

EMPLOYMENT POLICY

Probation Period

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1. Scope & Purpose

- 1.1. Lothian applies a probationary period of 6 months to all new employees across the Lothian Group.
- 1.2. The People function are responsible for ensuring that the details of the probationary period are included in the employees' contract of employment.
- 1.3. The purpose of the probationary period is to determine the employee's suitability to the role and organisation. It allows the Line Manager/Supervisor the opportunity to assess whether the employee's performance, conduct, attendance and attitude are likely to meet the required standards. It also helps the Line Manager/ Supervisor identify any training and/ or additional support that the employee may need in order to successfully complete their probationary period.
- 1.4. The underpinning hope is always that probationary periods are completed successfully.

2. Key Principles

- 2.1. It is important that the employee has regular contact with their Line Manager/ Supervisor during their probationary period to enable them to monitor the employee's performance, conduct, attendance and attitude.
- 2.2. It is essential that the expectations and standards required of the employee are communicated and documented at an early stage.
- 2.3. At the end of the probationary period a review meeting must be held with the employee to confirm whether or not their probationary period has been satisfactorily completed.

3. Probationary Period Outcomes

- 3.1. There are three possible outcomes following a probationary period:
 - Successful completion of the probationary period;
 - Extension to the probationary period and;

- Termination at the end of the probationary period.

4. Support during the Probationary Period

- 4.1. All new employees' need help and support as they settle into their new role.
- 4.2. The Line Manager/ Supervisor is responsible for ensuring that all required training is provided as soon as possible. They are also responsible for ensuring that the employee is made aware of relevant organisational procedures, and are introduced to all members of the team and key individuals.

5. Managing the Probationary Period

- 5.1. A date should be planned to review the employee's performance during their probationary period. This meeting normally takes place halfway through the probationary period at the 3 month stage, however informal meetings should be held regularly if required to offer the employee guidance and support.

6. Probationary Meeting – 3 Month Stage

- 6.1. The purpose of this meeting is for the Line Manager/ Supervisor to feedback to the employee on their performance, conduct, attendance and attitude and to indicate whether the probationary period is proceeding successfully and if not what action can be taken to address this.

7. Concerns during the Probationary Period

- 7.1. Wherever possible it is important that the employee is given the opportunity to complete the full probationary period. The six month period has been set to allow the employee to settle into the organisation and to learn their new role and receive any required training.
- 7.2. In some circumstances it may become apparent that the employee has some fundamental difficulties with the role. Although a review date is set at the 3 month stage during the induction process by the Line Manager/ Supervisor, it is important that any concerns regarding the employee's performance, conduct, attendance and attitude are brought to the employee's attention when they arise so

that the employee has an opportunity to address those concerns at the earliest opportunity.

- 7.3. If it becomes apparent that the employee is not going to be able to meet the required standards or has committed an act which would normally constitute gross misconduct then the Line Manager/ Supervisor should consider terminating the employee's employment. If so, the employee will be invited to a probationary review meeting and a decision will be made based on these findings.
- 7.4. This is a formal meeting and the employee has the right to representation.

8. Attendance Concerns

- 8.1. The Line Manager/ Supervisor will follow the key principles of the 'Attendance at Work' policy and procedure for managing absence.

9. Long-term Absence

- 9.1. An employee can become unwell at any time and this may result in an absence from work for a longer period of time.

9.2. If an employee is absent for more than 28 days this will be classed as Long Term Sick and the employee's absence will be managed through the 'Attendance at Work' policy and procedure for long-term absence. The probationary period may be put on hold at this time until the employee returns to work.

10. Probationary Meeting – 6 Month Stage

10.1. When the employee is nearing the end of their probationary period the Line Manager/ Supervisor should invite them to attend a probationary review meeting. At this meeting the Line Manager/ Supervisor will discuss in depth the employee's performance, conduct, attendance and attitude over the past 6 months. At this meeting a decision must be made on how to progress with the employee's employment using one of the 3 possible outcomes as outlined in clause 3.

10.2. This is a formal meeting and the employee has the right to representation by a work colleague, a trade union representative or a trade union official. It is the responsibility of the employee to arrange representation at the meeting and not the Line Manager's responsibility.

11. Successful Completion of Probationary Period

11.1. If the Line Manager/ Supervisor is satisfied that the employee is making progress and has displayed the behaviours expected with regards to performance, conduct, attendance and attitude then the employee will receive a letter confirming the successful completion of their probationary period.

12. Extension of Probationary Period

12.1. The Lothian Group reserves the right to extend an employee's probationary period. Please note this does not affect the employee's continuous service date.

12.2. A probationary period cannot be extended for more than 12 months from the date the employee commenced employment unless in exceptional circumstances and in agreement with the People Manager or Head of Department / Director.

13. Termination of Employment

13.1. If the employee has not met the required standards despite all the help and support offered, the Line Manager/ Supervisor may terminate the employee's employment. At the probationary review meeting the Line Manager/ Supervisor will outline their decision along with the rationale. This decision will be confirmed to the employee in writing. No right of appeal will be given.

14. Transferring to Another Role

14.1. When transferring to another role within the organisation, Lothian would not expect the employee to complete another probationary period, however expectations of the new role will be agreed at the outset. If the employee is not meeting the required standards in their new role then they will be managed through one of the Lothian Group's processes e.g. managing performance. No employee can transfer into another role until they have successfully completed their probationary period in their substantive role.

15. Training Indemnity (Drivers only)

15.1. If the employee is dismissed, or voluntarily leaves their position and they are a newly qualified driver then the employee will be required to pay back some or all of their training indemnity if their date of leaving falls within 18 months of them having completed their training. This table illustrates the amount the employee may owe:

Months Completed	Monies to Repay	Months Completed	Monies to Repay
0	3500.00	9	1750.04
1	3305.56	10	1555.56
2	3111.12	11	1361.16
3	2916.68	12	1166.72
4	2722.24	13	972.28
5	2527.80	14	777.84
6	2333.36	15	583.40
7	2138.92	16	388.96
8	1944.48	17	197.52
		18	0.00

16. CPC Indemnity

16.1. If the employee is dismissed, or voluntarily leaves our employment then the employee will be required to pay

back some or all of their CPC costs. Please see indemnity charges if the employee's date of leaving falls within 12 months of them having completed their CPC.

16.2. This table illustrates the amount the employee may owe:

Number of months completed since end of training.

CPC Cost	Months Completed	Percentage to Repay
1 Day £195	0-3 Months	100%
2 Days £390	3-6 Months	75%
3 Days £585	6-9 Months	50%
4 Days £780	9-12 Months	25%
	12 Months +	Nil

E.g. if the employee has completed 3 days CPC training and leaves within 6 months then they would be required to pay back 75% of the cost.

17. Disabilities

17.1. If the employee has a disability they may require additional support in order to undertake their role. Under the Equality Act 2010 if adjustments can be made that

would allow the employee to carry out their role and these adjustments are considered reasonable then they should be made. If the employee is disabled then the situation must be discussed with the Line Manager/ Supervisor to ensure that appropriate adjustments are made.

18. Version Control

Version No.	Date of Change	Change made by:	Key Amendments
V1.0	24/01/2019	D Nicolson	Published
V2.0	14/10/2020	D Nicolson	Update to Clause 14.1
V3.0	20/06/2024	D Calciu	Update to Clause 15.1

This policy does not form part of employee's terms and conditions of employment and may be varied from time

to time in accordance with business and legislative requirements.