Guide to

COMMERCIAL SECURITY
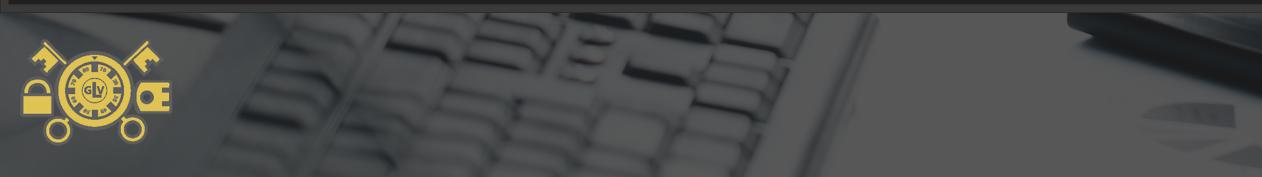
by

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KEEP YOUR BUSINESS SAFE
AFTER EMPLOYEES LEAVE

The business world is in constant motion. As a company grows and changes, and as employees move up or move on, there is constant turnover. Handling ex-employees should be an important security concern for your business.

Here is a closer look at our recommended employee exit checklist.

SECURITY CHECKLIST FOR EXITING EMPLOYEES

Exit Interview

An exit interview should be held for the employee being let go or who has decided to leave.
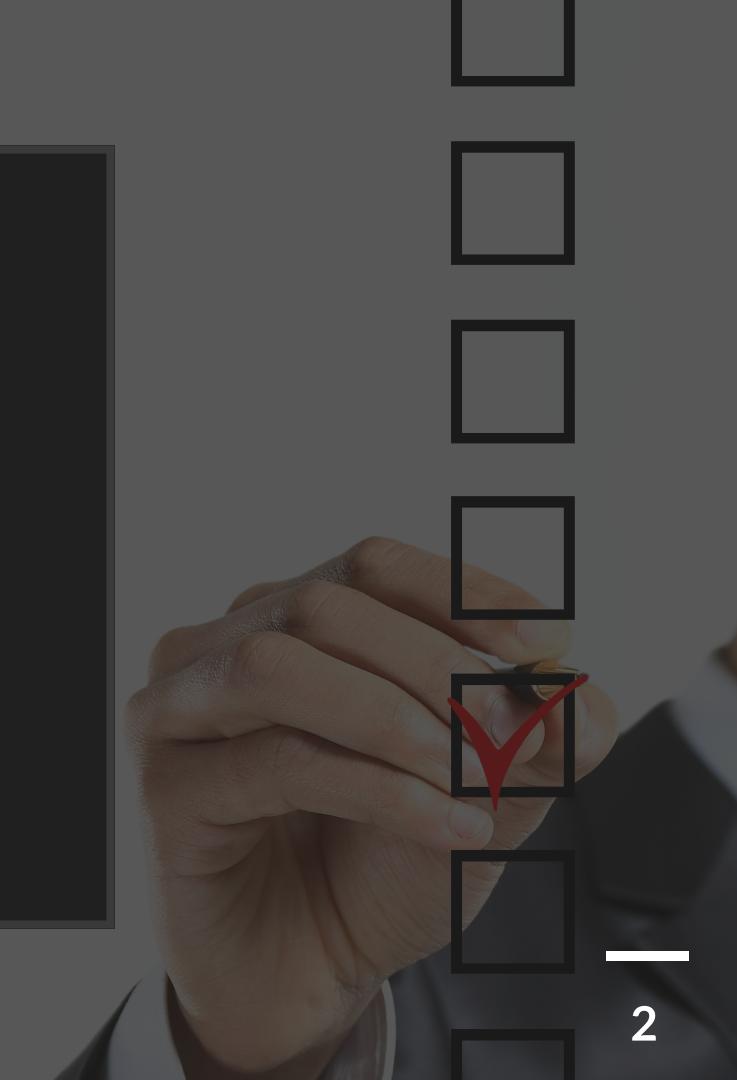
The meeting should include:
- a representative from human resources,
- the employee's immediate supervisor,
- the exiting employee.

