



GLOCYBS PVT. LTD.

BE SECURE WITH GLOCYBS

PROBATION PERIOD POLICY

1. Introduction:

This policy outlines the probationary period for new employees at GLOCYBS. The purpose of the probation period is to assess an employee's suitability for the position and ensure a good fit for both the employee and the company.

2. Probation Period Length

The standard probation period for new hires at GLOCYBS is 3 months. This period may be extended in exceptional circumstances with written notification to the employee.

3. Performance Evaluation

During the probation period, the employee's performance will be evaluated regularly by their supervisor. This evaluation will focus on the following aspects:

- 3.1 Job skills and knowledge
- 3.2 Ability to meet job requirements and expectations.
- 3.3 Work quality and productivity.
- 3.4 Teamwork and collaboration
- 3.5 Professional conduct and work ethic

4. Successful Completion of Probation

Upon successful completion of the probation period, the employee will be considered a permanent employee of GLOCYBS. The terms and conditions of their employment will continue according to their employment agreement.

5. Unsuccessful Completion of Probation

If an employee's performance does not meet expectations during the probation period, the company may choose to terminate their employment with written notice. The employee will be provided with feedback on the reasons for termination.

6. Support During Probation

GLOCYBS is committed to supporting new employees during their probation period. The company will provide the necessary resources and training to help them succeed in their roles. Employees are encouraged to ask questions and seek clarification from their supervisor or HR department throughout the probation period.



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7. Notice of Termination During Probation

7.1 The notice period for termination of employment during the probation period is shorter than after the probation ends.

7.2 The Company can terminate your employment with written notice of 10 days or by paying you 10 days' salary instead of notice.

8. Contact Information

For any questions regarding this Probation Period Policy, please contact the Human Resources department at hr@glocybs.com or admin@glocybs.com.



www.glocybs.com
admin@glocybs.com



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