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| 1.0 | Abbreviation | | |
| | 1.1 | Probationary Period | Period of time when a new staff or someone new to a job or position is being evaluated and reviewed to determine if he/she is suitable and fit for the position |
| | 1.2 | Probationer | Staff who is under the probationary period due to new joiner or promotion or reappointment |
| | 1.3 | GHCD | Group Human Capital Division |
| | 1.4 | HOD | Head of Company/Division/Department |
| | 1.5 | PAF | Performance Appraisal Form |
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| 2.0 | Probationary Period | | |
| | 2.1 | <p>All new staff shall be required to serve a probationary period of up to six (6) months, during which time, their performance shall be reviewed for confirmation in employment. The Company may, at its discretion extend the staff's probationary period for another three (3) months.</p> <p>However, the Company reserves the right to revise this provision as and when necessary.</p> | |
| | 2.2 | <p>Upon review of the staff's performance before confirmation, the Management reserves the right to confirm, extend or terminate the staff's employment contract.</p> | |
| | 2.3 | <p>A probationer shall continue to be on probation until otherwise confirmed by the Company</p> | |
| | 2.4 | <p>Staff who is recommended by the HOD and approved for confirmation of employment shall be notified in writing by GHCD accordingly.</p> | |
| | 2.5 | <p>Staff who is recommended by the HOD for an extension of probation shall be issued with an extension of probationary period letter from GHCD.</p> | |
| | 2.6 | <p>Staff who is recommended by the HOD for a non-confirmation of employment shall be issued with a release from employment letter from GHCD. However, the necessary procedures need to be complied with, before such action is taken.</p> | |
| | 2.7 | <p>No increment is given to a staff upon confirmation of employment, unless otherwise, agreed in writing upon appointment.</p> | |
| | 2.8 | <p>At the discretion of the Company, a staff who has been promoted or reappointed to other position, may be required to serve a probationary period of up to six (6) months, for the new post or position. Should staff performance be deemed unsatisfactory, the probationary period may be extended further.</p> | |

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| | 2.9 | Should the staff performance continue to be unsatisfactory even after the extended probationary period, staff may be reverted to his/her former position. |
| 3.0 | Probationary Period - Confirmation in Employment Procedure | |
| | 3.1 | The GHCD will send to the HOD, a PAF at least one (1) month prior to the completion of the probationary period. There are two (2) different categories of PAF ; |
| | 3.1.1 | PAF (Executive and Above) |
| | 3.1.2 | PAF (Non-Executive) |
| | 3.2 | The PAF should be returned to the GHCD three (3) weeks prior to the end of the probationary period. |
| | 3.2.1 | Executive and above |
| | | <ul style="list-style-type: none"> a) At present, the confirmation interview is only applicable to Executive level and above. b) If confirmation of employment is recommended by the HOD, GHCD will arrange for a confirmation interview. Staff and panel of interviewers will be notified prior to the interview session through a memorandum. c) Based on the results of the interview, GHCD shall then prepare the confirmation proposal and submit to CEO/ COO/ED for approval. d) Upon obtaining approval from the CEO/COO/ED, GHCD will inform the staff in writing on the status. |
| | 3.2.2 | Non- Executive |
| | | <ul style="list-style-type: none"> a) If confirmation of employment is recommended by the HOD, GHCD will prepare and issue a Letter of Confirmation to the staff. |
| 4.0 | Probationary Period - Procedure for Extension | |
| | 4.1 | The processes from 3.1 and 3.2 are referred. |
| | 4.2 | If an extension of probationary period is recommended by the HOD, justification for the decision must be submitted together with the duly completed PAF . GHCD will issue a letter of Extension of Probationary Period. Reasons for extension will be included in the letter. |
| | 4.3 | The HOD/Immediate Superior is to monitor the performance of the probationer during the period of extension. |

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| | <p>4.4 Prior to the end of the extended probationary period, another PAF will be sent to the HOD for completion. For Executives and above, if confirmation of employment is recommended by the HOD, GHCD will then arrange for a confirmation interview as per Clause 3.2.1.</p> <p>4.5 For Non-Executives, if confirmation of employment is recommended by the HOD, GHCD will prepare and issue a Letter of Confirmation to the Staff.</p> | | | | | | | | |
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| 5.0 | <p>Probationary Period - Procedure for Termination of Employment</p> <p>5.1 The process from 3.1 and 3.2 are referred.</p> <p>5.2 At the discretion of the Company, performance of a staff, whose probationary period has been extended for another three (3) months, shall be reviewed again.</p> <p>5.3 If termination of employment is recommended by the HOD at the end of the extension of probationary period, GHCD shall issue the termination of employment letter to the staff.</p> <p>5.4 However, the HOD is expected to ensure that the necessary procedures are adhered to before termination of employment can be effected. HODs should seek the necessary guidance from GHCD.</p> | | | | | | | | |
| 6.0 | <p>Appendices</p> <table><tr><th>No.</th><th>Form Title</th><th>Appendix</th></tr><tr><td rowspan="2">6.1</td><td>Performance Appraisal Form (Executive & Above)</td><td>Appendix 1.1</td></tr><tr><td>Performance Appraisal Form (Non-Executive)</td><td>Appendix 1.2</td></tr></table> | No. | Form Title | Appendix | 6.1 | Performance Appraisal Form (Executive & Above) | Appendix 1.1 | Performance Appraisal Form (Non-Executive) | Appendix 1.2 |
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