**Termination Policy**

**Purpose:**

It is the policy of Trialomics, Inc to safeguard the confidentiality, integrity, and availability of protected health information (PHI), business and proprietary information within its information systems by controlling access to these systems/applications. As such, this policy describes the different termination requirements of the organization.

**Policy:**

1. Termination Procedures
   1. The Security Officer must complete the following Termination Checklist within no more than 24 hours of termination.
2. Termination Checklist
   1. Disable access to the AWS account for employees who had access to ePHI.
   2. Disable access to email and cloud services provided through Google Apps for Business.
   3. Ensure any company property (i.e. laptops) are returned promptly.