Goals for an Exit Interview
- Clarify the reasons for the decision.
- Provide the employee with suggestions for improvement.
- Discuss the next steps of the exiting process.
- Gain valuable feedback to improve future employee retention.
- Facilitate a smooth transition to support business productivity.

SECURITY CHECKLIST FOR EXITING EMPLOYEES

Equipment Handover

The exiting employee will be required to return any equipment belonging to the company.
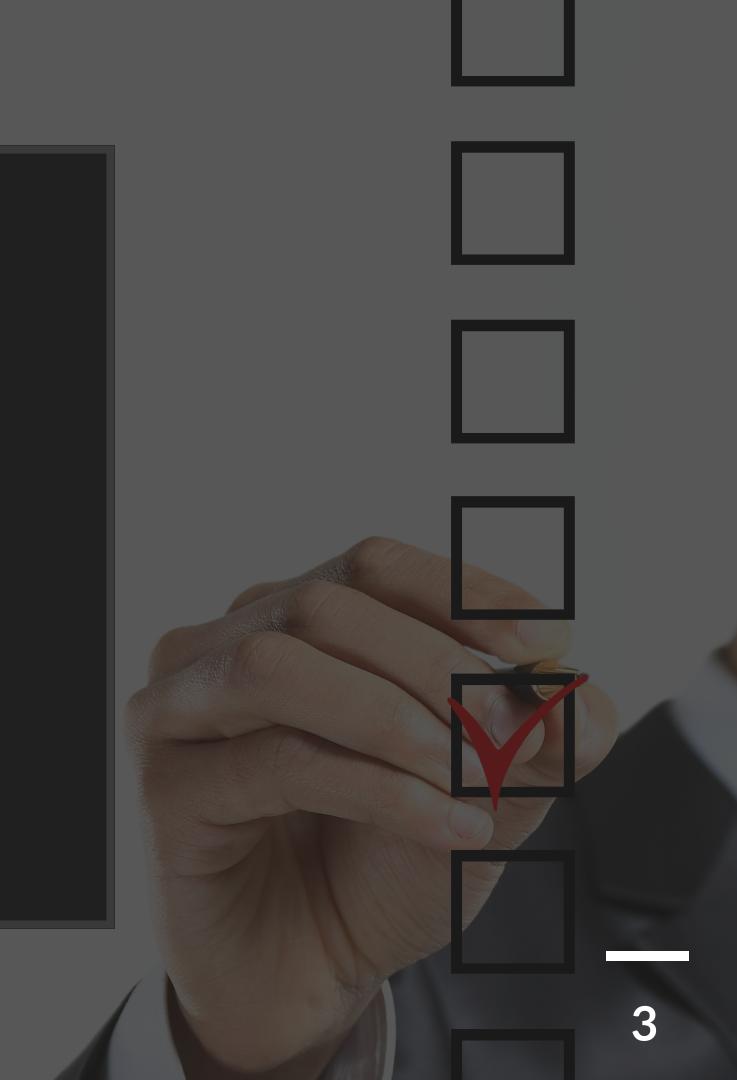
This may include:

- Desktop computer,
- Laptop,
- Cell phone,
- Tablet,
- Company-owned tools of the trade.

Deactivate Credit Card

If the employee exiting had a company credit card, make sure you call the provider and cancel his/her account.

