# Checklist for managing Victorian Public Service (VPS) executive separation risk

Use this checklist to develop or update policies to manage separation risks for VPS executives.

## Pre-separation

Pre-separation includes notifications of resignation and offers of external employment.

1. Ensure you have done appropriate pre-employment checks (including pre-employment screening)

[ ]  Yes

1. Communicate the code of conduct to prospective employees

[ ]  Yes

1. Consider and then if necessary, negotiate and record agreed post-separation requirements (such as a restraint of trade clause consistent with clause 10(6) of the executive handbook)

[ ]  Yes

## During employment

1. Declare conflicts of interest when they arise.

[ ]  Yes

1. Ensure you have a process for dealing with and recording professional contact made by former employees and colleagues.

[ ]  Yes

1. Outline any declarations or restrictions of former VPS executives involved in projects in business documents, such as tenders and contracts.

[ ]  Yes

## Pre-separation

1. Pre-separation includes notifications of resignation and offers of external employment.

[ ]  Yes

1. Assess the risk when an VPS executive gives notice they're ceasing employment

[ ]  Yes

1. Act on assessed risks and any conflicts of interest that arise.

[ ]  Yes

1. Remind VPS executives of their obligation and continued duty to keep certain information confidential, even after leaving the VPS.

[ ]  Yes

1. Ensure VPS executives return your organisation's property including laptops, mobile phones, portable data stores and any department information (and sign a declaration to this effect they've done so).

[ ]  Yes

1. Remove the VPS executive's IT access when they cease employment.

[ ]  Yes

End of all questions.