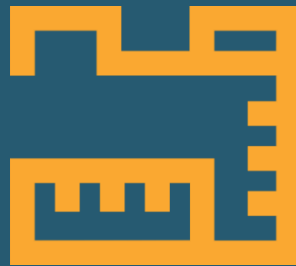




PROBATION POLICY

Policy No: CUB/19 - 20/003

Version 1.2



www.cubastion.com

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TABLE OF CONTENTS

1. PURPOSE	2
2. SCOPE	2
3. PERIOD OF PROBATION	2
3.1 EFFECTIVE FROM.....	2
4. CONFIRMATION PROCESS	2
4.1 PROBATION PERIOD EXTENSION.....	2
4.2 EMPLOYMENT CONFIRMATION	3
5. GENERAL TERMS.....	3
5.1 APPRAISALS & PROMOTIONS	3
5.2 ON SEPARATION.....	3
5.3 LEAVES	3
6. TAILORING OPTION.....	3
7. DISCLAIMER.....	4
COMPANY'S ABSOLUTE RIGHT TO ALTER OR ABOLISH THE POLICY	4
8. DOCUMENT VERSION HISTORY	4
FREQUENTLY ASKED QUESTIONS	5

1. PURPOSE

The purpose of this document to provide complete information about all rules governing the probation period of an employee joining Cubastion. Also defines the process of confirming the employees on probation period.

2. SCOPE

The policy shall be applicable to all new employees joining and currently on probation period with **Cubastion Consulting Private Limited** including its group company (ies) collectively called as "Company".

3. PERIOD OF PROBATION

All full-time employees joining **Cubastion** will be on probation for an initial period of **six (06) months** from the date of their joining.

3.1 Effective from

The policy is effective from **1st July 2022** till further notice.

4. CONFIRMATION PROCESS

During the probation period, the performance of an employee will be evaluated periodically.

1. Employees during probation period are regulated by all the policies of the company.
2. **Fifteen (15) days** before completion of the probation period; employee on probation will have to undergo a performance evaluation exercise with his reporting manager.
3. The Reporting Manager will be provided with the **e-evaluation** form, which is required to be filled in by RM.

4.1 Probation Period Extension

If the feedback of the reporting manager is not satisfactory, the probation period of an employee may be extended for a further period of **one (01) month**, or the employment can

be terminated without any notice and compensation.

4.2 Employment Confirmation

If the feedback received from the reporting manager is satisfactory, employment shall be confirmed with the release of a confirmation letter.

Note: An employee's service is liable to be terminated immediately without any notice if in the opinion of the Company, he/ she is found guilty of breach of any of the clause mentioned in Cubastion General Services Condition including but not limited to insubordination, insolence, gross negligence of duty, dishonesty or embezzlement or accepting gratification or contravention of integrity policy of the Company, etc.

5. GENERAL TERMS

5.1 Appraisals & Promotions

Employees under **probation period** shall not be eligible for **Bi-Annual** appraisals (bonus & appraisal).

5.2 On Separation

In case an employee would like to separate from the **Company** during the probation period; then he/she shall be bound to serve a complete notice period of **three (03)** months as per the separation policy of the company.

5.3 Leaves

Employees on probation period, except during training period, are eligible to avail leaves as per the Cubastion's Leave Policy.

6. TAILORING OPTION

Exceptions to the defined policy shall be approved by the CPO.

7. DISCLAIMER

Company's Absolute Right to Alter or Abolish the Policy

Cubastion's Management reserves the right in its absolute discretion to abolish the policy or to alter the terms and conditions. Such discretion may be exercised at any time (without any prior notice).

8. DOCUMENT VERSION HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION	APPROVAL
V1.0	20190401	Dhananjay Kumar	Initial Release	CPO
V1.1	20220705	Rohit Kumar	Change: Confirmation process included.	CPO
V1.2	20240415	Rohit Kumar	Probation period changed to 180 days.	CPO

This brings us to the end of this document. For any further assistance or clarification, please contact **HR Department** or email us at hr@cubastion.com.

Frequently **A**sked **Q**uestions

Q1:

Can I avail a compensatory off during a probation period?

A1:

Employees on probation are not eligible for compensatory off policy.

Q2:

My probation period is due for completion on **31st Dec**, will I be eligible for Bi-Annual performance review and bonus payout?

A2:

Yes! Provided you have successfully being evaluated and got confirmation letter on or before **31st Dec 2022**.

Q3:

My probation period is due for completion on **30th June**, will I be eligible for Bi-Annual performance review and appraisal?

A3:

Yes! Provided you have successfully being evaluated and got confirmation letter on or before **30th June 2022**.

Q4:

I have just joined 10 days back and I want to resign, what would be my notice period?

A4:

As per the company policy, your notice period would be of **3 (three)** months effective from the next day of resignation date.

Frequently**A**sked**Q**uestions