



Confirmation Policy

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Objective:

The probation and confirmation policy provide the review mechanism of a probationary employee's during the probation period and highlights the procedure that needs to be followed for confirmation. The company is committed to fair, equal and consistent treatment of employees at all times. The period of six months starting from the date of joining is termed as Probation.

Eligibility:

All employees of JAIPUR RUGS who are under probation.

Terms:

- ✓ Employee who joins the organization will be on a probation for a period of six months. The probation period may be extended at the discretion of the Management, depending on the conduct, behavior and performance of the employee.
- ✓ The employee shall be evaluated as per set criteria and will be issued a letter of confirmation. If the employee has not been issued a confirmation letter, it is deemed that the probation period is extended till such time letter is issued
- ✓ The extension of probation under any circumstances cannot be extended beyond a period of 9 months from date of joining. Post that employee either has to be confirmed or asked to leave on grounds of non-performance.
- ✓ The confirmation has to be endorsed by the HOD post evaluation by the reporting manager.
- ✓ Every employee will be evaluated during probation on the following criteria covered under different evaluation parameters on the confirmation form:
 - Satisfactory display of the culture and values
 - Satisfactory performance during the probation period as documented in Confirmation Appraisal Form.
 - Satisfactory behavior in accordance with company's policies including ethical conduct and respect for peers and managers.
 - Adherence and Participation to the Code of Conduct.
- ✓ Either party may give notice of separation of employment at any time during the probationary period subject to 15 days' notice or by payment of 15 days' gross salary in lieu of notice
- ✓ A robust probation process enables the organization in providing the required level of support and learning to the new employees.
- ✓ Employees on probation are not subject to appraisal
- ✓ In case of transfer, probation period is carried forward

Process:

- i. On joining, the new employee will be informed of the procedure for the probationary review during their induction program.
- ii. 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 (KROs) for the period of probation.
- iii. Initial training needs must be imparted to achieve the probation objective
- iv. The review meeting must be conducted by the reporting manager before the expiry of probation period and recommendation sent to HOD/Head HR

- v. Confirmation to be communicated to the employees in writing, at least one working day prior to the completion of the probation period. This communication can also state any changes in the, terms and conditions that are applicable upon confirmation.
- vi. The HOD is responsible for ensuring that the new employee receives adequate guidance and training to perform their designated role.

Performance monitoring:

- ✓ Performance monitoring will be a continuous activity during probation. This will be the responsibility of the reporting manager
- ✓ Reporting managers are expected to provide timely feedback, to ensure that the employee is guided and is supported to perform the role.

Confirmation Appraisal:

- ✓ Confirmation appraisal will be done for an employee on completion of six months of employment.
- ✓ HR will issue a Confirmation Review/Appraisal Form to the Employee 3 weeks prior to the date of confirmation to complete the self-evaluation. On completion of self-evaluation the form will be shared with the Reporting Manager.
- ✓ The reporting manager will evaluate / assess the performance on the basis of KROs / competencies that have been set and will make observations on the Confirmation Review form & discuss the same with the probationary employee
- ✓ The Reporting Manager is required to share the completed form with the Reviewer (if applicable) for evaluation and take a final approval from the HOD.
- ✓ As part of the appraisal process, development areas of the employee will also be identified and discussed by the immediate manager.
- ✓ On receipt of completed form HR will issue confirmation letter

Role of the HR Department:

- i. To offer help and advice to New Joiners and Reporting Managers
- ii. To intimate and facilitate probation review with all concerned
- iii. In cases of unsatisfactory performance, inform concerned employee

Confirmation / Probation Extension:

- ✓ Employee with 3 rating or above (on a scale of 1 to 5) will be confirmed. In cases where employee is having a rating of 2 and below, the probation period will be extended by a maximum of 3 months.
- ✓ During extended probationary period, the employee will be put on an EDP
- ✓ The tenure of the same will be 2 months. The EDP can be extended by another 1 month if the employee has shown some improvement but not to the complete extent as required.

Restrictive Clauses:

- ✓ The interpretation of the policy rests exclusively with the Company. The decision of the Company is final and binding. Any exceptions to the above would be at the sole discretion of Management. The Company reserves the right to modify, change or stop this policy to meet the changing needs of its business.