

## EXIT CHECKLIST

*FOR COMPLETION BY THE DEPARTING DIRECTOR AND/OR CEO*

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

**NOTIFICATIONS**

***HR***

Advise NRWC of forwarding contact details for further correspondence  
 Complete Exit Interview if required  
 Request a Separation Certificate from NRWC if required

**Completed**      **N/A**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**ITEMS FOR RETURN**

***Materials***

All NRWC representative material including business cards and badges to be returned  
 All NRWC stationery, publications and promotional items returned

**Returned**      **N/A**

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***IT***

IT hardware returned - laptops, computers, projectors etc (*circle applicable items*)  
 IT software and manuals returned  
 Mobile Phone/ Camera returned (*circle applicable items*)  
 Other (*please list*):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***Finance***

Debit Card and related receipts returned  
 All claims and supporting documentation for expenses owed are submitted for  
 reimbursement within one (1) month of resignation or retirement

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***Other***

NRWC files, manuals, books, papers, documents, course/curriculum, and other materials  
 returned (hard copy and electronic copies deleted)  
 Remove all NRWC documents from personal computer  
 Return any specific project materials in your possession (*please list*)  
 Return any other NRWC property returned (*please specify*):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Retiring Director's Name:

Signature:

Date:

President's Name:

Signature:

Date:

**Please note:**

- This form must be completed and returned to NRWC Company Secretary on or before the exiting director's/contractor's/CEO's last working day.
- Final payments for any monies owed may be withheld until all items listed above have been notified and/or completed. When leaving the NRWC, it is essential to adhere to all NRWC policies.
- Provision of the requested documentation will complete all work requested of you by the current NRWC board.

***NRWC Responsibilities***

***Action***

NRWC will advise all relevant contacts of departure  
 NRWC will notify the Office for Women and other funding organisations and partners of updated board contact details  
 NRWC will remove access to all social media project platforms including, but not limited to Facebook, Twitter...  
 All access passwords to Dropbox and Emails will be changed

**Completed**      **Signed**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>