

Wave Industries Private Limited

Probation and confirmation Policy

Objective- The policy establishes the method of Probation confirmation of an employee joining the company. The company is commitment to fair, equal and consistent treatment of employees at all times; even at the time of probation.

Scope- This policy is applicable to all new employees of the company and its associated and subsidiary companies, whose contract of employment includes a period of probation.

Guidelines

- A robust Probation process enables the Organization in providing the required level of support and learning to the new employees.
- Employees on probation will not be subject to an Appraisal, until their probation period, is successfully completed.
- In case a new employee is transferred, while in the midst of completing the probation period, then the probation period will be carried over to the new contract. The appointment will only be confirmed once the original period of probation has been successfully completed.

Period of Probation

- The duration of Probation would be **6(six)** months and would be specified in the Letter of Appointment. During this period, the performance, attendance and conduct of the employee would be monitored, in order to determine his suitability for the post.
- The reviewing Manager may recommend a prolonged period of probation
- During the period of probation, the employee shall be entitled to benefits and perquisites as stated in the terms and conditions of the appointment letter.

Confirmation of Appointment- Confirmation of appointment would depend upon the satisfactory completion of the probation period. If, during the probation period, the performance, conduct and attendance of the new employee is found to be unsatisfactory, then the appointment of the Employee may be terminated, as per the terms specified in the Appointment letter.

Procedure

- At the time of appointment, the new employee will be informed of the procedure for the probationary review, during their induction program.
- During the first two weeks of the appointment, the reporting manager and the new employee must come to a mutual agreement on the employee's objectives
- Initial training needs must be imparted to achieve the probation objective

Confirmation Procedure

- The review meeting must be conducted by the HOD.

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- The recommendation for confirmation must be made by the immediate supervisor. This must also be in consonance with the recommendations of the HOD and the HR Head.
- All confirmations must be communicated to the concerned employees in writing, at least one working day prior to the completion of the probation period. This communication will also re-iterate any changes in the, terms and conditions that are applicable upon confirmation.

Role of Immediate Manager

The Immediate Manager is responsible for providing adequate guidance and assistance to new employees, in order settle them into the job. The Manager is also required to monitor the performance of the new employee; counseling them on their performance, as and when required.

Role of Head of Department

- The Heads of Department must ensure adherence to probationary periods, as specified in the Letters of Appointment of a new employee.
- The HOD is responsible for ensuring that the new employee receives adequate guidance and training to perform their designated role.
- The HOD s must also ensure that appropriate training is given to managers who are involved in the process of assessing the new employee, through the Probationary period.

Role of the HR Department

- To offer help and advice to both New Joiners and Immediate Manager's
- To intimate both parties of when probation review is expected and facilitate probationary reviews
- In cases of unsatisfactory performance, to provide adequate intimation at an early stage

Extending the Probationary Period

- In certain cases, it may be felt that a new employee's performance has not been satisfactory, though, it may improve if the employee is given more time on probation. In such cases, the employee's probation time may be extended. The reasons for extension need to be discussed with the concerned employee.
- Such an extension of the probation period can only be granted **once for** minimum **3** months.
- A system to monitor the performance of the concerned employee during the extended phase of the probation period will also be established.

Separation during Probation

- If found guilty of engaging in fraudulent activities or of misconduct, company holds the right to terminate the services of an employee, without giving any prior notice. In case of separation during this phase, the policy for separation will be followed.