

Probation Policy

Version Number	2
Revision Date	28 September 2022
Department	Business Support and Transformation
Author	Head of HR and OD
Reason for Policy Creation/Revision	Legislation and revision of content
Data Protection	This policy complies with our data protection policy and procedure
Equalities	This policy ensures that we have equal protection in place for our employees
Sustainability	N/A
Proof Read By	HR Business Partner
Date Approved	2 November 2022
Approved By	People Committee/SMT
Next Review Due	2 November 2025
Audience – Training and Awareness Approach	Awareness will be required through bitesize sessions and mailing
Effective Date	12 December 2022
Internal References – Policies & Procedures (Located on The Hub)	Probation Procedure Capability Policy and Procedure Maximising Attendance Policy and Procedure Disciplinary Policy and Procedure
External References	ACAS code of Practrice

1. Policy Purpose

- 1.1 Starting a new role with us at Hanover is an exciting prospect for all employees. Whether an employee has just joined Hanover or they are an existing employee starting in a new position, we welcome their decision to progress their career with us.
- 1.2 Like most organisations, Hanover implements a probationary period for any employee starting in a new role. Therefore, the purpose of this policy is to explain what this means for employees during the early stages of your new role, as well as outlining the process which will be adhered to by your manager.

2. Policy Scope

- 2.1 Joining a new organisation or starting in a new position is a two-way street. Employees, of course need time to settle into any new role or organisation and establish whether it meets their needs. Likewise, we at Hanover need to utilise that same time to understand our employee's capabilities in the role to confirm that they are the right fit, both in terms of competence, conduct and attitude.
- 2.2 One of our key values at Hanover is to be accountable. This applies to each employee's own workload and to wider collaboration with colleagues and teams. We therefore encourage all employees to be accountable at work, from the early stages of probation through to the end of their career with us.
- 2.3 This policy applies to all employees while they remain under the Hanover's employment and the term 'employee' will cover all workers who are either employed or engaged to undertake work for Hanover.

3. Definition

- 3.1 A probationary period in any place of work can be defined as a status given to new employees or existing employees who have recently started in a new position. It is a defined period of time in which both parties, the employer and employee, have an opportunity to 'try each other out'. The period of time referred to, which applies to each employee directly, is outlined in the accompanying procedure.
- 3.2 The aim, when any employee commences a period of probation, is to conclude the set period with both parties agreeing to continue the working relationship. In such case, the employee's probationary period will end with the employer comfortable that they can deliver the skills, aptitude and knowledge required.

4. Responsibilities

- 4.1 When an employee commences employment with Hanover under a probationary period, it is expected that they are able to demonstrate the skills and qualities

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highlighted through the recruitment process which ultimately led to their hiring. There is also a responsibility to adhere to the probationary and induction processes as well as work towards any targets or objectives set during probation.

- 4.2 Our managers at Hanover are responsible for recruiting employees into their respective teams and therefore, should look to ensure that the standards of performance are consistent with the job description once employment has commenced. They are also accountable for inducting new employees into the organisation and ensuring that the relevant training and guidance is put in place. Furthermore, managers are required to monitor the performance of all employees and meet regularly with them to discuss their capability and development.

5. Monitoring & Evaluation

- 5.1 This procedure constitutes contractual terms and conditions. Hanover reserves the right to amend any provision of this procedure subsequent to appropriate consultation.
- 5.2 We will regularly evaluate this policy and accompanying procedure in line with our recruitment strategy, turnover KPI's and completed probationary periods and present KPIs as required to the management team.

6. Review

- 6.1 We will review this policy every 3 years or earlier as required.