

Post separation employment checklist

Identifying the integrity risks

This checklist comprises some key actions for public authorities to consider throughout the employment tenure to address risks associated with post separation employment. 'Post separation employment', or 'post-public employment', being where a public officer departs to take up employment in the private sector.

Pre-employment - Employ people with high integrity

Appropriate pre-employment checks which consider integrity are conducted.

Expectations are communicated through advising the prospective employee of the public authority's requirements.

Where relevant, employee declaration of interests and an assurance of compliance with policies are sought. This includes seeking and recording a declaration for agreed compliance with the public authority's code of conduct.

Post separation requirements, where necessary, are negotiated and agreed, (e.g. insertions to contractual requirements).

During employment - Remind and reinforce expectations and delegations

Ongoing declarations of interest are required and made for sensitive roles.

Where necessary, there is a process for dealing with contact by former colleagues and this process is understood by all employees.

Business documentation, such as tenders and contracts, outline any restrictions to former public officer involvement in certain projects within a certain time period after leaving the public sector.

On the offer of external employment – Respond appropriately

Risk assessment is undertaken (e.g. immediately that information is received that an employment offer has been made) when an employee in a high risk area leaves, but there may be no information about future employment.

As a result of the risk assessment, action is taken to address risks and any conflict of interest (e.g. amendment to systems access, removal of employee to other duties or from involvement in certain projects).	<input type="checkbox"/>
Employee is formally reminded of the continued duty to comply with all policies, code of conduct, interest register etc.	<input type="checkbox"/>

At separation – Be diligent

Public authority resources are returned, computer network access revoked.	<input type="checkbox"/>
Departing employee is formally reminded of obligations under public authority policies, such as need to safeguard information and no unauthorised disclosure. A written declaration is sought regarding these obligations.	<input type="checkbox"/>
Audit of recent employee access to systems is undertaken in high risk situations.	<input type="checkbox"/>

After separation – Review actions and behaviours

A process is facilitated for employees to record contact by a former employee in relation to the public authority programs and projects.	<input type="checkbox"/>
Ongoing monitoring and vigilance by public authority in relation to high risk situations.	<input type="checkbox"/>