



PROBATION & CONFIRMATION POLICY

HR DEPARTMENT

The Audit Committee & Management reserves the right to add, delete and modify any clause(s) in the above-mentioned policy

CONTENTS

| Sr. No. | Description | Page No. |
|----------------|---|-----------------|
| 1. | Objective | 3 |
| 2. | Scope and Applicability | 3 |
| 3. | Purpose | 3 |
| 4. | What is PROBATION Period? | 3 |
| 5. | Introductory Meeting | 4 |
| 6. | Probation Meeting | 4 |
| 7. | Extension of Probation Period | 5 |
| 8. | Confirmation of Appointment | 6 |
| 9. | Terminating Employment | 6 |
| 10. | Special Circumstance and Exception | 6 |
| 11. | Document Revision History | 7 |

PROBATION & CONFIRMATION POLICY

1. Objective

- 1.1. The probation and confirmation policy provide a pathway for the review of employee performance during their probation period and conditions that one should follow for the confirmation.

2. Scope and Applicability

- 2.1. The policy is applicable to all the newly hired employees working in different departments of the organization. The full time and permanent employees are included under this policy while the policy is not applicable to 'on contract' or part-time employees of the organization.

3. Purpose

- 3.1. The purpose of probationary periods is to ensure that:
 - a. The performance, conduct, attendance, timesheets, Hubstaff and training/support needs are assessed fairly, consistently and equally
 - b. Reporting Managers provide new employee with the appropriate support, guidance, encouragement and
 - c. feedback
 - d. New employees are encouraged to fully participate in the probation process and have input into the objectives and targets and also provide updates in relation to progress against agreed objectives

The Audit Committee & Management reserves the right to add, delete and modify any clause(s) in the above-mentioned policy

4. What is a PROBATION Period?

- 4.1. Probation phase is the extended selection process. Generally, the end of the selection process is recruitment of the employees; however, the recruitment took place based on the previous work experience of the candidate along with the interview performance. Here, the employer is not aware of the exact performance the candidate will provide after joining.
- 4.2. Also, there is an ambiguity about whether the candidate will be right fit in as the employee of the organization. Thus, by assigning probation, Gray Matrix checks the performance of the newly joined employee and ensures their integration in the organization.
- 4.3. The probationary process provides an opportunity for the employer to verify the suitability of the employee for the assigned job and then take an appropriate decision about retention or termination of the employee.

5. Introductory Meeting

- 5.1. The Reporting Manager/s shall clarify the duties and responsibilities of the new employee in line with the job description. This should include:
 - a. Key aspects of the role, structure of the department and how it fits within Gray Matrix
 - b. Skills/competencies required/that must be acquired
 - c. Standard of work expected (quality and quantity)
 - d. Deadlines to be met
 - e. Behavior/conduct (including timesheet, hubstaff and attendance)
 - f. Working relationships
 - g. Working environment
 - h. Training/development needs
 - i. Any other issues specific to the role
- 5.2. Explain how objectives will be monitored and measured and how frequently this will be done.
- 5.3. Agree and set dates for further reviews (formal and informal) during the probation period.

6. Probation Meetings

- 6.1. This probation policy introduces regular probation meetings to ensure two-way communication between the employee and reporting manager allowing timely action to be taken in the early stages of appointment.
- 6.2. There shall normally be a minimum of 2 formal probation meetings during the probation period with the final meeting at the beginning of the final month of the employee's probationary period.
- 6.3. Reporting managers should arrange formal probation meetings in advance with the employee so that both parties have time to prepare in advance.
- 6.4. Probation meetings should take place in an uninterrupted environment allowing sufficient time in the meeting for both parties to contribute constructively to the discussion.
- 6.5. Reporting managers are advised to hold frequent informal meetings with their employee in order to ensure a good working relationship and feedback on the employee's progress. These meetings can be as frequent as required by either party and an employee can ask for additional support in the form of a mentor if appropriate.
- 6.6. As part of the review, Reporting managers should
 - a. Provide constructive feedback on performance/achievements to date against objectives set at induction
 - b. Review timesheets, Hubstaff/attendance, including sickness absence