SECURITY CHECKLIST FOR EXITING EMPLOYEES

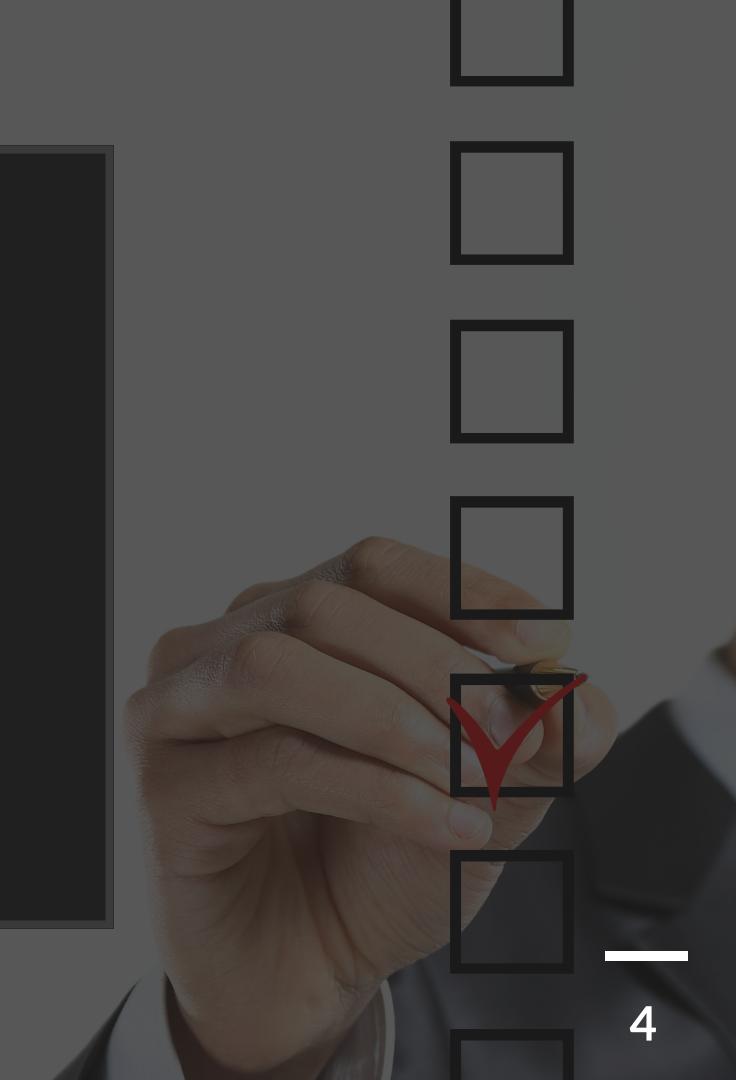## Close E-mail and Online Accounts

Make sure that the employee's e-mail will be forwarded to his/her replacement or superior for a set amount of time, then closed entirely.

Passwords to any company profiles or accounts that are paid for by the business which the employee had access to will need to be changed.

Password to Change After Exit

- Company social media accounts,

- Intranet access,

- Company server access,

- Web-based and SaaS tools,

- Online memberships financed by the company.

