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Termination Protocol for Dealing with a Potentially Volatile or Disruptive Employee

Purpose:

To ensure a safe, professional, and orderly process for terminating employment with a potentially volatile or disruptive employee.

Objectives:

1. Minimize the risk of disruption or violence.
2. Protect the safety of all employees and property.
3. Maintain confidentiality and professionalism.
4. Ensure compliance with legal and company policy requirements.

Pre-Termination Preparation:

1. Assessment:

- **Behavioral Review:** Assess the employee's volatile or disruptive behavior history. Consult with HR and legal advisors to determine the appropriate approach.
- **Risk Assessment:** Evaluate the potential risk to people and property. Consider involving a threat assessment professional if necessary.

2. Plan Development:

- **Termination Team:** Assemble a team including HR, the employee's direct supervisor, a security officer, local law enforcement (if deemed necessary based on the threat level), and legal counsel.
- **Location and Timing:** Choose a private, neutral location and a time when the office is least populated.
- **Exit Strategy:** Develop a clear plan for how the employee will be escorted out of the building, including handling of personal belongings.

3. Security Measures:

- **On-Site Security:** Arrange for on-site security personnel or local law enforcement to be present or on standby during the termination meeting.
- **Emergency Contacts:** If not present at termination, have local law enforcement contact information readily available.

4. Communication:

- **Notification:** Notify key personnel (e.g., IT, building security) about the termination timing to prepare for immediate deactivation of access.
- **Script:** Prepare a script for the termination meeting to ensure clarity and consistency.

Termination Meeting:

1. Conducting the Meeting:

- **Participants:** Ensure the termination team is present, including a security officer if needed.
- **Tone:** Maintain a calm, respectful, and non-confrontational tone. Avoid blaming or arguing.
- **Documentation:** Provide the employee with a termination letter outlining the reasons for termination, effective date, and any severance or benefits information.

2. Discussion Points:

- **Reasons for Termination:** Briefly explain the reasons for termination, focusing on facts and company policies.
- **Separation Details:** Discuss final paycheck, continuation of benefits, return of company property, and any other logistics.
- **Support Resources:** Offer information about outplacement services, counseling, or other support resources if applicable.

3. Post-Meeting Procedures:

- **Escort:** Have designated team members or security personnel escort the employee from the premises immediately after the meeting. Always escort with a minimum of two individuals.
- **Belongings:** Pre-arrange for the employee's personal belongings to be gathered and either given to them or sent to their home.

Post-Termination Actions:

1. Access Revocation:

- **IT:** Ensure all company systems, email, and networks are immediately deactivated.
- **Physical Access:** Collect keys, badges, and any other items granting access to the building.

2. Communication:

- **Internal Notification:** Inform relevant staff about the termination in a discreet manner, emphasizing the need for confidentiality.
- **External Notification:** If necessary, notify clients or partners who interacted directly with the terminated employee.

3. Documentation:

- **Record Keeping:** Document the termination process, including any incidents, communications, and the reasons for termination. Store in the employee's personnel file.

4. Follow-Up:

- **Security Review:** Conduct a follow-up review of security measures to address any potential vulnerabilities.
- **Employee Well-Being:** Check in with employees who may have been affected by the termination to provide support and maintain morale.

Conclusion:

This protocol aims to manage the termination of a potentially volatile or disruptive employee in a manner that prioritizes safety, professionalism, and legal compliance. By following these steps, the company can minimize risks and maintain a respectful and orderly work environment.