The Audit Committee & Management reserves the right to add, delete and modify any clause(s) in the above-mentioned policy

- c. Review/agree training/development needs
 - d. Identify aspects of performance/conduct that require improvement
 - e. Explore any problems the employee has encountered in their role
 - f. Provide guidance /support as appropriate
 - g. Introduce/agree any changes to the objectives set
 - h. Set next review meeting
- 6.7. A copy of the probation meeting documentation should be given to the employee and be recorded electronically in accordance with the Gray Matrix current HR electronic management system.
- 6.8. It is the Reporting Manager's responsibility to ensure that reviews are conducted within the timescales described in this policy.

7. Extension of Probation Period

- 7.1. The reporting manager, may, after discussion with HR, seek to extend an employee's probationary period where performance, actions and/or conduct have been identified as not meeting the required standards.
- 7.2. Employees will be formally notified in writing of an extension to their probationary period by HR and will include a clear outline of areas where improvement and/or action is required within an agreed timeframe.

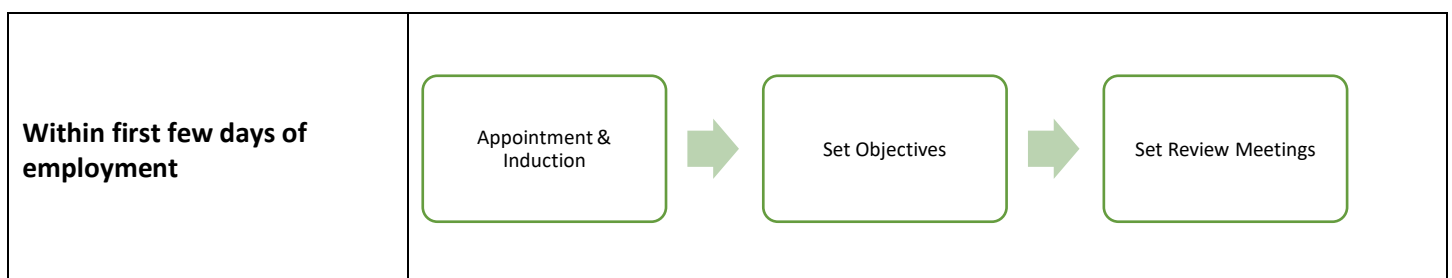
8. Confirmation of Appointment

- 8.1. If the employee's performance, conduct, timesheet, hubstaff and attendance have been satisfactory and fully meet the Gray Matrix expected standards for the role the reporting manager on completion of the final probationary review shall recommend to HR that the employee should be formally confirmed in post.
- 8.2. Employees will be advised in writing of the successful completion of their probation period.
- 8.3. Employees will not be deemed to have passed their probationary period of employment unless they have received written confirmation from HR.
- 8.4. In any event if an employee has missed to append e-signature on the confirmation letter in affirmation, then they will not be considered as confirmed employee and will not be eligible for yearly appraisals/ increment / promotion.

