



Probation Policy



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Document History

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1.0 Objective:

The Probation Policy is catered to providing guidelines and a standard normed framework for effectively managing the performance and assessing the suitability of new employees hired by the organization.

2.0 Applicability:

The Probation Policy covers all newly hired full-time employees of Bhavna Corp. This policy is to be read and interpreted in adherence with the overall employee Code of Conduct and the Employment Terms & Conditions of the organization.

3.0 Scope:

This policy applies to all the employees of Bhavna Corp including contractual /permanent/ trainees.

4.0 Policy Guidelines:

All employees will be subject to a probation period upon commencing their employment with Bhavna Corp. During the probation period, employees will be assessed on their functional knowledge, skills, and behaviors demonstrated as per the values of the organization to determine their suitability for the role. The probation period and the notice period during probation for employees will be as follows:

Job Role	Probation Period	Notice Period During Probation	Notice Period After Probation
All Full-time employees	3 Months	30 Days	60 Days
Consultants	3 Months	15 to 30 Days as per contract	15 to 30 Days as per contract

Employees will be eligible for all other benefits (Insurance, Holidays, etc.) provided to them under the normal course of employment during the probation period.

Leaves:

During the probation period, an employee (FTE/Consultant) is entitled only to privilege leaves, and it will be approved only on the following conditions:

- Gravity of the reason for the leave or vacation
- Scheduling consideration
- Workload of the team
- The requesting employee's training schedule etc.

5.0 Training:

- Initially, all employees will undergo an onboarding / functional or role-based training program, wherever required to prepare them for their roles and responsibilities and to acquaint them with the products and services offered by the organization.
- This training will further be complemented by Job Shadowing and on Job, training exercises to drive the effectiveness of learning and role preparedness during the probation period.
- For all employees who have undergone a detailed functional or role-based training program, performance evaluation will be conducted to assess the employees' role preparedness and knowledge retention.

6.0 Performance Management:

- During the probation period, the employee's performance will be closely monitored by their reporting manager.
- In case an employee's performance is consistently poor or in case the employee does not adhere to the acceptable working norms and values of the organization, the reporting manager may initiate corrective action



in the form of counseling sessions, training programs or verbal/written warnings (in case of misconduct) to the employee.

- In case the employee still does not perform to the expectations of the role, the reporting manager, in consultation with the department head and the HR representative may terminate the employment, with the employee serving the notice period in alignment with the notice Period clause mentioned in this policy. The employment may also be terminated with immediate effect and with no compensation benefits in lieu of the notice period, at the discretion of the reporting manager, in consultation with the department head and the HR representative.
- For termination during the probation period, the reporting manager will be required to share sufficient proof and documentation with the HR representative on performance counseling and training provided to the employee to substantiate the decision on the employee's termination.
- All other separation formalities will be conducted in alignment with the Separation Policy of the organization.

7.0 Probation Completion/Extension of Probation:

- Upon completion of the probation period, all employees will be deemed confirmed post consent of their reporting manager. The confirmation will be made by the HR Department in the Adrenalin portal
- In case an employee has consistently performed below expectation or did not adhere to the acceptable working norms and values of the organization during the probation period, the reporting manager may terminate or extend the employee's probation, in consultation with the department head and the HR representative.
- The reporting manager will be required to share sufficient proof and documentation with the HR representative to support the decision on the employee's extension of probation.
- Employees may be provided a one-time extension of the probation period for a maximum duration of **30 Days**, solely at the discretion of the reporting manager, in consultation with the HR representative and the department head.
- Termination or extension of the probation period must be approved by the department head.

8.0 Employee Initiated Termination:

- In case any employee desires to terminate employment with the organization during the probation period, they will have to submit a resignation through the Adrenalin portal, and the employee would be liable to serve notice period in alignment with the notice Period clause mentioned in this policy, post acceptance of the resignation.
- All other separation formalities will be conducted in alignment with the Separation Policy of the organization.

9.0 Policy Revision:

The policy shall be reviewed and revised every year considering the business plan, legal enactment /amendments and other social reasons which are in control of the organization.

10.0 Exception Handling:

Management reserves the right to alter/ change/ modify/ obsolete the content of the policy based on the business needs and priorities of the organization.