**Termination Checklist**

This checklist has been designed to act as a guideline for terminations. Please be advised that while this document provides an outline of the actions required to effectively terminate, each termination is unique and may require additional steps.

* Contact Human Resources in the event that an employee tenders their resignation.
* Notify the IT Department to ensure that access to the computer system is removed for security purposes.
* Ensure that a private meeting room or office is available for the meeting.
* Inform the employee that a meeting is required.
* Prepare documentation and notes for discussion in the meeting, and have a plan prepared for actions that will be taken.
* Ensure that the meeting is held in a private location, and that an extra witness is present.
* Describe the reason for termination, and the date that it will take effect.
* Provide the employee with written notice of termination, stating date of termination, and outlining any amounts owing for notice periods, vacationable earnings, etc.
* Ensure that the employee signs the document, and maintain the signed copy in their personnel file.
* Remind the employee of any applicable confidentiality or non-compete agreement, and the expectations of the organization in pursuit of these agreements.
* Provide final pay cheque, and record of employment to the employee.
* Request the return of company property, including security and access cards, credit cards, client lists, laptops, parking passes, computer passwords, etc.
* Close the meeting by indicating that they can call you if they have any questions regarding their severance document package and that you will be notifying them of any relevant matters (e.g. Benefits information).
* Allow the employee to collect their personal belongings.
* Escort the employee out of the building once they have collected their personal belongings.
* Communicate the staffing change.