

1. Introduction

It is the Company's policy to open posts for all new employees and, in some cases, in respect of employee transfers or promoted into different posts.

This policy allows both the employee and the line manager to assess objectively whether or not the employee is suitable for the post.

Under this Probationary Periods Policy, the line manager has responsibility for ensuring that all new employees are given a probationary period and their performance is regularly monitored. The line manager must ensure that the employee is properly informed at the start of the probationary period, for example, of the required standards of performance.

2. Length of probation

The Company's standard probationary period is e.g. 3 or 6 months in duration.

The Company reserves the right to extend the probationary period at its discretion. The total period of probation will be no longer than <<state time period e.g. 12 months>>.

A probationary period may be extended if the employee's performance is satisfactory but it is thought likely that an extension to the probationary period is warranted. It may also be extended if the employee or his or her line manager is absent from the workplace for an extended period during probation.

Before a decision is taken to extend the probationary period, the employee's line manager must consult with <<state time period e.g. 7 days>>. If an extension to the probationary period is agreed, the line manager must meet with the employee before the end of the probationary period to discuss the following:

- 2.1 the length of the extension to the probationary period and the date on which the extended period of probation will end;
- 2.2 the reason for the extension to the probationary period. If the reason for the extension is the employee's performance, the line manager will supply details of how the employee's performance has fallen short of the required standards and a plan of action, including any training, that will be given;
- 2.3 the performance standards required of the employee by the end of the extended probationary period.

All of the above will be confirmed in writing to the employee. If the employee does not meet fully the required standards by the end of the probationary period, his or her employment will be terminated.

3. Terms of employment during probationary period

During the probationary period, employees must agree to the terms and conditions set down in their contracts of employment.

[The amount of notice that an employee must give to the Company if he or she wishes to resign and the amount of notice that the Company must give to the employee in order to terminate his or her employment during the probationary period. Once the probationary period has been completed, the periods will be as defined in the employee's contract of employment.]

4. Reviews during probationary period

The employee's line manager should review the employee's performance, capability, and suitability for the role at least once during the probationary period. A written record should be made of each review meeting.

In addition to the formal review meeting, the line manager should provide regular feedback to the employee about his/her performance. If any concerns are identified, these should be discussed with a view to resolving them. The line manager should provide support during the probationary period.

5. End of the probationary period

Before the end of the probationary period, the line manager should carry out a final review of the employee's performance and suitability for the role. This will involve a meeting with the employee to discuss his or her performance throughout the probationary period. If the employee's performance is satisfactory, the line manager should advise the employee of this and send him or her in post.

If the employee's performance has been unsatisfactory, the line manager should discuss the reasons for this with the employee and decide on next steps.

If the employee's performance is unsatisfactory but it is thought likely that improvement will be achieved, then the probationary period may be extended in accordance with point 2 above. If, however, the employee's performance remains unsatisfactory and it is thought unlikely that further improvement will be achieved, the employee's employment will be terminated (see point 6 below).

6. Termination of employment

As a general rule, it is the Company's policy to give the employee a probationary period in order to give the employee the opportunity to come up to the required standards. If, however, the employee is found to be unsuitable for the role, the line manager should consult the HR Manager to discuss the early termination of the employee's contract.

If the decision is taken to terminate the employee's employment, a meeting will be held with the employee and he or she informed of the decision. Following the

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meeting, the Company will write to the employee's employment and decision.

If the employee is an existing employee transferred or promoted into a different role, the Company's normal procedure must be followed in full.

This policy has been approved &

Name: <<Insert Name>>

Position: <<Insert Position>> Resources Manager>>

Date: <<Date>>

Signature:

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transferred or promoted into a normal procedure must be followed in