

<b>Procedure name</b>	Employee Exit & References	<b>CEO Approved</b>	<i>Jaindallde</i>
<b>Category</b>	Human Resources	<b>Approval date</b>	December 2018
<b>Version</b>	3	<b>Review date</b>	December 2020

### Why do we need this procedure?

The purpose of this procedure is guide an efficient employee exit from the organisation, including effective management of Identitywa property and employee feedback.

### Who is this procedure for?

This procedure is to be followed whenever an employee ceases employment with Identitywa.

### Procedure

#### Employee Feedback

Upon receipt of the Asset Declaration and Receipt form, resignation letter and Employee Termination Notification, Human Resources send an acknowledgement of the employee's resignation.

Employees are emailed an invitation to complete an online Exit Questionnaire. The Employee Exit Questionnaire is a confidential document and may be completed anonymously.

Upon the return of the questionnaire, Human Resources review and collate the information received and report to Management as required.

#### Assets

Prior to an employee's last day of employment, the supervisor reviews the employee's Asset Declaration and Receipt form (held in the HR file), and ensures that all items of company property are returned to Identitywa. This includes:

- Keys and swipe cards
- Employee ID cards
- Laptops and iPads
- Mobile phone
- Residual-current device (RCD)
- First aid kits

After all assets have been returned, the Asset Declaration and Receipt form is signed off by both the employee and supervisor and submitted to Human Resources.

Payroll processes the exiting employee's termination payment, upon confirmation that all assets have been returned, and other entitlements including salary packaging.

#### References

Upon request, a certificate of service is provided for employees who cease employment with Identitywa.

**Employment reference** refers to a professional reference in which a person's performance at their job and professional skills are discussed. Only Identitywa Managers can provide employment references on behalf of Identitywa. Written references should only be provided by a Manager when specifically requested by a prospective employer or when a phone reference is not practical.

**Personal reference** refers to a character reference that discusses a person's personality, it does not report on job performance. Current employees who agree to provide personal references to employees no longer working for Identitywa must not use Identitywa's letterhead or email signature, and any phone references must be directed to their private home or personal mobile phone numbers and not an Identitywa workplace.

### **The Legal and Regulatory Requirements we have to follow**

This policy has been developed in accordance with the following:

- National Standards for Disability Services – Standard 1: Rights.
- National Standards for Disability Services – Standard 6: Service Management.
- The Community Care Common Standards – Standard 1: Effective Management.

### **Other related documents**

- Asset Declaration and Receipt form
- Code of Conduct
- Employee Termination Notification
- Employee Exit Questionnaire

### **Do you need to know more?**

Please contact the Policy Officer if you have any questions regarding policies, procedures and/ or review details. If you would like to be involved in our policy development programme please also use the contact details below:

- Telephone: (08) 9474 3303