

## **Probation and Training Policies**

Employees at Kingsmen Real Estate undergo a three-month probationary period to evaluate their performance and suitability for their role. During probation, supervisors conduct formal reviews every ten days to assess progress and areas for improvement. Training sessions are provided to enhance employees' skills and prepare them for their responsibilities. Based on performance and operational requirements, the probationary period may be extended or reduced, ensuring flexibility and fairness. However, probation cannot exceed the maximum duration permitted by Indian labor laws. Leave benefits during this period are limited to sick leave, requiring proper medical documentation. Unauthorized leave or absence may result in disciplinary action, including termination. Employees may also be tasked with training peers if deemed qualified by the management. Successful completion of the probationary period transitions employees to permanent status, granting access to full leave benefits and other entitlements. This policy ensures a structured and fair approach to onboarding, fostering a culture of learning and growth within the organization.



Signature



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