

Probation Policy

Name of the Company believes every company needs a policy that gives employees a short period to get comfortable with the organization. This time lets both the employer and the employee decide whether the other is the right choice.

Purpose

This policy sets out the provisions for the probationary period of new recruits.

Scope

This policy applies to all new recruits of the company.

Current employees who are promoted to a higher position are also eligible for probation.

So are current employees who are being disciplined for various reasons.

Definition

In this policy, the probationary period is the time between signing the employment contract and receiving permanent employee status.

It is an exploratory period in which the employer evaluates whether the employee is suitable for the organization.

An employee on probation receives continuous training and evaluation, to learn the new work profile and improve at it.

By the end of the probationary period, the employer or supervisor decides whether the employee is a good fit for the organization. The decision is based on:

- The employee's expertise, capability and skills at work
- The employee's progress on assigned tasks
- Their dependability, loyalty and other essential personal qualities
- The employee's behavior towards colleagues, supervisors and subordinates

These criteria must be documented.

The supervisor's decision is final.

Termination During the Probationary Period

If an employee is considered unsuitable for the organization during their probationary period, they may be terminated.

This kind of termination does not require the employer to give statutory prior warning.

The employee can be terminated with or without cause, depending on the situation.

Termination may take place before the probationary period ends.

The employer or supervisor has the right to dismiss the employee because of an unsatisfactory evaluation or inappropriate behavior.

The employee will be notified of the dismissal in writing. The notice must state the reason for the termination and the date of dismissal.

If an employee needs to be dismissed after the probationary period, the company must follow the provisions of its employee termination policy.