

Employee Information on Offboarding Process

Information on the Offboarding Process

This process starts before I leave the company.

MAILED INFORMATION ON THE OFFBOARDING PROCESS

/ this presentation:

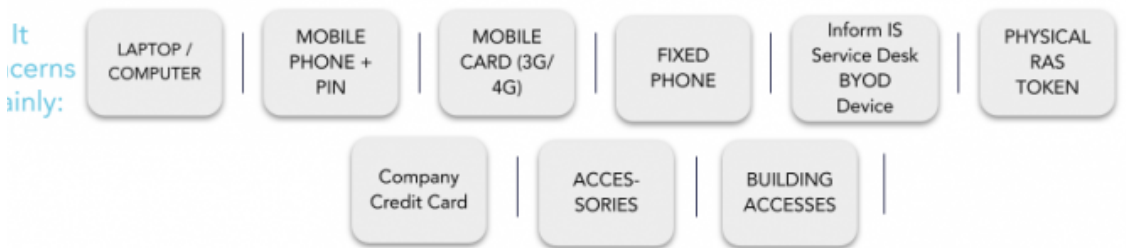
are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

the instructions [here](#).

OFFBOARDING CHECKLIST

your last day of work, please ensure to:

- Remind your manager to book a meeting with your local infrastructure team to return your equipment (PC, Phone, Sim Cards, etc...);



All materials should be given back to the local IS Infrastructure office on site by the leaver or by his / her manager.

- Store all Syensqo documents in Google Drive;
- Transfer Google drive ownership to the relevant person ([access the detailed procedure](#));
- Transfer ownership of meetings in Google calendar (if applicable);
- Submit any outstanding expense reports and settle any outstanding balance on Corporate Card (if applicable);
- Open a Service One ticket requesting cancellation of your Fed Ex Account (if applicable);
- Delete any personal information from your computer, your emails or your Google Drive including any photos after transferring what is important;
- Deliver the Company's card to the Travel Expenses team, Line Manager or Site HR (if applicable). If you can't deliver the card to the responsible team, please destroy it;
- Please open a ticket to the T&E team requesting to cancel you card;
- Deliver the access card (badge) to the site contact (facilities/HR etc.).

YOUR LAST DAY

- Ensure you agree to an "Out of office notification" message with your Line Manager / Syensqo assignment supervisor. Please be aware this cannot be set once your account is deactivated. It must be set before you log out for the last time;
- Deliver the assets to the local Service Desk on their last day of work (if applicable).



When you are permanently on site, you should leave all your equipment at the front desk of the site you are attached to after having received approval from your manager / Syensqo assignment supervisor, and in compliance with the country's legal requirements.

Local IS Infrastructure on site must be informed in advance to ensure they are able to check the equipment with you.

EMPLOYEE PRIVACY NOTICE (PERSONAL DATA RETENTION PERIOD)

Are you about to leave Syensqo and you are wondering ...
How long will Syensqo retain various data concerning you?
Do you have some control over your personal data?

The answers are in your local Employee Privacy notice!

Please pay attention: Syensqo as an employer undertakes to keep personal data only for the retention period indicated in the Employee Privacy notices. You are invited to store information (e.g. pay slips) by your own means if you need to keep them beyond this period, e.g. when you will retire.

If you are in the current employee privacy notice, please select your country:

- **Belgium - DE - FR - NL**
- **Croatia**
- **Czech Republic**
- **France**
- **Germany**
- **Great Britain**
- **Italy**
- **Luxembourg DE - FR**
- **Netherlands**
- **Poland**
- **Portugal**
- **Romania**
- **Spain**
- **Specific Regulations (APAC, Brazil, China)**

For a generic Employee Notice in English, please click [here](#)