**Date:**

**Probation Policy**

**Objective**

The purpose of this Employee Probation and Confirmation Policy provides information about the terms and conditions that a new employee should follow during the probation period. The policy conveys that the probation period is an opportunity for both new employee and their manager to get adjusted and improve their performance.

**Scope**

The policy applies to all the newly hired employees working in different departments of AMP Fitness LLP hereinafter referred to as “the Company”. This policy applies to all internal and external employees of the Company.

1. **Policy Guidelines**
   1. Probation is a duration in which the new employee gets an opportunity to learn and understand the job.
   2. The training facilities are provided by the employer which enhances the competence of the newly hired employees.
   3. Before getting the responsibility as a permanent employee, during the probation period the new employee can adapt to the work environment of the company.
   4. The probation period helps to gain awareness about the strengths and the areas in which the employee needs improvement.
   5. It is an opportunity to demonstrate the performance, and commitment to the organization and to maintain satisfactory work behaviour during the probation period.
   6. The probation period is a duration in which the performance and behaviour of the newly hired employee are monitored by his or her manager to check their potential as well as their suitability for the job.
   7. All employees must undergo a probation period.
   8. The probation and confirmation policy clearly stated that a new employee should meet the set standard performance, should follow the code of conduct of the organization and behave acceptably.
   9. AMP Fitness LLP has 3 months of the probation period and is also considered an extension of the selection process.
   10. The probation process begins with an appointment and the probation period starts from the date of joining of the employee.
   11. After joining the reporting manager will assign the job to the employee and will set a standard goal or target. At the end of the probation period, the set performance target and the achieved performance will be compared by the reporting manager.
   12. If the new employee fails to achieve the standard performance, then the organization may arrange a training program for the improvement of performance. However, if the employee repetitive fails to achieve the set performance, then the company can either extend his or her probation period or his or her services can be terminated.
   13. The new employee is bound to follow the code of conduct of the organization in the case of misconduct the appointment of the employee will be terminated on an immediate basis.
   14. When an employee achieves the set performance, follows the code of conduct and shows decent behaviour in the organization only then, on the recommendation of the manager, the HR department will issue the confirmation letter.
2. **Responsibilities At Each Stage Of the Probationary Process**: The new employees try to get quickly adjust to the organization and achieve the set goal. In this process during probation, reporting manager (supervisor) and HR department play important role in the early adjustment and performance of the newly hired employees. In each stage of the probationary process, both the manager and the HR department have unique responsibilities.
   1. **Responsibilities of Managers:** The reporting manager or supervisor is the one who monitors the new employee during the probation period. The responsibilities of managers include-
      1. Appointment and Induction: During this stage manager should provide a brief introduction and induction to newly hired employees into the organization. The manager should provide role profile details to the new employee and make them understand their job role. The manager should make arrangements for training if it is required.
      2. Job Assignment: The manager is responsible to assign a suitable job to the new employee based on their qualification, experience, and job role. The manager should make sure that all the facilities and support are available for the employee to execute the given job. The manager should provide required assistance and feedback on the performance of employees during the probation period. The manager should assign a fixed goal to achieve or set an objective for the new employees based on which the performance will be judged.
   2. **Responsibilities of the HR Department**
      1. Completion of Probation Period: After completion of the probation period, the HR department should collect all the details regarding the work profile, the job performed, feedback from the manager regarding work performance and feedback from teammates regarding the behaviour of the new employee during the probation period.
      2. Performance Review: The HR department is responsible for the behaviour performance review of the newly hired employee. The HR manager has to conduct a meeting with the manager of the new employee and discuss the behaviour of the new employee in the organization. The HR department also has to make a note of any complaints that the new employee has filed about harassment or non-co-operation from teammates or managers of the employee.
      3. Expectation fulfilment verification: The HR department has to see if the new employee has properly followed the behavioural norms and code of conduct of the organization. It is also responsible to collect the performance feedback from the manager of a newly hired employee.
      4. Confirmation: As per the recommendation of the manager and the result of the behaviour performance review the HR department will issue the employment confirmation letter to the new employee.
