
Probation Policy

1. Introduction

All staff will be subject to a probation period and must reach a satisfactory standard of conduct and performance including timekeeping and attendance during this period. This is highlighted in a new recruit's contract of employment.

Employees who achieve promotion are required to serve a period of probation in their new post. If unsuccessful they will revert back to their previous role.

Where an employee is carrying out an "acting up" role for a duration of time they are not required to serve a period of probation and would revert back to their previous role.

The purpose of probation is to ensure that the performance and conduct of new staff is monitored regularly, problems are resolved at an early stage and that any inability to meet the requirements of the job is recognised and necessary action taken promptly.

2. Scope

This policy applies to all employees of the company. It outlines how performance and conduct during the probation period should be monitored and decisions taken during or on completion of probation periods.

3. Probation Period

A Probationary period will be the first 6 months of employment or in a new role. The probationary period may be extended by the Company at its discretion but will not, in any case, exceed 11 months.

Employees will be monitored throughout the probationary period and will be notified of any extension to the probationary period and/or successful completion of the probation.

Employees will not be deemed to be completed their probationary period until notified in writing of such by the company.

4. Dismissals during a Probation Period

- 4.1 Where there are issues with an employee's performance during the probation period this will be outlined and discussed with the employee by the Line Manager.
- In the event that these matters are deemed to be serious, the employee will be invited to a Probationary review meeting.
- 4.2 Whilst no decision will be made before the conclusion of the meeting, one outcome may be the termination of an employee's contract or employment.
- 4.3 Termination of an employee's contract of employment within the probationary period will be at the discretion of the company. In the event of such a termination an employee will their receive contractual notice, unless employment is terminated for gross misconduct.
- 4.4 The employee should be given 48 hours written notice of such a meeting and informed that they have the right to be accompanied by a fellow employee or accredited representative of a Trade Union.
- 4.5 The employee should be given clear reasons for their unsuitability for the role.
- 4.6 The employee should be informed that they have the right to appeal a dismissal decision. An appeal, stating the grounds for such appeal, must be submitted, in writing, to the HR Manager, within 5 working days of receipt of notification of the outcome of the meeting. The company will endeavour to carry out the appeal within 7 working days of the appeal being lodged.
- 4.7 The appeal should be heard by a Manager who was not involved in earlier meetings. The decision of the appeal hearing is final.

5. Timescales

Although some timescales are included, it is recognised that it may not always be possible to keep to these. Nevertheless, the principle applies that each stage of the procedure should be completed as quickly as possible and the time limits extended in exceptional circumstances only.

6. Recordings

Notes may be taken at any meeting held under this policy however, any recordings are not permitted.