

## PROBATION AND CONFIRMATION POLICY

### 1. Purpose

The purpose of this Probation and Confirmation Policy is to establish a standardized framework for evaluating and confirming new employees at TechnoSphere India Private Limited. This policy ensures clarity, fairness, and transparency in managing the probation period, performance assessment, and final confirmation or termination decisions.

### 2. Scope

This policy applies to all newly recruited employees of TechnoSphere India Private Limited irrespective of role, location, or employment type, except where otherwise stated in individual contracts.

### 3. Probation Period

- All new hires will undergo a probationary period of [typically 6 months], unless specified differently in the employment contract.
- During probation, new employees will be evaluated on their performance, conduct, punctuality, and overall suitability for the role.
- The probation period may be extended once, by a maximum of [3 months], based on prior communication of performance improvement needs.
- Probation extensions should be formally documented with clear objectives and timelines.
- Probation may include mandatory induction training, orientation, and skill development programs.

### 4. Performance Assessment

- Line managers and Human Resources will conduct periodic performance reviews during the probation period.

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- A formal review will be conducted at the midpoint ([3 months]) and near the end of the probation period.
- Feedback will be documented, and any areas of concern will be communicated to the employee promptly.
- Employees showing unsatisfactory performance may be placed on a Performance Improvement Plan (PIP) to support their development.

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## 5. Confirmation

- Successful completion of the probation period will result in written confirmation of employment.
- Confirmation decisions will be based on satisfactory performance, adherence to company policies, and appropriate conduct.
- Confirmation shall be communicated formally within [6 to 8 weeks] after successful completion of probation.
- Once confirmed, the employee will be entitled to all benefits and privileges of permanent employment.

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## 6. Termination During Probation

- Employment may be terminated at any time during the probation period with [typically one month's] notice or payment in lieu of notice, unless otherwise stated.
- Termination may be due to unsatisfactory performance, conduct issues, or failure to meet company standards.
- Employees will be provided an opportunity to respond to any concerns before termination actions.

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## 7. Communication and Documentation

- All probation-related decisions, including extensions, confirmations, or terminations, will be communicated in writing.
- Documentation will be maintained confidentially in personnel records.

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- Employees will be encouraged to discuss progress and raise concerns during probation reviews.

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**8. Policy Compliance**

- This policy complies with the Industrial Employment (Standing Orders) Act, 1946, and relevant labor regulations.
- Line managers and HR are responsible for implementing and monitoring compliance with this Policy.

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**9. Review of Policy**

This Policy will be reviewed annually or as required by legislative changes or organizational needs.

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**Approved by:** Board of Directors**Effective Date:** Jan 2025**Review Date:** Jan 2025