3. Three points for Employment Confirmation: There are three important conditions that new employees should fulfil to get employment confirmation after completion of the probation period. The reporting manager and HR department will be responsible for the verification of the conditions and further issuing employment confirmation to the newly hired employee.
   1. Work performance was satisfactory as per organizational standard
   2. Leave record was satisfactory and within the limit set for a probation period
   3. Conduct, Attendance, and punctuality were good
4. When the Performance is Not Satisfactory during the Probation evaluation Period
   1. Several steps should be taken when the performance of the probationer is not satisfactory and does not match the work standards.
   2. The manager or HR department should discuss each unsatisfactory action/excessive leaves/ poor performance with the new employee.
   3. The manager or HR department should convey to the new employee that management is ready to help him/her enhance their performance/conduct to achieve the acceptable standard of the performance/conduct.
   4. The options such as training, coaching, and development programs should be explored to improve the performance of the new employee.
   5. In case of issues related to conduct or attendance, a verbal clear message or a memo can be generated to the new employee to clarify the standard code of conduct and allotted leave during a probation period.
   6. In the case of health issues or a medical emergency, the new employee should submit the medical certificates to the HR department. The decision shall be taken by the higher management regarding termination/extension.
5. Confirmation of Employment or Termination
   1. The reporting manager will provide a recommendation regarding the employment confirmation or termination of the probationary employee. In the review meeting, it is important to convey the feedback to the new employee on their performance. If the new employee consistently fails to reach the standard performance then the manager should inform him or her about the deficiencies. The motive behind the review meeting is to help the new employee to improve their performance and to convey to them that in the case of ‘no improvement’ employment will be terminated.
   2. HR is required to fill in the **Probation Appraisal Form**.
   3. Confirmation of Contract
      1. If the employee’s performance has been satisfactory the supervisor is to inform the HR department to hand over the confirmation letter so as to inform the employee he is no longer on probation.
      2. The supervisor is to guide the employee to the HR who has to explain his/her privileges as a confirmed employee
      3. HR is to begin confirmatory procedure
   4. Termination of Contract
      1. The probationary employee who does not satisfactorily complete the probation period will have their appointment terminated. The termination can take place at the end of the probation period or any time in between depending on the case. No notice period shall be provided before the termination of the contract. In case of misconduct, the employment will be terminated immediately.
      2. Note- In any case of conflict/dispute or requirement of special assistance during the probation period the employee can approach the HR team in the organization. (Refer to Separation policy, termination letter)
6. Extension of Probationary contract
   1. In the event of absence for whatever reason (including sickness absence, maternity leave) during the probationary period, the probationary period should be suspended until the employee is able to return to work, at which point the probationary period will re-commence to ensure that a full six months of work is measured. The supervisor must write to the employee to advise of the extension and forward a copy of the letter to their HR manager
   2. The process for managing the re-commenced probationary period will be as outlined above with regular review meetings and a formal end of probation review. The length of the absence will not count towards the length of the probationary period.
   3. If at the end of the probationary period, shortfalls in performance have been identified and it is felt the employee would benefit from some additional time to meet the relevant action plan and the required performance level, an extension of the probationary period may be appropriate.
   4. An extension should normally be sought only where there are special circumstances justifying it. The manager should consult with and inform HR prior to any decision to extend an employee's probationary period and advice should also be sought from the relevant professional lead.
   5. Where it is agreed that an employee's period of probation will be extended, it is important for the manager to set out the terms of the extension in writing and copy to the HR Manager (through the ‘Probation Appraisal Form”)
   6. It is important to state clearly:
      1. The length of the extension and the date on which the extended period of probation is anticipated to end
      2. The reason for the extension
      3. The performance standards or objectives that the employee is required to achieve by the end of the extended period of probation
      4. Any support - such as further training - that will be provided during the extension
      5. That if the employee does not reach the required level of performance their job will be at risk and they may not be confirmed in post.
   7. Post the end of the ‘extended probation period’ the process mentioned in point 5.3 is to be repeated

\_\_\_\_\_

Enclosed-

Probation Appraisal Form