# 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.