

POLICY MANUAL



SECTION: Human Resources
SUBJECT: Exit Interviews
APPROVED BY: Director, Human Resources

INDEX: HR-A-60
Effective Date: June 2016
Replaces Date:

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Scope

All employees who voluntarily resign or retire from the employ of Horizon Plastics will be requested to participate in an exit interview prior to their last day of employment.

Policy

The purpose of the exit interview is to enable the organization to gather information regarding the experience of departing employees to identify trends, and improve existing systems, policies and procedures.

Analyzed exit interview data will be used to support continuous improvements in our Human Resources practices and organizational policies and processes.

Procedure

The Supervisor/Manager of the departing employee should notify Human Resources immediately upon notification of resignation. If HR Department members become aware of resignations through other means, the same procedure applies.

A representative from Human Resources contacts the departing employee to request their participation in an exit interview prior to their last day of employment, advising of the interview and survey distribution process.

The exit interview is conducted face-to-face in a confidential location.

Distribution

Completed interviews are shared with the following members after the departing employee's last day of employment. Urgent situations such as harassment issues or opportunities to retain an employee (with the employee's permission) will result in the release of information prior to the employee's last day to applicable parties.

- i) Manager of the employee's manager (MOR, "Manager once removed")
- ii) Director, Human Resources

It is the responsibility of the departing employee's MOR to review exit interview details with the employee's manager in the most appropriate way.

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Responsibilities

Employee:

Employees should share their opinions openly and honestly.

Interviewer:

It is the role of the interviewer to conduct the exit interview in a private, confidential environment, collecting information relating to the exit interview survey only. The interviewer is required to ensure that survey information is distributed according to the Exit Interview Policy.