

## Document Identification

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<b>Releaser</b>	<b>MR</b>
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## REVISION HISTORY

<b>Revision</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Author(s)</b>	<b>Approved by</b>
<b>1.0</b>	<b>18/01/2013</b>	<b>Initial Release</b>	<b>Rabindra</b>	<b>Souvik</b>

## 1 POLICY PURPOSE

The Purpose of this policy is to ensure confirmation or probation extension is done in an orderly manner

## 2 POLICY SCOPE

The policy is applicable to all employees who are on probation period. Not applicable to contractors or Service providers

## 3 POLICY DESCRIPTION

### General Principle

- All newly hired employees are required to undergo performance review for confirmation unless otherwise stated in the appointment.
- An employee is required to receive at least a “GOOD” rating for his work performance in order to be confirmed on the job.
- Confirmation of employment would be notified in writing.

### Probation Period

All new hires, unless otherwise stated in the appointment letter, are required to serve a probation period of six (6) months.

### Confirmation

A Performance Appraisal (PA) form will be forwarded to the employee & his immediate supervisor on the fifth month from the date of Joining, partially filled PA form to be maintained by the Supervisor. A reminder E-mail will also be sent out to one week prior to confirmation date. Employees will use the Confirmation Performance Appraisal form if required.

In the Event of Internal transfer of unconfirmed employee the Sending Manager shall ensure that the PA form also is transferred to Receiving Manager.

If the employee is on training / delegation abroad, then the immediate supervisor in the host country will help to evaluate the employee's performance.

The confirmation review should be done by the immediate supervisor and endorsed by the next higher authority.

The Performance Appraisal (PA) should be submitted to the Human Resources Department at least two (2) weeks before the end of the employee's probation period.

The employee will be notified of his confirmation through a letter.

### Extension of Probation Period

The probation period of an employee may be extended if the work performance fails to meet the expectation or During the Probation period if the Employee is on Long Leave due to exigency/ abstains from duty the Supervisor at his discretion can extend the Confirmation.

The immediate supervisor shall notify the Human Resources Department in writing at least three (3) weeks before the employee's probation period is due.

The probation period of a new employee may be extended for a period of not more than three (3) months.

Employee will be notified in writing of the extension.

The employment with the Company may be terminated if the employee is not confirmed at the end of the extension period.

## **4 POLICY DEPLOYMENT**

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

## **5 POLICY REVIEW**

The confirmation policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.