SECURITY CHECKLIST FOR EXITING EMPLOYEES

Collect Key/Key Card

Secure the exterior and interior access points of the office building.
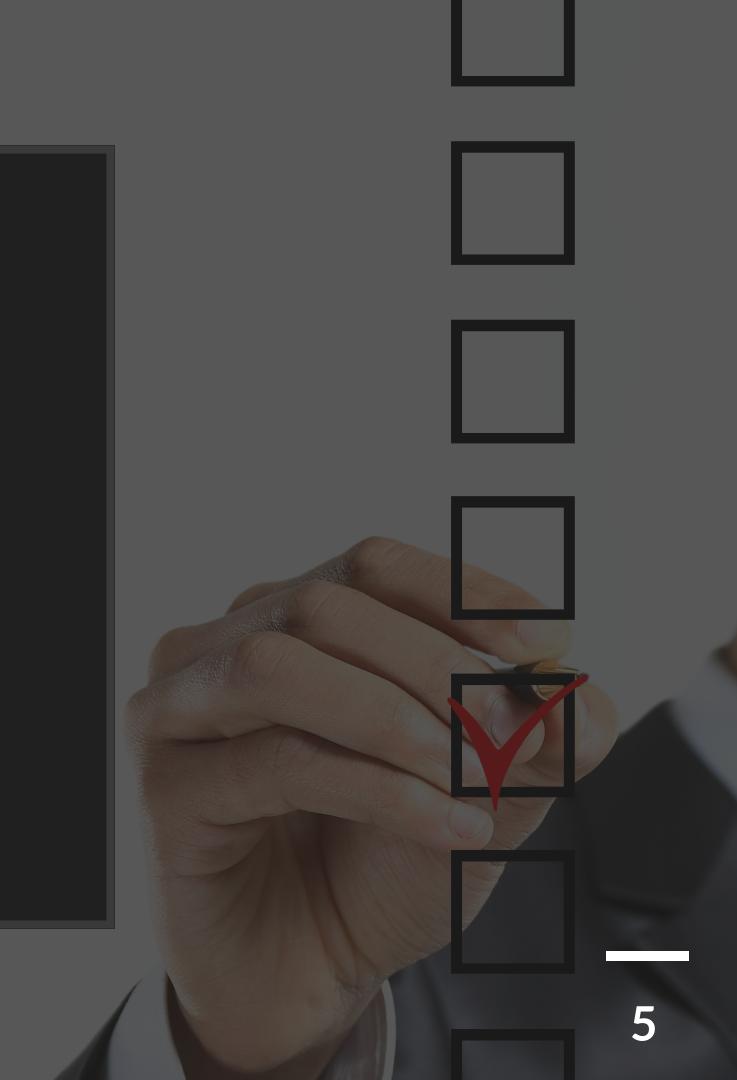
Traditional Key System

- Collect the key from the employee who is leaving,
- Rekey the doors which can be operated by that key.

Access Management System

- Collect the key fob or access card issued to the employee who is leaving,
- Modify the access permission associated with that fob or card to block access.
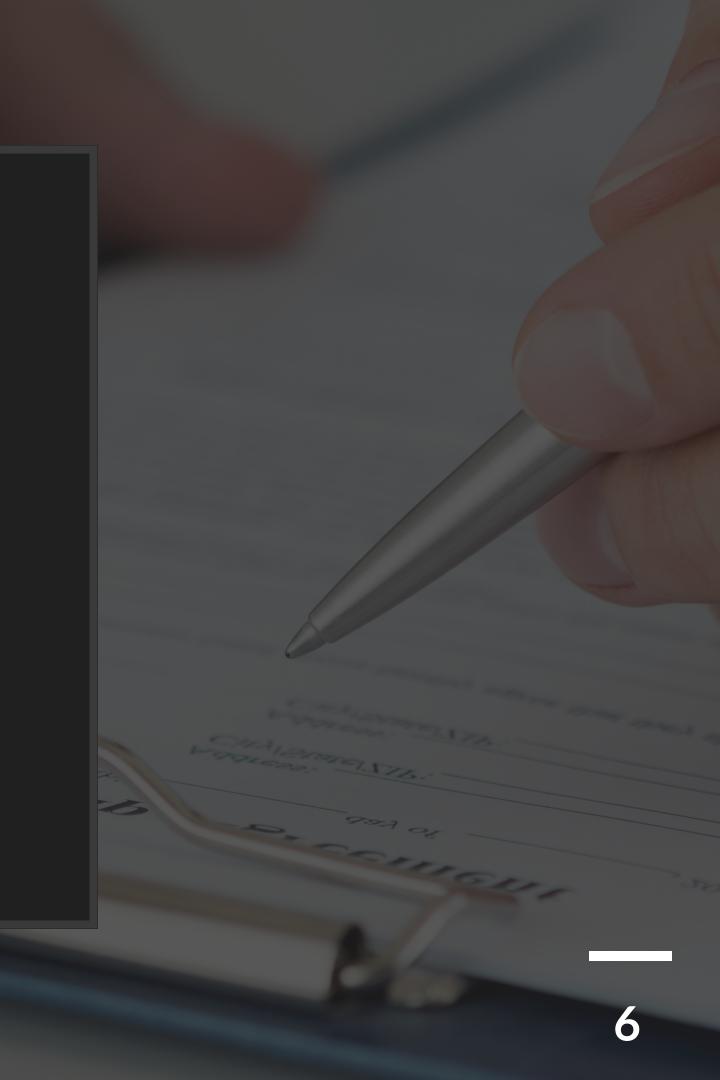
MAKING YOUR COMPANY'S
SECURITY CHECKLIST FOR EXITING EMPLOYEES

If an employee is unexpectedly laid off, business security may be at risk. Take the time to formulate a security checklist that fits the specific needs of your company. This plan should be enacted immediately upon termination of any employee.

