PROBATION CONFIRMATION POLICY

(VERSION 1.0)

Dated: 28th Apr, 2025

SIGMOID

1. **Introduction**

This policy outlines the guidelines and procedures for managing the probationary period of new employees and the process of confirming them as permanent employees upon successful completion of probation.

2. **Scope**

This policy applies to all new full-time employees across all departments and functions.

3. **Probation Tenure**

The probation period is 6 months from the date of joining .

4. **Evaluation Criteria**

During the probation period, employees will be evaluated on:

- Job performance
- Behavioural alignment with company values
- Attendance and punctuality
- Learning ability and adaptability
- Completion of mandatory training & on boarding checklist such as Sigmoid Introduction session, onboarding by manager, POSH, Infosec, etc.
- Employee availability at the work location as per offer letter is mandatory.

5. **Probation Confirmation Process**

Steps	Description	Stakeholders
Step 1	**Auto-Trigger Notification:** One month prior to the employee's confirmation date, an automated notification is triggered by Darwinbox and sent to the respective reporting manager. In addition to the above process, for all Engineering Managers and above (for DE), the 360 degree form is rolled out to Directors and Sr. Directors, training counterparts, internal HR counterparts, peers, account managers and hiring counterparts.	Business, Directors, HR Ops, HRBP, L&D and Recruitment.

Step 2	**HRBP Follow-Up:** The HR Business Partner (HRBP) is responsible for following up with managers regarding any required probation extension decisions.	HRBP and Managers
Step 3	**Decision Making:** Based on the feedback received from managers/clients and HRBP the decision will be taken to confirm, extend (up to 2 months) or terminate employment. The decision should be recorded in response to the trigger notification on Darwinbox.	Managers/Clients and HRBP
Step 4	**Training completion Status:** HR Operations team to validate training completion status for the following: ● Mandatory Trainings for POSH and Information Security ● Onboarding Trainings ● Interview Panel Training (as applicable)	HR Operations, L&D Team, TA Team
Step 5.1	**Confirmation-** In case of Confirmation of Probation, the HR Operations team will coordinate and facilitate the manager's feedback on Darwinbox, ideally by the 25th of each month, to ensure timely processing and issue the confirmation letter.	HR Operations
Step 5.2	**Extension**-The probation period may be extended by up to two (2) months if further evaluation is required. Extensions will be communicated in writing with clear expectations, and confirmation will be reassessed at the end of the extended period.	Business, HR Operations
Step 5.3	**Termination of employment**-In case of unsatisfactory performance or misconduct during probation period, the employment may be terminated by Sigmoid in line with separation policy.	Business, HRBP

6. Ownership and Accountability

Role	Responsibility
Employee	Actively engage and seek constructive feedback throughout the probation period.

Manager	Provide mentoring, support, and assess the employee's performance, providing ongoing guidance.
HR Team	Facilitate the confirmation process and ensure all documentation is accurate and complete. HRBP contributes insights on cultural alignment and behavioral suitability.
Function Head	Review and approve confirmation decisions, where applicable.
HR Head	Review and approve Exceptions.

7. Exceptions

Any deviation from the aforesaid timelines shall be treated as an exception and would require HR Head approval.

Version History

Version #	Release Date	Created/Edited by	Reviewed by	Approved by	Description
0.1	14-Apr-25	Rajmani Tripathi Namrata Acharya	All HR BPs	Reviewed and updated as per management guidance	Initial Draft
0.2	28-Apr-25	Rajmani Tripathi Namrata Acharya	TM	Reviewed	Reviewed and updated as per management guidance
1.0	28-Apr-25	Rajmani Tripathi Namrata Acharya	Charu Singh Guchu Nathani	Reviewed and approved	Reviewed and approved