
Probation Policy

Purpose

Flashbay 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 Flashbay's approach to managing probation.

Scope

This policy applies to all employees of Flashbay Ltd, Flashbay Inc, Flashbay Pty Ltd and Flashbay PH 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.

'Flashbay' refers to all global entities for the purposes of this document including Flashbay Ltd, Flashbay Inc, Flashbay Pty Ltd and Flashbay PH.

Duration of probation

For sales employees the probationary period begins on the first day of employment and ends after 6 full calendar months. This is to allow all sales employees 6 opportunities to exceed their MPE and to ensure employees who join at the end of a month are not disadvantaged. *For example, Mary Smith joins Flashbay on June 12th – her probation will end on January 30th.*

For non- sales employees the probationary period begins on the first day of employment and lasts 6 months. *For example, John Doe joins Flashbay on May 6th – his probation end date will be November 6th.*

In some circumstances, the standard 6-month probation period may be extended by the Company.

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. At the end of the probationary period the manager and/or the HR Manager will hold a 'Final 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 HR Manager or Administration Manager will arrange a meeting with the employee and their Manager at the end of their probation. The Company will endeavour to hold the probation meeting on the last working day of the probation period however this may not always be possible.

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The HR Manager or 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, the employee's probation period may be extended 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 HR Manager and/or 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 a 'Final Review' meeting will 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.

Monitoring this 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.