
Probation Policy

Purpose

The Company recognises that a supportive probation process is vital in providing the appropriate level of support and training for new members of staff on commencement of their employment. This policy sets out the Company's approach to managing probation.

Scope

This procedure applies to all employees of the Company currently serving a probationary period. This policy does not form part of any employee's contract of employment and may be amended at any time.

Duration of probation

The probationary period begins from the start of employment and lasts 6 months. In some circumstances, this may be extended by the Company by mutual agreement with the employee.

Responsibilities and levels of authority

The Manager is responsible for ensuring the fair and consistent application of the probation policy and procedures in consultation with a member of the Human Resources Department.

Managers are responsible for monitoring and reviewing an employee's performance and conduct during the probationary period. In addition, at the end of the probationary period the manager should hold a review meeting with the individual (see below).

Principles

Managers will provide constructive feedback to inform employees of their progress during their probationary period. This will ensure that individuals have a fair and reasonable time period in which to improve their performance and develop their skills. In addition, Managers are responsible for ensuring that employees have the support and development needed to succeed in their role.

Any action taken during an employee's probation period will be done in accordance with our Diversity and Equal Opportunities policy.

Procedure

Introduction and setting expectations

At the start of an employee's probationary period the Manager will discuss and set clear expectations regarding the employee's performance, conduct and behaviour during their probation.

This will be the first opportunity for the Manager to discuss the support options available to ensure that the employee is given every opportunity in which to succeed in their new role.

Managers will provide feedback to employees throughout their probation to correct breaches of performance, conduct and behaviour and will encourage and motivate to help enhance performance. A reasonable amount of time will be given for the employee to make the necessary changes, to succeed in their role.

Final review

The Manager will arrange a meeting with the employee at the end of their probation. The Manager will confirm the outcome of the probation. Below is a list of the possible outcomes;

If the employee has reached and maintained satisfactory performance, conduct and behaviour, they will successfully pass their probation.

In the exceptional circumstance that an employee has not reached and maintained satisfactory performance, conduct and behaviour, it may be necessary to agree further actions as part of a performance review plan to address the gap(s). In this situation, with agreement from the employee, the employee's probation period may be extended in writing for a reasonable period of time (usually between one to three months) and their progress will be reviewed at appropriate intervals. All cases will be discussed with the Human Resources department before any extension is agreed.

If the employee has not reached and maintained satisfactory performance, conduct and behaviour the Manager may take the decision to fail the individual's probation. This could result in termination of employment. All cases will be discussed with the Human Resources department before an employee's probation is failed.

Any decision taken during this meeting should be confirmed in writing.

A probation review can be held at any time during the probation period if there is a serious performance, conduct and/or behaviour issue identified. In these circumstances, the Company reserves the right to fail an employee's probation.

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Revision of the policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. This document shall be revised by the appropriate person, the HR Manager or nominated deputy. You will be notified of any changes.