



POLICY ON PROBATIONARY PERIODS OF EMPLOYMENT

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Haines Business Systems Ltd
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Introduction

It is company policy to employ new members of staff on the basis of a one-year probationary period. Before an individual may be offered a substantive and permanent contract of employment, they must satisfactorily complete a one-year period of probation. This policy document aims to support managers and staff in managing probationary periods for new members of staff.

The principles of probation, set out below, should be followed. We see the probationary period as a positive process to enable new employees to adjust to their working environment, and for the company to help them get the most out of their employment. The process should not be used as a means of employing people on short-term contracts, or to keep employment costs low.

Scope of this Policy

This policy is intended to provide support to line managers. The policy covers all new recruits to the company.

Definition of Probation

Probation, in the context of this policy, is the process of managing performance in order to facilitate the integration of new employees into the company. Probation can be seen as an important extension of the selection and recruitment process. It provides an opportunity for both the individual and the company to assess suitability for appointment, and to take any early remedial action necessary to ensure successful integration into the company. The probationary process must be conducted in an open, transparent and supportive manner to ensure that as complete a picture as possible of the employee's suitability for the employment is obtained. This will enable the company to make the appropriate decision as to whether to retain the person in the business.

Principles of Probation

The probation process should be underpinned by equity, effectiveness and accountability. It is essential that managers provide new employees with feedback on their performance; with appropriate and sufficient training and development aimed at helping the employee to reach the required standard