

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.14
Section:	Employment Policies	Issued:	Jan 1, 2009
Subject:	<b>EXIT INTERVIEWS</b>	Effective:	Jan 1, 2009
Issue to:	All Manual Holders	Page:	1 of 2
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Issued by:	Martin Moore	Dated:	

## 1 POLICY

- 1.01 **John Watson Ltd** will conduct a confidential exit interview with every employee voluntarily leaving the employ of the Company or retiring. Employees who are being terminated involuntarily will have exit interviews only if they request one.
- 1.02 Wherever possible, exit interviews will be held during the employee's final week of employment with the **Human Resources Manager**.

## 2 PURPOSE

- 2.01 This policy is designed to assist employees to obtain information about the separation, and to assist **John Watson Ltd** to gain insight and data about employees' work experiences.

## 3 SCOPE

- 3.01 This policy applies to all employees. Where appropriate: Exit Interviews are governed by the terms of the applicable collective Agreement. If the Collective Agreement is silent on this matter, then the company Exit Interview policy will be used.

## 4 RESPONSIBILITY

- 4.01 The **Human Resources Manager** is responsible for scheduling an exit interview for employees who are voluntarily leaving or retiring from employment with **John Watson Ltd**, or those being terminated who request an exit interview.
- 4.02 Employees who are terminating their employment with **John Watson Ltd** are responsible for returning all company supplied equipment, customer lists or files, and other company property in their possession to their Supervisors on or prior to the last day of work.

## 5 DEFINITIONS

- 5.01 "**Voluntary termination**" means a cessation of employment, which is initiated by an employee, without duress, and includes resignation and retirement.
- 5.02 "**Involuntary termination**" means a cessation of employment initiated by **John Watson Ltd**, at any time, in its sole discretion.

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## 6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- SPP HR 2.09 — Termination of Employment
- SPP HR 2.10 — Third Party Reference Requests
- SPP HR 5.07 — Personal Information Protection

## 7 PROCEDURE

- 7.01 An exit interview should be scheduled and performed by the Human Resources Manager during the employee's final week of employment.
- 7.02 The person conducting the exit interview shall,
- (a) conduct the interview in an open and honest manner and shall prepare a confidential summary of the employee's comments related to the employee's experiences with **John Watson Ltd**,
  - (b) confirm the employee's address or forwarding address and telephone number and provide the exiting employee with information regarding final pay, continuation of benefits, if any, company policies on confidentiality, non-competition, references and re-hiring, and
  - (c) reclaim any company property in the employee's possession or establish a schedule for the return of company property on or prior to the employee's last day at the workplace.
- 7.03 Data obtained from an employee during an exit interview and any written record of the interview is confidential. No data may be disclosed to any person unless the data is in a form that does not identify the employee.
- 7.04 The **Human Resources Manager** shall analyse data from exit interviews **after each instance**, and shall report the findings to the **President**.

## 8 APPENDICES

None