

GUIDE TO MANAGING EXITS AND PERSONNEL MOVEMENTS

Review History

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GROUPE MEDIA CONTACT SA

 Avenue Dorothee LIMA, rue 11010
Gbgamey Place Bulgarie
Immeuble Christophe, Cotonou Bénin
02 BP 8072 Cotonou

 +229 95 17 00 16
contact@groupediacontact.com

 **RCCM N° : RB/COT/13B 10291**
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The offshore company

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I- Introduction

Evolution of the world and generations obliges, the movements of personnel within companies multiply so much that it becomes essential to put in place real computerized processes to smooth the company's inflows and exits and avoid fraud, hacking and data loss.

The objective of this procedure, whose overall responsibility logically depends on Human Resources, is to be able to confirm that all employees present in the company are indeed those who have signed a contract and are employed by it. For the sake of simplicity of operation, the account of an employee who has left the company may be maintained to facilitate internal procedures. Sometimes even the manager does not inform the IT of the departure of an employee hoping to be able to regularize the situation quickly. Finally, for internal changes/transfers (transfer from one department to another or change of function), Human Resources is not regularly informed.

Risks of mismanagement of employee list consistency and the list of Access Rights to Information Systems include:

Physical security: a person could use a badge of an employee who has left the company to carry out acts of fraud, theft of personal belongings, theft of intellectual property, impersonation and in the event of a fire, to make first responders take risks for a person who is not in the company or to cause a conflict with the insurance following the presence of an undeclared person, ...

Logical security: identity theft/computer profile to bypass anti-fraud controls, carry out transactions involving the responsibility of a non-existent person in the company, ...

Information security: the case of a person impersonating an employee to communicate false information outside the company, ...

Cases are numerous and can cause great damage to the company. The control of this procedure is therefore essential ... but is also complicated because at least three players, HR, Information Systems and Employee Department are co-responsible for this risk.

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II- THE MANAGEMENT OF ENTRANCES / ADMISSIONS IN THE COMPANY

The starting point for this procedure is the recruitment process. Indeed, before the admission of a new employee, it is necessary to note information about him. It is preferable to use HR information systems that have such features and keep confidential personal data of candidates in the first place temporarily and future employees.

Often in advance of the first day of arrival in the company, the signing of the employment contract and the internal regulations to which the **user charter** is attached with the recommendations and requirements of computer security, is important and will then confirm its assumption with regard to the insurance of the employee.

- In order for those concerned to be informed of the employees who are coming soon, notifications are sent to managers, IT teams and HR teams
- These notifications are sent through the professional email channel by HR giving information about the department and function of the person.
- Then, it is taken to human resources in order to fill out all the administrative information;
- Smanager will have to provide him with the physical safety recommendations necessary to take office as well as access to the IS.
- Finally, access (digital borrowing) is created by a resource of the ITteam in the presence of anew employee. This access defines are physical access perimeters

III- MANAGING THE CHANGE OF FUNCTION

In the case of a change of function or responsibility (including a promotion) in the same legal entity of the company, the most important step is to review the physical and logical rights of access to the company's resources. This review isbeing managed, **even a**

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departure from the previous assignment and a new arrival in the new service.

This avoids the recurring problems found in access rights reviews:

- Find that a former employee still has access rights to his or her previous position.
- A problem of communication of organizational change as well as responsibility between the two managers (old and new), to the HR who must organize this move and order the application of the procedure of review of the separations of functions.

IV- MANAGING THE EMPLOYEE'S DEPARTURE

This is probably the procedure that must be most controlled by a co-responsibility: Manager and Human Resources; computer technology, will apply access rights changes accordingly. Like all movements in the company, there are steps in the preparation phase to follow:

- The employee's manager initially informs hr who will calculate the balance of any account and prepare the documents to be signed via the staff exit procedure,
- The manager will inform the manager of the physical access rights (security of the premises) to update the rights in real time. It will also inform the Information Systems Directorate for the update of logical access rights.
- The employee will complete his exit by providing HR with a document committing the employee to his prohibition on disclosing information that he has known during his professional career in the company.
- Finally, the departure of the employee must be under the joint responsibility of the Manager and HR who will carry out the control of the application of the procedure of exit of the company including the updating of access rights. This co-responsibility should reduce the risk of information or material retained by the employee (pc or unre rendered telephone, for example).

The exit form with the list of documents and physical access rights to sensitive and logical premises in Information Systems must be updated regularly. With regard to logical

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access rights, the list of rights must be recalculated from what is found in Information Systems. Particular attention will be paid to remote access and identification systems on the Internal Active Directory and other Directory in the company's cloud (Microsoft or Google).

V- CONTROL AND REPORTING

To ensure controls on this procedure, it is necessary to set up periodic reporting that will facilitate the auditability of the process:

TYPE OF CONTROL	CONTROL REPORT	PERIODICITE	PROCESSOWNER (S)
Automatic extraction	Employee List for Each Information System	Monthly	It's a computer director
Automatic extraction	List of employees in the company (with effective date)	Monthly	Hr
Declarative	Summary report of discrepancies between employee lists: HR and IT	Monthly	Hr

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