

Offboarding Policy for Directors Leaving the Board

Formal Notification:

- Ensure the director is aware of the end of their term.
- Notify all board members and relevant stakeholders of the departure.

Documentation and Records:

- Update the board's official records to reflect the departure.
- Remove the director's name from all official documents, directories, and websites.

Access and Security:

- Revoke access to company systems, email accounts, and confidential information.
- Collect any company property, such as laptops, keys, and ID badges.

Financial and Legal Matters:

- Settle any outstanding financial matters, including compensation and benefits.
- Ensure compliance with legal requirements related to the departure.

Communication:

- Prepare a public announcement if necessary.
- Communicate the change to employees, partners, and investors.

Transition Plan:

- Assign interim responsibilities to other board members if needed.
- Plan for the recruitment of a new director.

Exit Survey:

- Request the departing director to complete an exit survey to gather feedback and insights.
- Use the survey results to inform and educate new board members.