

Probation Policy

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Issue Control Sheet

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1. Purpose

We want to ensure all new colleagues receive a great welcome into our business. We will do this by providing a supportive probation period which sets colleagues up for success. We are committed to providing clear guidance as well as open and honest feedback about performance in the early stages of employment.

This policy applies to everybody employed by Speedy Hire (including those on fixed term contracts) and sets out how we will support colleagues during their probation period, whilst also having a fair and consistent approach for delivering feedback.

2. Probation Periods

All colleagues joining our business will have a probation period which usually lasts for either 3 or 6 months (or less for those on a fixed term contract), depending on your contract of employment.

Probation periods are important as they enable us to complete a fair evaluation of performance, conduct and suitability for the role. It also enables the colleague to ensure that the role is right for them.

During your probation period your manager will assess your levels of performance, conduct and attendance to ensure they meet the standards expected. Any issues that arise will not be managed against our specific employment policies and will instead be managed in line with this policy.

Probation periods will not apply for any colleague that transfers internally into a new position (if their probation period has already finalised in their previous role). Any performance concerns will be addressed in line with our Performance Improvement Policy.

3. Responsibilities

We are committed to developing and investing in and supporting new colleagues to reach their full potential. To do this, we need to be open and honest about any concerns in the early stages of employment.

Managers are expected to:

- Ensure colleagues understand what is expected of them and be clear about individual role accountabilities, responsibilities, objectives, and our values.
- Agree the frequency of regular protected time with colleagues for regular probationary review meetings and ensure that adequate records are kept on personnel files.
- Engage in open and honest conversations and be willing to listen to any colleague who is highlighting that they may need additional support.

Colleagues are expected to:

- Be clear about our expected standards including what is expected of you in your day to day role, your responsibilities, objectives, and values.
- Be open and honest if you are struggling or facing challenges in any aspect of your role - your manager cannot help and support you if they are not aware.
- Take measures to improve your own performance, knowledge, skills and capability. This may include speaking to your manager or peer group for advice and support.

4. Mandatory Training

You will be advised about role specific training requirements shortly after you commence employment and you will be expected to complete all mandatory training within your first month of joining us.

5. Review Meetings

During your probation period a series of meetings will take place between you and your manager at set intervals and will include a Final Probationary Review Meeting.

3 month probation period	
Week 1	Welcome and introduction – to agree objectives and discuss expectations of the next 3 months
Weeks 2 – 11	Informal ongoing review of performance during probationary period.
Week 12	Final Probationary Review Meeting – where the outcome of your probation will be confirmed.
6 month probation period	
Week 1	Welcome and introduction – to agree objectives and discuss expectations of the next 6 months
Weeks 2 – 23	Informal ongoing review of performance during probationary period.
Week 24	Final Probationary Review Meeting – where the outcome of your probation will be confirmed.

These meetings provide an opportunity for your manager to share feedback with you and review support mechanisms available. It also provides you with an opportunity to ask any questions or raise any concerns regarding aspects of your employment. Your manager will keep notes of the conversation.

6. Addressing Concerns

If your manager has any concerns during your probation period, these will be raised during your review meetings.

Where there are significant concerns about your suitability for continued employment, your manager may invite you to attend a Formal Probationary Review Meeting earlier than the 3 or 6 month stage. Your manager will be accompanied by a note-taker and a record of the discussions will be made.

Should this be the case, you will receive a minimum of 48 hours' notice in writing with the right to representation. The purpose of the meeting will be to:

- Review your performance, conduct and attendance up to that point and discuss specific examples of where you have failed to meet the expected standards.
- Give you the opportunity to respond and ask any questions in relation to the concerns that have been raised.

In most cases, your manager will inform you of one of the following outcomes at the end of the meeting, unless they need to obtain further information based upon anything you put forward during the meeting. If a decision is given on the day, it is likely to be given verbally and then later followed up in writing.

The three possible outcomes for the Final Probation Review Meeting are:

Outcome	Circumstances	Impact on contractual notice	Appeal?
Successful	You have demonstrated your suitability and competence for the role and probation objectives are met.	After successful completion of your probation period, notice periods will apply as per the contract of employment.	N/A
Extended	Where your manager believes there is potential for improvement, probation periods can be extended up to a maximum of a further 12 weeks but will only be extended once.	During the extended probation period, either party may terminate the employment relationship by giving one week's notice.	Yes
Unsuccessful	Where your manager believes there is no potential for improvement, your contract will be terminated.	You will receive pay in lieu of notice in line with your contract together with pay in lieu of any accrued and untaken holidays.	Yes

7. Probation Extension

If your manager chooses to extend your probation period, it can only be extended once for up to a maximum of 12 weeks. The length of the extension will depend entirely on the individual circumstances. Examples may include:

- You have been absent for an extended period during your probation period, and it has not been possible to fully assess your performance or conduct during that time.
- You have not met the expected standards, but your manager has evidence to suggest that there is potential for improvement to the required levels during an extended period.
- Your manager has reason to believe that the levels of support, training or opportunity to complete your probation objectives has been a factor.

Your manager will let you know the reason for any extension, how long it will be extended for and what is expected of you during the extension period.

Further review meetings will be scheduled, and your manager will record these using the Probation Review Form so that they can be referred to when reaching a decision on the outcome of the extended probation period.

8. Unsuccessful Probation

We always want to ensure we do everything we can to help and support you to achieve success during your probation period, however there are occasions when decisions must be taken regarding suitability for continued employment.

Before terminating your employment, you will be given the opportunity to respond to the concerns raised. Examples may include:

- Attendance
- Performance levels
- Inappropriate conduct
- Poor timekeeping
- Failure to complete mandatory training

You will be invited to a Formal Probation Review Meeting and if your manager believes the required standards are unlikely to be met and/or there has been a lack of improvement during an extended probationary period, your employment may be terminated. You will have the right to appeal within 7 calendar days of receiving your outcome letter.

9. Appealing the Decision

You can appeal against a decision to extend your probation period or if your contract is terminated due to unsuccessful completion of your probation, if there are sufficient grounds for doing so.

Any appeal should be made in writing to the relevant appeals manager, detailing your reasons for appeal, within 7 calendar days of receiving your outcome letter.

There are three reasons that allow you to appeal the outcome:

1. You have further evidence or would like to submit evidence that was missed in the previous meetings.
2. You believe the probation process and/or procedure was not followed correctly.
3. You don't feel the final decision was appropriate to the situation.

The appeal manager will be completely impartial and may ask further questions to clarify the situation in more detail to ensure they reach an appropriate conclusion.

Once an appeal outcome has been issued, there is no further right to appeal.