

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Employee Out-Processing/Exit Interviews

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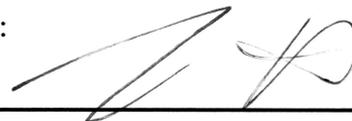
Page: 1 of 2

Review Date:

Revision Date:

Originating Department: Human Resources

Approved By:



PURPOSE:

To establish guidelines for out-processing all employees who are separating Company employment.

EXIT INTERVIEW:

Whenever an employee is separating Company employment, regardless of the length of employment or the reason for separation, an Exit Interview must be conducted by either the HR Manager at the Site or HR Director. The Exit Interview form may be emailed or mailed to the separating employee with a postage paid return envelope if an exit interview cannot be performed prior to the employee's separation date.

The objectives of the exit interview are:

- To determine the underlying factors influencing the employee's decision in the case of a resignation to retain desirable employees whenever possible. For example, an employee may be leaving for a job that pays more money, but he/she may have been prompted to look for a position for an entirely different reason.
- To discover any concerns the employee may have regarding Site conditions, so that employee's concerns can be reviewed and addressed.
- To discover any misunderstandings the employee may have had regarding his/her job, or with his/her supervisors, so that the employee's concerns can be reviewed and addressed.
- To retain the goodwill of the employee towards the Company.

Tender Care Medical Services, Inc.

- To explain to the employee about his/her benefit continuation rights and conversion privileges (if any), final pay, re-employment policy, unemployment compensation, etc.

The interviewer must complete the Exit Interview form or other approved methods and request that the separated employee add his/her comments and signature. The HR Manager must forward a copy of the completed Exit Interview form to the HR Director for trending purposes. The Exit Interview form will be retained at the PPEC Site for inclusion in the employee's file.

RETURN OF COMPANY PROPERTY:

Prior to the separating employees leaving the Company, the Supervisor/Administrator or the HR Manager must collect all Company property (e.g., badge, keys, credit cards, computer, etc.).