Probation Policy

Purpose

The probation period is a trial period to check whether a new employee is the right fit for their role at Bright Future. All new employees will be on probation for the first 3 months of their employment. During this time, the organisation will review the employee's work performance, behaviour, and overall suitability for the role.

Who This Policy Applies To

This policy applies to all employees and consultants of Bright Future, whether they are working full-time or part-time, and regardless of their role or designation.

Terms During Probation

1. Employment during the probation period is not yet confirmed or permanent.
2. Continuation of employment is subject to the employee meeting performance expectations, maintaining appropriate conduct, and demonstrating suitability for the role.
3. If performance, conduct, or overall fit is found to be unsatisfactory during probation, Bright Future may terminate employment by providing a 30-day notice or salary in lieu thereof.
4. During probation, the organisation reserves the right to decide on confirmation, extension, or termination of employment.
5. If an employee is let go during their probation because their performance is not meeting expectations or the role is not a good fit for them, the organisation does not usually need to conduct a formal disciplinary enquiry. This is okay as long as the decision is fair, not meant as a punishment, and the employee has been informed and treated properly during the process.
6. Decisions related to probation outcomes may be communicated verbally and will be followed by formal written communication.

Process to be followed

1. Within 7 days of an employee joining the team, their KRA and KPIs for the full year must be finalised post in-person discussion. These should be divided into two parts:

    - **First 3 months:** Immediate KRAs and KPIs that focus on understanding the role, settling in, and quick deliverables. These must be discussed and agreed upon up front.
    - **Remaining 9 months:** The balance of KRAs and KPIs that focus on regular performance and long-term goals for the year.
    - Kindly use the format below once the above steps are completed to keep a track of the employee's performance during the probation period.

Probation Form.xlsx

2. About 15 days before your probation confirmation date, you will receive a notification from Keka reminding you about the upcoming confirmation process
3. Please ensure you conduct a one-on-one review meeting with the employee, using the probation review form, to discuss performance, strengths, areas for improvement, and next steps before confirming probation.

Completion of Probation

1. At the end of the 3-month probation period, the employee's performance will be reviewed.
2. If the performance meets expectations, the employee will be confirmed in the role through a written confirmation letter.
3. If performance is below expectations, the probation period may be extended by one additional month.
4. If there is no improvement even after the extension, the employment may be terminated.

The final decision regarding confirmation, extension, or termination will be taken by the reporting manager and in in-line manager.

Approval & Sign-Off

This policy has been reviewed and approved by the leadership of Bright Future and is effective from the date mentioned below.

Approved by:
Name: _____
Designation: Chief Executive Officer (CEO)
Organisation: Bright Future

Signature: _____
Date: _____

Policy Acknowledgement & Sign-Off

I confirm that I have read, understood, and agree to comply with the terms and conditions outlined in this policy. I understand that this policy forms part of the organisation's guidelines and may be amended from time to time.

Employee Name: _____
Designation: _____
Department: _____

Signature: _____
Date: _____

For Bright Future

Authorised Signatory: _____
Designation: _____
Signature: _____
Date: _____