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# Probation Policy

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## 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.

The probation period is normally six months.

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.

GRAHAM are committed to being an inclusive workplace where all employees, customers and stakeholders can fully participate and contribute. We strive to ensure accessibility across all facets of our operations, including physical spaces, digital platforms, communication channels and services.

Our People policies are regularly audited against rigorous accessibility standards to ensure compliance and to support every employee.

Anyone who requires additional support or has any questions regarding accessibility can contact the HR team at [HR-GFM@graham.co.uk](mailto:HR-GFM@graham.co.uk)

## 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.

The normal disciplinary procedure will not apply to the probation period.

## 3. Setting Objectives

- 3.1 During the first month of employment a Manager should explain to the new employee the standard of performance and conduct that they will be expected to achieve during the probation period.
- 3.2 Managers should identify any development the employee will require during the probation period and inform Human Resources.

#### **4. Three Month Review**

- 4.1 Employee performance and conduct should be reviewed on an ongoing basis. The frequency of these meetings will depend on the individual employee's performance and conduct.
- 4.2 After three months' service Human Resources will prompt the Manager to have a review. This review will be informal and will address issues such as how the employee is settling into the organisation/job role, training and development needs and also the employee's performance and conduct to date. If there are issues regarding performance or conduct the Manager should contact Human Resources to discuss appropriate action. Employees should be informed of any issues with performance and conduct and the consequences if there is no improvement.
- 4.3 Any notes taken do not need to be returned to Human Resources unless there are issues with the employee.

## **5. Final Review**

- 5.1 Prior to the six-month probation date Human Resources will send both the manager and employee notification that the probation period is due for completion.
- 5.2 Managers should ensure that a formal meeting takes place where performance against targets and conduct are reviewed and a decision is made on whether the probation period has been completed successfully.
- 5.3 Both the employee and manager should sign the form.
- 5.4 Managers should ensure that either a Senior Manager or Operations Director countersigns the documentation and that this is returned to Human Resources for action.
- 5.5 The employee will not be deemed to have successfully completed the probationary period until the formal probation meeting has taken place and this has been confirmed in writing by Human Resources.

## **6. Extending the Probation Period**

- 6.1 In some cases the probation period may be extended because the individual's performance or conduct is unsatisfactory but it is considered that a further period might enable them to reach a satisfactory level.
- 6.2 Probation periods can be extended by one to six months. Reviews should take place at least every four weeks during the extension of the probation period.
- 6.3 Probation periods should only be extended on one occasion.
- 6.4 The reasons for the extension should be discussed with the individual, any necessary assistance agreed and provided where applicable, and a process established to monitor the performance or conduct of the individual during the extension period.
- 6.5 The extension will be confirmed in writing with a clear statement of the procedures to be followed.

## **7. Dismissals during a Probation Period**

- 7.1 At any stage during the probation period if performance or conduct is unsatisfactory the manager can recommend that the employee's contract is terminated.
- 7.2 This option should only be used as a last resort if the manager believes that the unsatisfactory performance or conduct is sufficiently serious or unlikely to improve.
- 7.3 Human Resources should be involved in any interview which might result in an employee being terminated using the dismissal process.
- 7.4 Dismissal decisions must be authorised by a Senior Director.
- 7.5 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.
- 7.6 The employee should be given clear reasons for their unsuitability for the role.

- 7.7 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.
- 7.8 The appeal should be heard by a Manager who was not involved in earlier meetings. The decision of the appeal hearing is final.
- 7.9 The employee will have the right to full notice, unless dismissed for gross misconduct, and any outstanding holiday payments as outlined in their contract of employment.

## **8. 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.

## **9. Recordings**

Notes may be taken at any meeting held under this policy however, any recordings are not permitted and are an offence under the disciplinary policy.