

# The Minimalist

<b>Policy Title</b>	<b>Confirmation Policy</b>
<b>Applicability</b>	<b>All Employees at The Minimalist</b>
<b>Policy Initiation Date</b>	<b>1<sup>st</sup> November 2020</b>
<b>Policy Version</b>	<b>HR/Policies/CP/1.0</b>

## OBJECTIVE

All employees are required to serve a probationary period of three months which could be extended at the sole discretion of the company. Objective of the policy is to absorb employees for permanent employment into the company on the basis of their performance during the Probation period.

## Process:

- All new recruits will be on probation for a period of 3 (THREE) months from date of joining.
- Employees on probation will be confirmed based on a PERFORMANCE REVIEW that will take place at the end of the probation period.
- The reporting manager will be intimated by HR about the concerned employee's probation review, 7 days before the due date of confirmation.
- The probation review will be taken by the candidate's Reporting Manager and/or Reviewer (Reporting Manager's Manager). The same will need to be documented in the review form - Annexure A.
- Post the review, an employee who has acquired the requisite know-how and skills for permanent placement in the company will receive a CONFIRMATION LETTER. Without such a letter he/she will not be deemed a permanent employee.
- In the event that an employee under probation has not met the company's standards and expectations in terms of performance & behaviour, the probation may be extended further for a period of 45 days. The probation may get extended maximum up to 2 (two) times in the above defined method. In such a case, the areas of improvement need to be documented with timelines for review.
- At the end of the extended probation period, a performance review will be done again, on the basis of which the employment may be confirmed in the company through a confirmation letter. Alternatively, the services of the employee will be discontinued.

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## • Annexure A – Probation Review Form

PROBATION REVIEW FORM																						
<b>Feedback on the performance of :</b> NAME: DESIGNATION: DEPARTMENT: REPORTING MANAGER: PROBATION PERIOD: From                      To <p style="font-size: small;">Note: Kindly type in the form &amp; submit duly signed to the HR department.</p>																						
The Minimalist																						
<b>SECTION A: RATING SCALE</b> Based on the performance criteria, rate performance on each KRA using the following five point scale:																						
Rating Scale		Rating Description																				
1= Performance does not meet expectation; Under performer		Ineffective in the current role; disciplinary action needed																				
2= Performance sometimes below expectation; Needs Improvement		Achieves some objectives, both performance and behavioural but improvements are needed																				
3= Performance meets expectation; Good		Achieves all or the majority of objectives, both performance and behavioural																				
4= Performance exceeds expectation; Excellent		Exceeds majority of objectives, both performance and behavioural; contributes occasionally beyond requirements of the																				
5= Performance consistently exceeds expectation; Outstanding		Exceptional; consistently contributes to business beyond requirements of role																				
S.No.	Key Result Areas/Performance Objectives	Weightage =W (To be allocated for each KRA, total upto 100%)	Performance Measuring Criteria	Target Achieved (% , TAT, deadline, numbers etc)	Appraiser Rating= R	Weighted Score S= W*R																
1	Revenue Generation	20%	2 Crs for FY	1.5 Cr achieved	3	0.6																
2		20%			2	0.4																
3		20%			3	0.6																
4		20%			2	0.4																
5		20%			4	0.8																
WEIGHTED RATING $\sum S = A$						3																
<b>SECTION B:</b>																						
S.No.	Behavioural Attributes	Self Rating	Appraiser Rating= X																			
1	<b>Provocative Thinking:</b> Asks difficult questions- can we do it differently. Is open to diverse ideas and inputs. Enjoys developing insights. Is able to pursue a thought through objective enquiry.	4	3																			
2	<b>Openness:</b> Ability to modify style / approach to suit the work requirement. Ability to cope with change.	3	2																			
3	<b>Energy:</b> Demonstrates energy, urgency and concern for results and outcomes. Overcomes setbacks and responds constructively to criticism. Is confident of own ability.	4	3																			
4	<b>Empathy:</b> Empathize and treats others with respect.; Maintains discipline at work. Established positive relationships with internal & external stakeholders	3	2																			
5	<b>Integrity:</b> Demonstrates honesty and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.	4	3																			
Average Rating of X=B						3																
<b>TRAINING NEEDS - As identified by the appraiser</b>																						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>Technical</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> </table> </div> <div style="width: 45%;"> <b>Behavioural</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> </table> </div> </div>							1		2		3		1		2		3					
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<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>FINAL RECOMMENDATION BY APPRAISER (Tick relevant box):</b>  <input type="checkbox"/> TO BE CONFIRMED  <input type="checkbox"/> PROBATION TO BE EXTENDED (Please mention Personal Development Plan in Section C)  <input type="checkbox"/> TO BE TERMINATED </div> <div style="width: 45%;"> <b>APPAISER/ REVIEWER'S COMMENTS:</b>  <hr/><hr/><hr/> </div> </div>																						
<b>SECTION C:</b>																						
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <b>EXTENSION OF PROBATION</b>  Personal Development Plan: Please provide the specific areas / expectations where you would like to see an improvement: </div> <div style="width: 45%; text-align: right;"> <b>FOR APPRAISER ONLY</b> </div> </div>																						
Area of Improvement		Targeted Review Date																				
1																						
2																						
3																						
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