

Probation Policy

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1. 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 to improve their performance.

2. Scope

The policy is applicable to all the newly hired employees working in different departments of RevDau Industries Private Limited (hereinafter referred to as “the Company”). This policy applies to all internal and external employees of the Company.

3. Guidelines

- a. Probation is a duration in which the new employee gets an opportunity to learn and understand the job.
- b. The training facilities are provided by the employer which enhances the competence of the newly hired employees.
- c. Before getting the responsibility as a permanent employee, during the probation period the new employee can adapt to the work environment of the company.
- d. The probation period helps to gain awareness about the strengths and the areas in which the employee needs improvement.
- e. It is an opportunity to demonstrate the performance, and commitment to the organization and to maintain satisfactory work behavior during the probation period.
- f. The probation period is a duration in which the performance and behavior of the newly hired employee is monitored by his or her manager in order to check their potential as well as their suitability for the job.
- g. It is mandatory for all employees to undergo the probation period.
- h. 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 in an acceptable manner.
- i. RevDau has 3 months of the probation period and is also considered as an extension of the selection process.
- j. The probation process begins with an appointment and the probation period starts from the date of joining of the employee.
- k. After joining the reporting manager will assign 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.

- l. If the new employee fails to achieve the standard performance then the organization may arrange training program for the improvement of performance. However, if the employee repetitively 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.
- m. 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 immediate basis.
- n. When employee achieves the set performance, follows the code of conduct and shows decent behavior in the organization then on the recommendation of manager the HR department will issue the confirmation letter.

4. RESPONSIBILITIES

The new employees try to get quickly adjust in the organization and to achieve the set goal. In this process during probation, reporting manager (supervisor) and HR department play important role in early adjustment and performance of the newly hired employees. In each stage of the probationary process, both manager and the HR department have unique responsibilities.

4.1 Managers

The reporting manager or supervisor is the one who monitors the new employee during the probation period. The responsibilities of managers include-

a. 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.

b. Job Assignment

The manager is responsible to assign a suitable job to the new employee based on their qualification, past experience, and job role. The manager should make sure that all the facilities and support is 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.

c. Completion of Probation Period

After completion of probation period the HR department should collect all the details regarding the work profile, the job performed, feedback of the manager regarding work performance and feedback of teammates regarding the behaviour of the new employee during the probation period.

d. Performance Review

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 new employee and discuss about the behaviour of the new employee in the organization. The HR department also has to make a note about any complaints which new employee has filed about harassment or non-co-operation from teammates or manager of the employee.

e. 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.

f. Confirmation

As per the recommendation of the manager and result of behaviour performance review the HR department will issue the employment confirmation letter to the new employee.

4.2 Human Resource

There are three important conditions that new employees should fulfil in order 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 to issue employment confirmation to the newly hired employee.

a. Work performance was satisfactory as per organizational standard

The HR department collects the information about the role profile and the work plan on which the new employee agreed to execute. The manager shall assure that new employee is able to finish a given range of tasks within the set deadlines. If there is a gap between the agreed work plans, the set targets and the actual performance of the employee then manager shall have the authority to conclude that work performance was not satisfactory.

Here the HR department will ensure the interventions in terms of job training, self-managed learning and coaching should be provided to the new employee before as well as during the work performance execution. If a new employee performs as per the set standard then the first condition of employment confirmation is fulfilled.

- b. Leave record was satisfactory and within the limit set for a probation period
- c. Conduct, Attendance, and punctuality was good

The recorded pattern of attendance and punctuality will be checked from the 'Time In register' or Punching machine. It is important that new employees report to the office every day on time and complete the work duration in the organization. The remarks like 'late mark' or 'early out' will have a negative impact on the review process and the intention to retain the employee. The review about the conduct of new employees will be compiled based on the feedback of team members.

4.3 Probation Evaluation Period

- a. The number of steps A should be taken when the performance of the probationer is not satisfactory and does not match the work standards.
- b. Manager or HR department should discuss each unsatisfactory action/excessive leaves/ poor performance with the new employee.
- c. Manager or HR department should convey to the new employee that management is ready to help him/her enhance their performance/conduct in order to achieve the acceptable standard of the performance/conduct.
- d. The options such as training, coaching, and development programs should be explored to improve the performance of the new employee.
- e. In case of issues related to conducting 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.
- f. In the case of health issues or medical emergency, the new employee should submit the sick certificate to the HR department. The decision shall be taken by the higher management regarding termination/extension.

4.4 Confirmation or Termination

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.

5. Termination of Contract

- a. The probationary employee who does not complete the probation period in a satisfactory manner 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.
- b. No notice period shall be provided before the termination of the contract. In case of misconduct, the employment will be terminated immediately.

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.

6. Probationary Period Extension

The extension of the probationary contract is not that common but considered in few circumstances where the Manager feels it necessary to extend probation to decide whether to confirm the employee or terminate his or her services.

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