|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **s/no** | **Countries** | **Staff confirmation by Labour Laws** | **Staff Confirmation by the Subsidiary**  **(HCM Policy)** | **Other Relevant information about confirmation** |
| 1. | **UGANDA** | * Minimum probation period is 6 months * Maximum probation period is 12 months | * Minimum probation period is 6 months * Maximum probation period is 9 months | * The outcome of the unconfirmed staff after the maximum period has ended is termination of contract based on poor performance during probation period. |
| 2. | **KENYA** | * Minimum probation period is 14 days. * Maximum confirmation period is 6 months. * Extension should not be more than 12 months but employer and employee have to agree. | * Minimum probation period is 14 days for Manager Grade and below. For the Senior Managers and above 1 month. * The maximum probation period is 6 months and extension to a maximum of 3 months. This is for all the grades. | * If no feedback after the probation period has ended, the employee automatically becomes a confirmed staff. * The employer has to advice or terminates the staff if the staff performance is not good after the probation has ended. |
| 3. | **TANZANIA** | * The country’s labour law does speak anything about staff probation period. | * Minimum probation period is 6 months * Maximum probation period is 9 months. | * By practice, the staff is automatically confirmed if the employer has not got back to the employee one month after the expire of the probation period. |
| 4. | **LIBERIA** | * Minimum probation period is 3 months. * Maximum probation period is 6 months. | * Minimum probation period is 6 months. * Maximum probation period is 9 months. | * Except where expressed through writing, a staff on probation shall not go beyond the 3 months period. He/she will be deemed confirmed automatically and enjoy all benefits of the position/job role. * Where the probation is extended for additional 3 months, a performance improvement plan shall be instituted to guide further decision making. Failure to do so, if a staff is well informed, and you try to terminate them, they can sue for bad labor practice. |
| 5. | GHANA | * Not explicitly stipulated for probation periods however Section 75 (1) of the Ghana Labour Act States as follows:   **75.** (1)  a temporary worker who is employed by the same employer for a continuous period of six months and more shall be treated under this Part as a permanent worker | * Probationary Period is 6 months. * Probation period is for 9 months (there is a 3 month extension on the original 6 month probation period) | The Bank has the right to terminate a staff for non-performance under Section 15(e)(iii) and Section 62(a) of the Ghana Labour Act as outlined below:  **Grounds for termination of employment**  15.   A contract of employment may be terminated,  (e)  by the employer because of the inability of the worker to carry   out his or her work due to  (iii) the incompetence of the worker; or  **Fair termination**  **62.** A termination of a worker’s employment is fair if the contract of employment is terminated by the employer on any of the following grounds:   1. that the worker is incompetent or lacks the qualification in relation to the work for which the worker is employed;   The Bank has the right to terminate the staff for non-performance. (In extreme cases – justification can be made for an additional 3 months after the 9 month period.) |
| 6. | ZAMBIA | * Minimum probation period is 3 months. * Maximum probation period is 6 months. * (3months Extension)-Standard Practice | * Minimum 6months * Maximum 9 months   (3months Extension) | Outcome to the unconfirmed staff after the maximum probation period has expired is Termination both by labour Laws and Policy of the Bank. |
| 7. | SIERRA LEONE | * Minimum probation period is 6 months. * Maximum probation period is 6 months. | * 6 months with extension option of 3 months to improve on performance. * Maximum probation period is 9 months. | Outcome to the unconfirmed staff after the maximum probation period has expired is Termination both by labour Laws and Policy of the Bank. |