



Probation Policy

This policy applies to all companies within the Relyon Group.

The principle purpose of any probationary period is to provide a developmental framework for new staff which allows the employee to demonstrate through their performance their suitability for a particular appointment.

Introduction

All staff employed by the Company must undertake a 6-month period on probation.

The duration of the probationary period may be varied depending upon the level and responsibility of the post. Full details regarding the duration of probation periods are contained in individual employees' contracts of employment.

Confirmation of appointment is dependent on satisfactory completion of the Probation Period

All staff must reach and maintain a satisfactory standard of performance, conduct, timekeeping and attendance during this period failure to do so may result in termination of the contract.

The Company's disciplinary procedure will not apply during the probationary period.

Nothing in this procedure shall preclude the confirmation or non-confirmation in post of an Employee at any stage during the probation period.

Procedure

Upon appointment, all staff will be notified of the period of probation and receive a copy of the procedure as part of their induction program.

The line manager will establish and evaluate appropriate training and developmental objectives in conjunction with the Employee.

Any aspects of conduct or performance which need improvement should be discussed and the appropriate advice and assistance given to help the employee meet their objectives

The Employees progression will be addressed with them in a Probation Review Meeting to be held no less than 3 months after their start date.

If necessary, following the first review meeting, new objectives should be agreed upon.

Support and assessment should continue until the Final Probation Review Meeting to be held at least 4 weeks prior to the end of the probationary period.

Assessment of performance and active support and development should be an ongoing process throughout the probationary period (and beyond) and not just undertaken at the formal review stages.

Informal probationary meetings may take place at any time to discuss any aspect of performance both below and above the standards expected.

Assessment

The Employee's work record as a whole will be considered. Attention will be given in particular to patterns indicating that there will be sustained development within the role.

The assessment will focus on three key areas;

- **Performance** - the Employee will be assessed on their ability to achieve the specified objectives, agreed upon appointment
- **Conduct** - the Employee must be made aware of the Company's rules as part of the induction process. Any breaches will be taken into account when probation is being assessed. Here the assessment will also look at the Employee's general attitude and commitment to the role
- **Attendance** - Poor time-keeping and unauthorised absence will be taken into account. The reasons for any periods of ill health absence will be carefully considered in light of the Equality Act (2010) and the Company's Family friendly policies before being taken into account.

Decision

A decision on confirmation of appointment or on termination will normally be made following the Final Probation Review.

The post-holder will be notified, in writing, of the outcome of probation, at or shortly before, the end of the Probation Period.

To merit confirmation of appointment, the post-holder's performance over the Probation Period as a whole must indicate that there will be sustained successful performance.

If a new staff member's conduct, performance, timekeeping or attendance during the probationary period is not satisfactory, the appointment may be terminated in accordance with notice provisions of the Employee's contract.

Extension

An extension of the probationary period for a defined period may be made if there is a reasonable prospect that, given further time, confirmation of appointment will follow.

The extension will be confirmed in writing with a clear statement of the period of the extension and the procedures to be followed.

New objectives should be set if required and the Company should look at additional support mechanisms for the Employee.

The extension would normally not exceed a further 8 weeks with a further review to be held 2 weeks prior to the end of the extended probationary period.

The company will provide no further extension period.

Should any element of their performance, conduct, timekeeping or attendance remain unsatisfactory the employment will be terminated in accordance with notice provisions of the Employee's contract.

Notice

Notwithstanding the above the Company reserves the right to terminate the Employee in accordance with notice provisions of their contract at any time within the probationary period.

During the Probationary Period, the Employee is required to give 1 week's notice in writing to the Company to terminate this employment.

This policy and procedure is not contractual and its operation will be periodically reviewed. Staff will be advised on any amendment and the date from which it takes effect.

