OFFBOARDING CHECKLIST

In the case that your team member has provided a letter of resignation, or you have made the decision to offboard your team member, it is important to handle this departure as you would any domestic employee. We have compiled the most asked questions and responsibilities when offboarding an employee for your resource.

Client Responsibilities:

- Confirm and share your DCX Team Member's final date of service.
- Confirm and share to DCX if you will be communicating the news to the Team Member (and when) or if you prefer DCX to handle this.
- Remove technology permissions of the DCX Team Member at the end of shift on their final date of service. Suggestions include:
    - Coordinating access removal with internal IT team
    - Remove access to company email
    - Remove access to company chat tools (Slack, Teams, etc.)
    - Remove access to Company ERP
    - Remove access to Company Webstore access
    - Change passwords for any web-based applications
    - Remove your Team Member from company websites and social media (if applicable)
    - Consider any "auto reply" emails for client or supplier accounts to notify of departure