



# PROBATION POLICY

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## 1. Policy Statement

It is the Company's policy to operate Probationary Periods for all new employees, and in some cases, at the Company's discretion, in respect of employees who have been transferred or promoted into different posts.

This policy is intended to allow both the employee and the employee's manager to assess objectively whether or not the employee is suitable for the role and the employee's appointment is subject to satisfactory completion of the Probationary Period.

The manager is responsible under this policy for ensuring that all new employees are properly monitored during their Probationary Period. If any problems arise, the manager should address these promptly. This will ensure that the employee is aware that some aspect of their performance, absence or conduct is unsatisfactory and prevent the problem from escalating.

## 2. Scope

This policy covers all employees with a contract of employment between themselves And Cathodic Protection.

This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the management.

## 3. Length of probationary Period

Unless otherwise stated in the employee's individual offer of employment the Probationary period will last for six months.

## 4. Terms & Conditions of Employment during Probationary Period

During the Probationary Period, employees will be subject to all the terms and conditions of their contracts of employment with the exception of those terms noted below.

The Company's Disciplinary and Performance Management Policies will not be used during the Probationary Period, instead the employee's conduct, capability and attendance will all be reviewed on an ongoing basis and will form part of the review process.

The employee will not be eligible for Company Sick Pay during their Probationary Period, upon successful completion of the Probationary Period employees may be eligible for Company Sick Pay depending on their terms and conditions of employment. Please speak to your manager or refer to your contract of employment for further details.

Except in the case of existing employees who have been transferred or promoted into different roles, the amount of notice that an employee must give to the Company if they wish to resign, and the amount of notice that the Company must give to the employee of dismissal are different during probation. During probation, either party

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may terminate the employee's contract of employment by giving one week's notice. In the event that the Company decides to terminate the employee's employment, their employment will come to an end immediately and the employee will receive pay in lieu of the one week's notice together with any outstanding holiday pay. Once the Probationary Period has been completed, the notice periods will be as defined in the employee's contract of employment.

In the case of existing employees who have been transferred or promoted into different roles, the amount of notice that the employee must give to the Company if they wish to resign, and the amount of notice the Company must give to the employee of dismissal will be as defined in the employee's contract of employment.

## 5. Monitoring and Reviews

The manager should review and assess the employee's performance, capability and suitability for the role on at least a monthly basis during the employee's probation, and again at the end of the Probationary Period. A clear record should be made of each review meeting.

During an employee's probation, the manager should provide regular feedback to the employee about their performance and progress, and, should there be any problem areas, raise these with the employee as soon as possible with a view to resolving them. The manager is also responsible for providing guidance and support and for identifying and arranging any necessary training or coaching.

Towards the end of the Probationary Period, the manager will conduct a final review meeting to assess suitability for the role. If overall capability, skills, performance, attendance and conduct has been satisfactory the end of the Probationary Period will be confirmed in writing.

## 6. Extending the Probationary Period

The Company reserves the right to extend an employee's period of probation at its discretion. The total period of probation will be no longer than 12 months.

An extension may be implemented in circumstances where the employee's performance during probation has not been entirely satisfactory but it is thought likely that an extension to the Probationary Period may lead to an improvement, or where the employee or the manager has been absent from the workplace for an extended period during probation.

Before extending an employee's Probationary Period, the manager must consult with a Director. If an extension to the Probationary Period is agreed, the Company will confirm the terms of the extension in writing to the employee, including:

- The length of the extension and the date on which the extended period of probation will end;
- The reason for the extension and, if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards;
- The performance standards or objectives that the employee is required to achieve by the end of the extended period of probation;
- Any support, for example further training, that will be provided during the extended period of probation;
- A statement that, if the employee does not meet fully the required standards

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by the end of the extended period of probation, their employment will be terminated; and

- A statement that the employee will not be eligible for Company Sick Pay during the extension period.

## 7. Terminating Employment

If an employee's performance while on probation has been unsatisfactory (despite support from the manager), and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated during or at the end of the period of probation.

Where a decision is taken to terminate the employee's employment, the employee must be interviewed and informed of the reason for the termination. The Company will write to the employee confirming the termination. The employee will be given an opportunity to appeal the decision.

If an employee's employment is terminated after the expiry of the Probationary Period, or if the employee is an existing employee who has been transferred or promoted into a different role, the Company's normal Performance Management, Capability or Disciplinary Procedure must be followed.

## 8. Appeals

If the decision is made to terminate your employment at any point during or at the end of your Probationary Period you will have the right to appeal against the decision. In order to do so you must appeal in writing within 5 days to a Director clearly stating the grounds on which you wish to appeal.