



## Confirmation Policy

	<b>Process Owner</b>	<b>Authorized by</b>
<b>Name</b>	Prashant Nayak	K. R. Naik
<b>Designation</b>	AVP - HR & Admin	Executive Chairman
<b>Effective date</b>	01 August 2016	
<b>No. Of Pages</b>	04	

### 1. Objective

To provide guidelines for review of performance during probation period of an employee, prior to confirmation.

### 2. Scope

The scheme shall apply to all employees of the organization.

### 3. Standard Operating Procedure

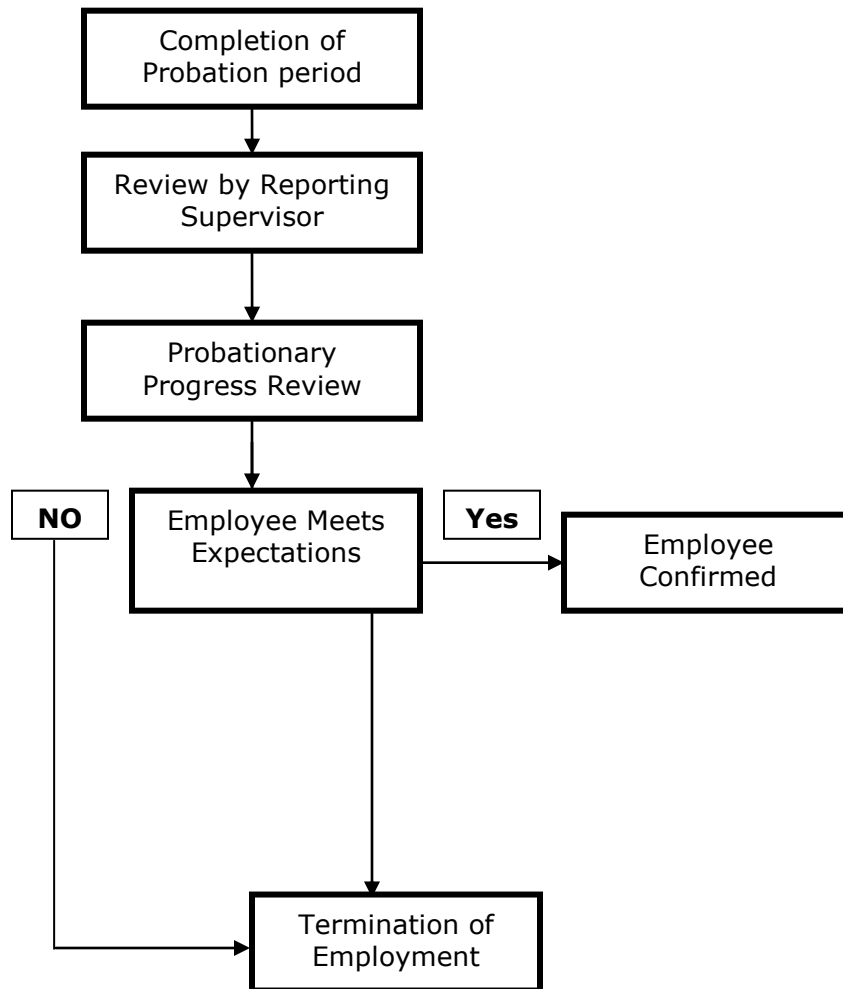
- Every employee shall be required to undergo probation of six months from the date of joining.
- The probation period shall be primarily to evaluate the employee's suitability in the job, which shall be without prejudice to the experiences in the earlier assignments.
- The evaluation of probation is the primary responsibility of the Reporting Supervisor.
- The employee's performance during probation will be reviewed, evaluated and recorded in the Probationary Progress Review Form (Annexure 1) by the Reporting Supervisor at the end of the probation period.
- The duly completed report shall be sent to Human Resources department.

- Based on the recommendation of the Reporting Supervisor and the HOD, Human Resources shall issue a letter to the employee.
- If an employee is unable to meet expectations during the probation period, then the company shall, at its discretion, evoke the disassociation clause as per the terms of employment.
- Since the objective of the probation period is to assess an employee's suitability with regard to performance over a reasonable period of time, any recommendation to waive/shorten the probation period shall not be considered.
- No employee shall be deemed to be confirmed unless informed in writing by the Human Resources.

#### **4. General**

- 4.1 This policy outlines the spirit behind the Company's approach in giving fair and consistent treatment to all employees. Therefore, employees are expected to respect the rules and standard operating procedures governing the policy. Where circumstances are unusual or situations not anticipated or defined in this policy, such matters should be referred to the HR department for resolution in a manner that is consistent with the whole aim and spirit of this policy.
- 4.2 This policy supersedes all other policies, procedures and practices prevalent on this subject to date.

5. Process Flow



**6. Related documents**

**Probationary Progress Review Form**



Employee Name:	Emp Code:
Date of Joining:	Location:
Department:	Review Period: 6 months
<b>Overall Performance Comments</b>	
<b>Overall Results of Review</b>	
<input type="checkbox"/> Contributor Performance shows consistent achievement toward meeting expectations <input type="checkbox"/> Below Contributor Performance shows deficiencies which interfere with the attainment of expectations	
<b>Recommendations</b>	
<input type="checkbox"/> Confirm Employee <input type="checkbox"/> Terminate Employee	
In case of Extension of Probation period, please mention the steps for improving performance in the space below:	
Reviewed by:  Signature and Date	Approved by:  Signature and Date
<b>For Talent Management use</b>	
Probationary Progress Review received on: _____	
<input type="checkbox"/> Confirm Employee <input type="checkbox"/> Terminate Employee	
Letter sent to employee on : _____	
TM Representative:	Signature and Date: