



## Risk-Lowering Termination Process

To lower the risk of insider threat activity occurring as a result of an employee leaving the organization (whether involuntarily or of their own volition), organizations need to have a process in place that minimizes the opportunity for such threats. The right process retains control over the employee throughout the termination period (whether two weeks or a matter of minutes) through reminders of legal obligations, activity reviews, and appropriate removal of access.

The goal of this document is to provide you a base process on which to augment with your specific termination requirements. Below are a few considerations to note as you build out your termination process.

### Roles Necessary:

This document assumes the following roles exist and are carried out by different people or departments within the organization. Should you not have the specific role within your organization, it should be assigned to a supervisor, manager, or executive.

- Manager – initiates process upon notification by employee.
- HR – responsible for ownership of the process.
- Legal – responsible for ensuring all legal documents are signed.
- IT – responsible for managing access to services and data during - and after - the termination period.
- Security – responsible for employee activity reviews.

You can modify the roles used in this document to reflect your organization's personnel structure.

### Process Tasks:

The tasks below do not comprehensively outline the process, but do cover the high-level tasks necessary to lower risk during the termination period.

### Service Level Agreement:

This document provides suggested SLA response times for each task. These should be modified to fit your organization's HR and legal requirements, and may change on a case-by-case basis.

## Voluntary Termination

A voluntary termination occurs when an employee leaves a job on his or her own initiative. Voluntary termination of employment begins when an employee informs his or her supervisor of employee's resignation, or termination is deemed to have occurred as a result of a predefined event. Examples of voluntary termination include but are not limited to:

- Resignation
- Retirement
- Contract Expiration
- Job Abandonment, such as
  - Failure to report to work for X consecutive days without notice
  - Not returning to work after leave status, such as FMLA

The assumption during this termination process is that the employee continues to have the company's interests at heart and will remain employed during a notice period. During this time, the employee's activity will be reviewed, company property and data will be returned or destroyed, and access will be terminated.

Task	Responsible Role	Notified Role	SLA
Day of Voluntary Termination			
Receive written notice of voluntary termination	Employee	Manager	
Notification of voluntary termination	Manager	HR	Immediately
Determination of notice period desired	Manager, HR		Immediately
Notify IT of termination and employee last day	HR	IT	Same Day
Review of Signed CIPA with employee	HR		Same Day
During Notice Period			
Conduct +/- 30-day Activity Review	Security		Same Day
Notification of any inappropriate activity found	Security	HR, Legal	Immediately
Last Day of Employment			
Terminate Access	IT	HR	Last Day
Return of Company property	HR		Last Day
Obtain signed Certificate of Return and Destruction	HR	Legal	Last Day
Review of Benefits	HR		Last Day
Exit Interview	HR		Last Day

## Involuntary Termination

An involuntary termination is one initiated by the Company, and includes a layoff or discharge. Examples of involuntary termination include but are not limited to:

- Reduction of Force
- Termination for Cause
- Employment at will

The assumption during this termination process is that the employee will no longer exhibit loyalty towards the company and cannot be trusted with access to company property or data. The biggest difference in the process with this kind of termination is the timeframe. Depending on the circumstance, some tasks may occur prior to the day of termination. But in many cases, you may be terminating the very same day the decision to terminate is made.

Task	Responsible Role	Notified Role	SLA
Prior to Involuntary Termination (If possible. If not, Day of Involuntary Termination)			
Notification of desire to terminate	Manager	HR	
Notify IT of termination and employee last day	HR	IT	Same Day
Conduct +/- 30-day Activity Review	Security		Same Day
Notification of any inappropriate activity found	Security	HR, Legal	Immediately
Day of Involuntary Termination			
Employee notification of termination	HR, Manager		
Review of Signed CIPA with employee	HR		Same Day
Terminate Access	IT	HR	Same Day
Return of Company property	HR		Same Day
Obtain signed Certificate of Return and Destruction	HR	Legal	Same Day