



Consistent with the belief that PRSD values relationships, its human resources, and in an effort to fully appreciate and ascertain the reasons why employees leave the organization, Division employees will be given the opportunity to participate in an exit interview or complete an exit questionnaire.

It is the policy of PRSD that exit interviews / questionnaires be provided to employees who are leaving the employment of the Division due to resignation, retirement, termination, transferring (employee requested) or layoff. Participation in Division exit interviews / questionnaires will be strictly voluntary.

The objectives of the exit interview / questionnaire policy are to:

1. Identify reasons why employment is being ended with a view to improving the work environment;
2. Discuss and confirm employee reasons for leaving;
3. Offer employees the opportunity to share feedback on the quality of their work experience;
4. Encourage employees to suggest areas for improvement.

**Responsibility of the Human Resources Department:**

1. Review, amend, and adopt changes to the Exit Interview / Questionnaire;
2. Provide exit questionnaires to employees that are leaving the Division prior to last day of employment or shortly thereafter;
3. As an alternative, exiting employees may also request an interview (either in person or by telephone) with the Human Resources Department or designate at a mutually convenient time;
4. Collect and review exit interview / questionnaires and share data with Senior Administration for required action;
5. Maintain all collected information from the exit interview / questionnaire in a confidential manner;
6. Where applicable; discuss employee's remarks with their supervisor to clarify identified areas.