pAI

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Table of Contents

1. Purpose
2. Scope
3. Definitions
4. Policy Statement
5. Procedures / Guidelines
6. Responsibilities
7. Compliance & Consequences
8. Review & Revision History
9. Purpose

This policy outlines pAI’s structured approach to onboarding new employees and managing their probationary period. Its purpose is to ensure a smooth and effective integration of new hires into the company culture and their respective roles, while providing a formal framework for assessing their suitability, performance, and fit during an initial evaluation period.

1. Scope

This policy applies to all newly hired pAI employees (full-time, part-time, permanent, and temporary employees, excluding contractors and interns unless specifically stated in their engagement terms) globally, regardless of their position or department.

1. Definitions

| **Term** | **Definition** |
| --- | --- |
| **New Hire** | An individual who has accepted an offer of employment and is beginning their tenure with pAI. |
| **Onboarding** | The comprehensive process of integrating a new employee into pAI, encompassing administrative tasks, cultural assimilation, role orientation, and training. |
| **Probationary Period** | An initial period of employment during which a new employee’s performance, conduct, and suitability for the role and pAI’s culture are formally assessed. |
| **Hiring Manager** | The direct supervisor of the new hire, responsible for their day-to-day management and performance during onboarding and probation. |
| **Mentor/Buddy** | An experienced employee assigned to a new hire to provide guidance, support, and facilitate their integration into the team and company. |
| **Performance Review** | A formal assessment of an employee's work performance, typically conducted at key intervals during the probationary period. |

1. Policy Statement

4.1 All new pAI employees shall undergo a structured onboarding process designed to facilitate their successful integration into the company and their role.

4.2 All new permanent employees shall be subject to a probationary period, typically three (3) months in duration, commencing on their first day of employment. This period may be extended under specific circumstances as outlined in this policy.

4.3 During the probationary period, pAI shall assess the new employee’s performance, conduct, attendance, adherence to company policies (e.g., Code of Conduct HR-03, Dress Code HR-01), and overall suitability for continued employment.

4.4 Successful completion of the probationary period is a prerequisite for continued employment with pAI.

1. Procedures / Guidelines

5.1 Onboarding Process

The onboarding process is designed to be comprehensive, ensuring new hires are equipped with the necessary information, tools, and support to become productive members of pAI.

5.1.1 Pre-Arrival (Prior to Start Date):

\* HR shall send a welcome package including essential information, first-day instructions, and pre-boarding paperwork.

\* IT shall ensure necessary equipment (laptop, software, access credentials) is prepared.

\* Hiring Manager shall prepare the workspace, inform the team, and assign a Mentor/Buddy.

5.1.2 First Day:

\* HR shall conduct initial orientation, covering company policies, benefits enrollment, and administrative procedures.

\* Hiring Manager shall formally introduce the new hire to the team and key stakeholders.

\* New hire shall complete all outstanding administrative paperwork.

5.1.3 First Week:

\* Hiring Manager shall provide detailed role orientation, including job responsibilities, initial tasks, and performance expectations.

\* Mentor/Buddy shall provide informal support and answer initial questions.

\* New hire shall begin mandatory compliance training modules (e.g., Code of Conduct, Data Protection).

5.1.4 First Month:

\* Hiring Manager shall establish initial goals and key performance indicators (KPIs) for the probationary period.

\* Regular one-on-one meetings between the new hire and Hiring Manager shall commence to provide ongoing feedback and support.

\* New hire shall complete all assigned initial training.

Table 1 – Key Onboarding Milestones

| **Milestone** | **Timeline** | **Responsible Party** | **Key Activities** |
| --- | --- | --- | --- |
| **Pre-Boarding** | 1-2 weeks prior | HR, IT, HM | Welcome kit, IT setup, workspace prep, mentor assignment. |
| **Day 1** | Start Date | HR, HM | Orientation, paperwork, team introductions. |
| **Week 1** | First 5 working days | HM, Mentor, New Hire | Role orientation, initial tasks, mandatory compliance training. |
| **Month 1** | Within 30 days | HM, New Hire | Goal setting, regular check-ins, completion of initial training. |
| **Mid-Probation** | Mid-point | HM, HR | Formal performance review (see 5.2.2). |
| **End-Probation** | End of period | HM, HR | Final performance review, decision on permanent employment or extension (see 5.2.3). |

5.2 Probationary Period Management

5.2.1 **Duration:** The standard probationary period is three (3) months. During this period, employment is "at-will" (where legally permissible), meaning either party may terminate the employment relationship with appropriate notice as per the employment contract, and without cause.

5.2.2 Mid-Probation Review: Approximately halfway through the probationary period (e.g., 6 weeks for a 3-month probation), the Hiring Manager shall conduct a formal performance review with the new hire. This review shall:

\* Discuss progress against initial goals and expectations.

\* Identify strengths and areas for development.

\* Provide constructive feedback and address any concerns.

\* Document the discussion and any agreed-upon action plans.

5.2.3 End-of-Probation Review and Decision: Towards the end of the probationary period (typically 2-3 weeks before its conclusion), the Hiring Manager, in consultation with HR, shall conduct a final review. Based on this review, one of the following decisions shall be made:

\* Successful Completion: The employee’s performance and conduct are satisfactory, and their employment becomes permanent. HR will issue a confirmation letter.

\* Extension of Probation: If performance or conduct concerns exist but are deemed remediable, the probationary period may be extended for a defined period (e.g., an additional 1-3 months). Clear objectives and an action plan shall be documented, and the employee shall be informed in writing.

\* Termination of Employment: If performance or conduct is unsatisfactory and not expected to improve, or if the employee is deemed unsuitable for the role or pAI culture, employment may be terminated. This decision shall be made in consultation with HR and in accordance with applicable laws and the employment contract.

5.2.4 **Training and Support:** Throughout the probationary period, pAI shall provide reasonable training and support to assist the new hire in meeting job requirements.

1. Responsibilities

| **Role** | **Obligation** |
| --- | --- |
| **Human Resources** | Manage the overall onboarding process. Provide policy guidance. Coordinate administrative tasks. Support Hiring Managers in performance reviews and decision-making during probation. |
| **Hiring Manager** | Prepare for new hires. Provide role-specific orientation and training. Set clear expectations and goals. Conduct regular check-ins and formal performance reviews. Make recommendations regarding probation outcomes. |
| **New Employee** | Actively participate in onboarding activities. Seek clarification when needed. Strive to meet performance expectations and adhere to all pAI policies and procedures. |
| **Mentor/Buddy** | Provide support, guidance, and act as a resource for the new employee during their initial weeks/months. |
| **IT Department** | Ensure timely provision and setup of necessary equipment and system access for new hires. |

1. Compliance & Consequences

7.1 Adherence to this Onboarding & Probation Policy is mandatory for all involved parties.

7.2 Failure of a new employee to meet the required performance standards, demonstrate appropriate conduct, or adhere to pAI policies during the probationary period may result in an extension of probation or termination of employment.

7.3 Managers who fail to follow the outlined probationary review procedures may compromise the company's ability to effectively manage the probationary period, potentially leading to adverse outcomes. Such failures may result in managerial accountability measures.

1. Review & Revision History

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 2025-07-01 | Initial release | HR Director |