The plan should include:

- How to recover items that are valuable to the company, like loaned computers and equipment;
- Requirements for closing any financial connections and canceling company credit cards that were in that person's possession at any time;
- Specific instructions for the IT department on how to restrict access to sensitive company data and close down password-protected accounts;
- The proper procedure for changing access permission for gates and doors on the property, or rekeying the property.
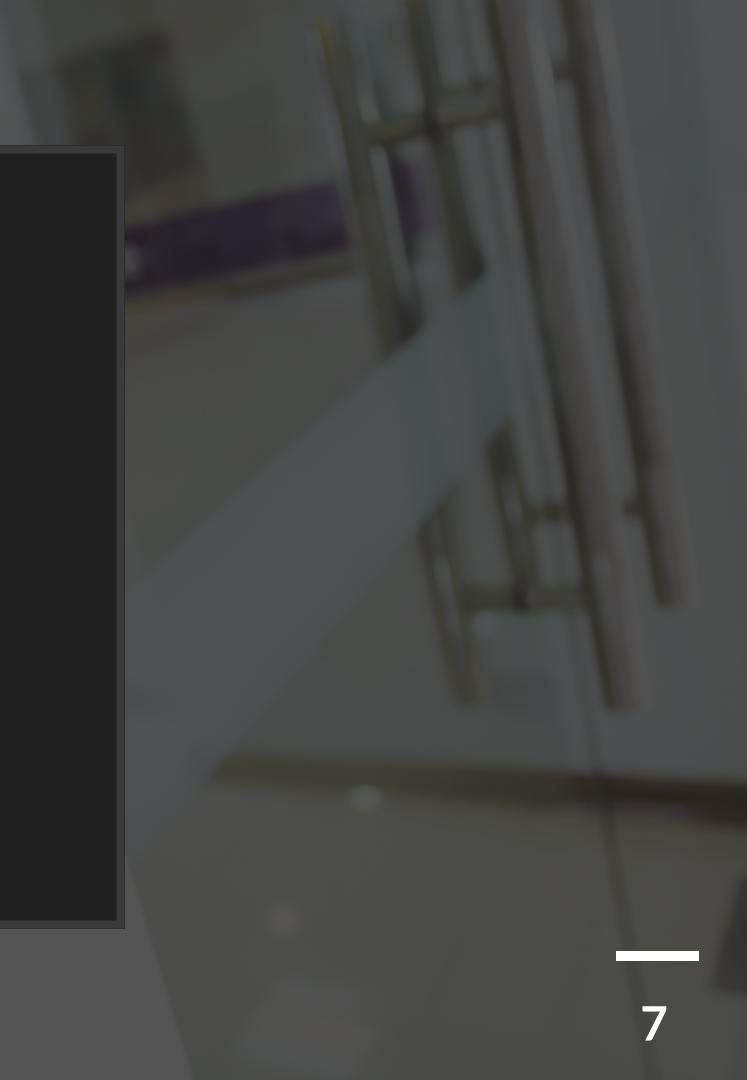
CONSIDER A SECURITY UPGRADE

Office security starts at the front door with reliable locks and an access management system.

Benefits of Access Managment System

- Easy to set access restrictions for staff, employees, and external service workers,
- Changes to access restrictions and permissions is immediate
- Possible to allow access for a pre-set period of time,
- System provides time stamps and reports for entry and exit activity,
- Integrates with commercial security system,
- No need to recollect keys or rekey the building if access permission changes.

Contact Great Valley Lockshop to learn more.

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