

Probation Period Policy

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1 Introduction

This Probation Period Policy (“**this Policy**”) of (**or the “Organization”**). provides a pathway for the review of Associate’s performance during their probation period and conditions that one should follow for the confirmation.

2 Scope

This Policy is applicable to all the newly hired full time Associates working in different departments of the Organization (“**Associates**”). The full time and permanent Associates are included under this Policy, while the Policy is not applicable to ‘on contract’ or part-time employees of the Organization.

3 Objective

The probation Policy is intended to help new associates establish their suitability for appointment with the Organization and to provide a period for the associates to ‘settle in’. The probation period should be a constructive process that assists managers to determine whether the Associate is suitable for the new position. Managers and new joiner’s employees are advised to familiarize themselves with this Policy to ensure that they are aware of the expected standards of performance and conduct.

4 Definition

Probationary Period: Introductory period for new associate is the time between joining the Organization and being granted permanent employment status (which may be extended in certain circumstances), that allows both supervisors and Associates to assess the working relationship and performance.

5 Policy Implementation

- 5.1** All Associates shall undergo Probationary Period for the first 6 months. Their employment shall be confirmed subject to meeting defined performance and behavior expectations;
- 5.2** The Probationary Period allows the line manager/supervisor time to assess the associate's qualifications, performance, and general suitability to successfully meet position requirements and standards. The new Associate will be given consistent feedback and coaching to learn their new job and improve during the Probationary Period. It provides new Associate an opportunity to experience the Organization's culture, expectations and performance benchmarks;
- 5.3** At the end of Probationary Period, the supervisor and skip level supervisor will conduct probation review to determine if the Associate qualifies and meets the performance and behavioral standards of the Organization. This decision will be made by appraising the following criteria:
- i. The skills, competencies and knowledge of the Associate on the job;
 - ii. Associate's progress on given assignments;
 - iii. Reliability, trustworthiness and other relevant personality characteristics of the Associate; and
 - iv. Associate's relations and collaboration with subordinates, supervisors and peers.
 - v. The above-mentioned criteria will be assessed with quantitative measures, if applicable. The progress will be documented at the end of probation period, and the decision to confirm the Associate shall be taken jointly by immediate and skip level supervisor.
- 5.4** The Probationary Period shall involve:
- i. Informal check-ins with the Associate for initial two weeks followed by formal review with feedback after 3 months and final assessment after completion of 6 months of probation;
 - ii. The final assessment report should contain the recommendation of both immediate and second line supervisor whether the Associate:
 - a) qualifies confirmation,
 - b) is not fit for the Organization; hence, new Associate should not be confirmed and his/her services will be terminated
 - iii. The decision (Confirmation/Termination) shall be communicated in writing to the concerned Associate within 10 working days of completion of Probationary Period;
 - iv. During Probationary Period, employment may be terminated without cause by Associate or Organization by giving no less than 1 months' prior written notice or salary equivalent to such notice. There shall not be adjustment of any privilege leaves in lieu of notice period during Probationary Period,

however, the supervisor holds prerogative to waive off or reduce the notice period;

- v. All Associates are bound with Organizational Policies, hence, termination or disciplinary measures taken against the Associate under other Policies shall not be a substitute of; or supplementary to this Policy;

More detailed terms of employment (if applicable) may be decided between the Organization and the concerned Associate after successful completion of the Probationary Period.

6 Violations of this Policy

Failure to comply with this Policy is subject to disciplinary action, up to and including suspension without pay, or termination of employment or association with the Organization, in accordance with applicable disciplinary procedures. Failure to complete the Probationary Assessment form without justifiable reason within 15 working days of completion of the Probationary Period, shall be considered and deemed as a successful completion of the Probationary Period.

7 Exceptions and Review of Policy

- 7.1 Any deviations from this Policy require approval from the Management Committee; and
- 7.2 The Organization reserves the right to modify and/or review the provisions of this Policy from time to time, in order to comply with applicable legal requirements or internal policies, to the extent necessary.