



LOGO

<Company Name>

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HR Policy

# Probation and Confirmation Policy

**Policy Effective Date: <DD/MM/YY>**

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## Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date

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## 1. Objective

This policy provides a guideline for HR and Managers to evaluate the performance of an employee on probation and to ensure the <Company Name> has the right skills and experience to be able to pursue its long term and short term goals and aspirations.

## 2. Scope and Applicability

All new recruits of <Company Name> regardless of position and grade, unless specifically decided by the Management or HR.

**This policy is owned by <Name of the Person> and reachable @ <Contact Number> and <email address>**

## 3. Definition/Glossary

Term / Abbreviation	Definition / Expansion

## 4. Policy/Process

All employees will be under probation for a period of 6 months from their date of joining.

Probation is a period of joint learning for the new employee and the organization. Ideas, suggestions and observations are to be mutually exchanged during this period.

Employees on probation will be bound by the same set of rules, regulations and norms, in matters of conduct, business standards and responsibilities as confirmed employees.

However, probationers shall be regularly monitored by <Reporting Officers> or Trainers to help them get acclimatized with the organization's culture & environment.

Confirmation forms will be sent to the respective <Reporting Officers> 3 weeks before the probation end date by HR.

<Reporting Officers> will have to revert to HR with their decision on confirmation / probation extension of the concerned employee within 1 week from the date the form was received.

Confirmation letter / probation extension letter will be issued by HR on the date of employee's probation end date.

In the event of an extension of probation period for whatever valid reason, it should be for a minimum period of <two months> and maximum of <4 months> and can be extended only once. If an employee is unable to improve within the probation extension period, <Reporting Officer> along with HR would need to terminate the employment as per rules of the contract.

The probation period can be extended only in cases where <Reporting Officer> strongly feels that there is a scope for employees to improve their performance. However, if the employee has not improved the performance even after counselling and training, he/she will be asked to leave the services of the organization before the completion of the probation period.

The Management reserves the right to extend the probationary period only once. The employee will be notified in writing of the extension and the reason(s) for it & Probation Extension Letter will be handed over to the Employee on the last day of Employees Probation Period.

## 5. Special Circumstance and Exception

Any employees who do not have a probation clause in their offer letter at the time of joining are excluded from this policy.

Temp and Contract staff are excluded.

External consultants are excluded.

Any Deviation to this policy has to be approved by HR. Any changes to the policy has to be approved by Legal and Compliance..

## 6. Non-compliance and Consequence

Not Applicable.

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