suspend or remove other server accounts
 - 2.4. Suspend or remove third-party (cloud) accounts

OFFICE MANAGER

- 1. Process deactivation of employee in phone system, and project and accounting applications.
- 2. Contact any vendors (and other third parties) with whom the employee was active to confirm that they reassign, suspend, or remove user access capabilities and privileges (as above.)
- 3. Update organizational chart, vacancy listing, etc.

APPROVAL AND REVISION HISTORY

Version	Description	Revision Date	Approved By:	Title
1.0	Initial Version	03/01/2017	Daniel Hindi	CTO

