

Offboarding Policy

A formalized offboarding process ensuring account deactivation, access revocation, and equipment retrieval are completed in a timely, consistent manner to protect organizational security.

POLICY POL021

ENTERPRISE-WIDE SCOPE

ANNUALLY REVIEWED

PROGRAM OVERVIEW

Odyssey Logistics standardizes offboarding timelines, communications, and ticketing processes across HR, IT, and hiring managers for full-time employees, contractors, and temporary staff, ensuring terminations are handled securely and without delay.

01

Termination Notification

Defined trigger events and Help Desk notification timelines by termination type.

02

Account Deactivation

Access is disabled promptly based on the nature and urgency of the termination.

03

Equipment Retrieval

Structured retrieval steps apply to both on-site and remote employees.

04

Post-Employment Contact

All former-employee communications are coordinated centrally through HR.

FRAMEWORK ALIGNMENT

NIST CSF

Protect function — identity and asset management at separation.

CIS Controls

Access revocation and asset recovery upon termination.

ISO/IEC 27001

Termination and change of employment safeguards.

WHAT THIS POLICY COVERS

The policy is structured across the sections below. Each is mapped to the corresponding area of recognized security practice — demonstrating coverage without disclosing internal control specifics.

§1.1

Executive Summary

Objective to ensure timely, secure offboarding across the organization.

§1.2

Scope

Lifecycle coverage from termination notice through equipment return.

§1.3

Objective

Standardization goals spanning HR, IT, and business units. NIST CSF

§2

Terminations

Voluntary and involuntary trigger events and Help Desk notification timelines.

§2.b

Account Termination Schedule

Access deactivation timing tied to termination type. CIS Controls

§2.c

Equipment Retrieval

Structured retrieval steps for on-site and remote employees.

§2.d

Post-Employment Contact

Centralized HR coordination for former-employee communications. ISO/IEC 27001

Supporting document control: maintained revision history and referenced Employee Asset Retention Policy.