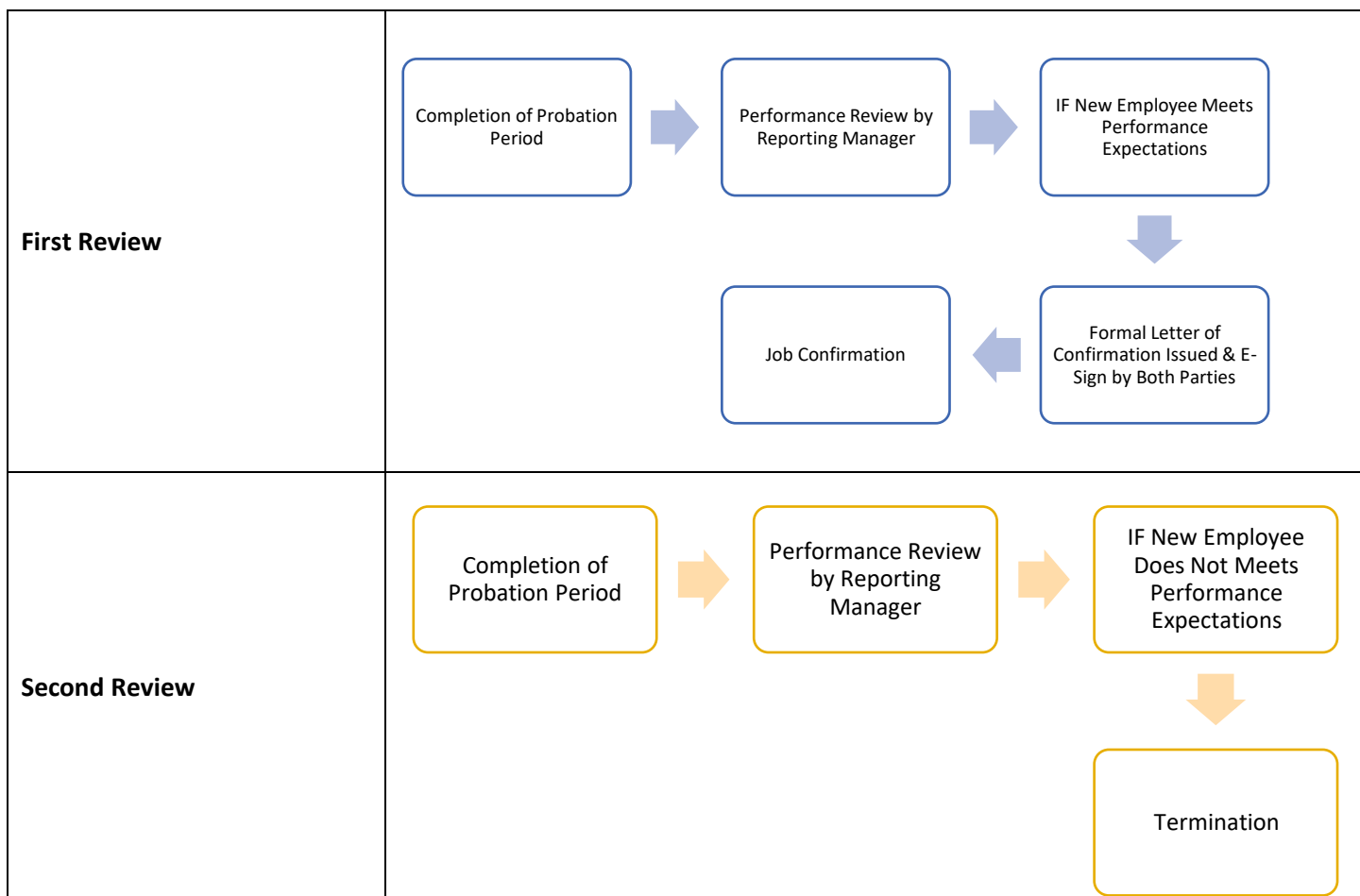
9. Terminating Employment

- 9.1. Where performance or required actions have failed to reach the standards required by the reporting manager, and where reasonably considered there is very little likelihood of the employee being able to reach the required standards within reasonable timeframes, despite additional support and/or training the line manager should advise the employee that they may not be confirmed in post.

FLOW CHART OF PROBATION PROCESS



The Audit Committee & Management reserves the right to add, delete and modify any clause(s) in the above-mentioned policy



10. Special Circumstance and Exception

10.1. Any Deviation to this policy has to be approved by Management.

11. Document Revision History

| Version No. | Clause Changed | Effective Date | Prepared / Modified By | Reviewed By | Approved By | Overviews of Changes |
|-------------|-----------------|----------------|------------------------|---------------------------------|---------------------------------|----------------------|
| v.1.0 | Policy Roll Out | JAN – 2023 | Saniya Shaikh | Poonam Kumari & Audit Committee | Poonam Kumari & Audit Committee | New Policy |

The Audit Committee & Management reserves the right to add, delete and modify any clause(s) in the above-mentioned policy

