

Execs
VPE

Axiom International Policy of 18 March 1994RA
Revised 8 January 1999
Revisions are highlighted like this.

Request to Leave Staff Routing Form

(This is the procedure to follow when someone wants to leave Axiom.)

1. VP Establishment

- a) Upon receiving communication from a staff member that he wishes to leave staff, note staff member's name and route staff member with this routing form to Staff Ethics Officer.
Staff member: _____, post: _____.

VPE Date Time

2. Ethics Section

- a) Have staff member read the "Leaving Axiom" policy.
b) Find out reason staff member wants to leave.
c) Check for potential trouble sources or other ethics situation.
d) Inspect staff member's record of production and their production area. Note any data which might be useful in handling the situation.
e) Escort staff member to the next terminal.

EO Date Time

3. Staff Section

- a) Based on ethics data, work out a handling for the staff member. Handling can include word clearing on his post, tech correction and always includes writing up any overts and withholds per the *Personal Values and Integrity* book, page 221.
b) Write up what was done and attach to this routing form.
c) If staff member now wishes to stay, terminate this routing form.
d) Escort staff member to next terminal on routing form.

VPQ Date Time

4. Ethics Section

- a) Carry out ethics handling.
b) If the staff member now wishes to stay, terminate this routing form.

- c) Write up situation for ethics folder.
- d) Write down the condition the staff member would be in if they left: _____.
- e) Escort staff member to next terminal on routing form.

EO Date Time

5. Personnel Section

- a) Work out how staff member will be replaced.
- b) Cancel staff member's authority to act as agent of company, including check signing authority, power of attorney, etc.
- c) Have staff member turn in all hat folders and hat packs.
- d) Assign staff member some sort of physical work to do when not working on this routing form. In the case of contract completion, person may remain on post to groove in replacement while continuing the remaining steps of the routing form.
- e) Write up and get Issue Authority for proposed Personnel Order.
- f) Escort staff member to next terminal on routing form.

VPE Date Time

6. Director of Records, Assets and Materiel

- a) Verify staff member has properly turned over all equipment, supplies and keys.
- b) Confirm Social Security number, home mailing address.
- c) Writeup any missing, damaged material, lost keys or unaccounted for items.
- d) Final pay can be authorized after all hat folders are turned in and materials and equipment turned in, provided the staff member has completed his contract.
- e) If contract not complete, calculate contract breakage fee. If this cannot be calculated immediately, arrange to contact the staff member later.
- f) Work out how and when any debt will be repaid.
- g) Escort staff member to next terminal on routing form.

VPF Date Time

7. Personnel Section

- a) Call our security company and cancel the staff's name and security code from the list.
- b) Ensure all previous steps of routing form were standardly completed.
- c) Dismiss former staff member.
- d) Terminate this routing form. File routing form in staff member's personnel folder.

e) [] Retire personnel and ethics files to non-staff section.

Dir Pers

Date

Time

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EVPO

for DAVID GREENBAUM
CEO

Revised by
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