

Insert company Logo



| Policy Name: | **Probation and Confirmation Policy** |
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| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Probation Period** refers to the initial period of a person's employment during which both the employee and the employer can assess whether or not they wish to continue their working relationship.
2. **Confirmation of Appointment** is the process used to end a probation period and appoint an employee permanently.
3. **Manager/Supervisor** is a person responsible for a work unit or function within a work unit.
4. **Employee Performance Review** is the formal process for performance management and enhancement.
5. **New Employee** is a person appointed in the Organization.
6. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”*** group.
7. **Member/ Employee** means a person appointed with ***“Company Name”***
8. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

This policy seeks to provide measures for the confirmation, extension or termination of the probationary appointment of a member.

# **APPLICABILITY**

The policy is applicable to all the members working with ***“Company Name”***

# **RESPONSIBILITY & ACCOUNTABILITY**

Human Resources Department, Supervisor/ Reporting Manager, HOD

# **POLICY**

Member should consider confirmation when confirmation letter is given in writing from HR. Probation can be extended if the performance of a member is below expectation as per assigned Goal Sheet.

During the probation period, the Company evaluates the performance of the new joinee to assess his/her suitability for the position.

1. Post joining, Goal sheet is set for the new joinee by the reporting manager and the member accepts the same.
2. Performance is reviewed periodically and the reporting manager gives feedback to the New Joinee.
3. After probation period, performance is reviewed as per Goal sheet.
4. If the member’s performance is found satisfactory as per the Goal sheet, then he/she is confirmed, failing which the probation period can be extended up to 2 months or more. For extension of probation, his /her reporting manager will share Performance Improvement Plan (PIP) to a member.
5. If the member still does not meet the standards, the Company can terminate the employment without paying any further notice period.
6. During probation services can be terminated without assigning any reasons.

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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