



Probation Policy

Overview

We aim to provide a positive experience for all new starters during their first few days, weeks and months of joining us at Greencore.

The purpose of the probationary period is to give you and your line manager the opportunity to establish your suitability for the role. Our probation policy ensures that all new colleagues receive the support, guidance, information and training that they need to meet the job requirements and to ensure all colleagues are treated fairly always. This policy applies to all colleagues except for those engaged through an agency and sub-contractors.

Why are probation periods important?

This probation policy is intended to provide guidance on how to support colleagues in their new job role during the probationary period. All colleagues join Greencore on a probationary period which is outlined in your Contract of Employment. During this period, regular assessments will be made of your work performance and behaviours and, if satisfactory, you will successfully pass your probation period.

Should you fail to achieve the required standard your line manager may either extend your probationary period for a maximum of 9 months in total or they may decide that you have failed your probation period and your employment may be ended in line with your terms and conditions of employment.

What do I need to know or do?

Your probationary period allows you and your line manager to review objectively whether or not you are suitable for the job role.

All new colleagues will receive a probationary review meeting at 1, 4, 8, 12 and 26 weeks of starting employment with Greencore. Your line manager will meet with you to discuss your objectives to be achieved during the probation period and set a deadline for completion. They will also discuss any training or development needs you may have in order to support you in achieving your objectives. This will be documented on the New Starter Probation Review Form which is sent to your Line Manager from the People Services Team, alternatively the form can be located on the Line Manager Framework or requested from your local HR Team. You will receive a signed copy of the New Starter Probation Form from your line manager at each stage for your records.

Throughout your probation period your performance, competence and behaviours will be assessed by your line manager within a supportive and developmental environment. If any issues arise during your probation period, your line manager will discuss these with the HR Team to help identify what action is required.

If there are no concerns, a final probation review meeting will be held at the end of your probation period between you and your line manager and your Probation Review Form will be completed and signed by yourself and your line manager.

Confirmation of Employment

At the end of your probation period, if your performance, conduct, behaviours, attendance and capability have been satisfactory, your line manager should complete the New Starter Probation Form which will indicate that your appointment has been confirmed. A copy of the completed form will be sent to the People Services Team by your line manager and you should also keep a copy for yourself.

Concerns during Your Probation Period

Where there are issues relating to your performance, conduct, behaviours attendance or capability identified at any point during the probation period, your line manager will meet with you to discuss the issues and identify how to proceed. Depending on the role and issues identified, we will discuss these issues with you and give you the opportunity to improve, if this improvement is not sufficient or unsatisfactory then we may decide to end your employment. Alternatively a decision may be made to extend your probation period if it is felt this may be beneficial.

Extending Your Probation Period

In some instances, it may be appropriate to extend your probation period, extension is primarily about providing you with more time to demonstrate competence, ability and sustain satisfactory behaviours required for your role. Below is a list of possible reasons (this list is not exhaustive or compulsory):

- Lengthy absence during your probation which has meant full assessment of performance has not been possible;
- Issues identified in the later stages of your probation period;
- Failure to attain satisfactory levels of performance and behaviours within the period of probation but it is considered by management that satisfactory levels can be achieved within an extended period of probation;
- Any breach of company policies or procedures that may be considered as misconduct.

If your probation period is extended the reasons will be discussed with you during your review meeting with your line manager and details of continued performance objectives will be mutually agreed. It will also be highlighted to you that if your performance fails to meet the expectations required at the end of the extension, your employment may be ended. These details will then be confirmed to you in writing.

Failing Your Probation Period

Dismissal may occur when there are issues of misconduct, unsuitability or capability and can take place at any time during your probation period. A probation review meeting will be arranged with you to discuss the issues with your line manager, with a member of the HR department present if required. You have the right to be accompanied during the meeting by a colleague or Union representative in line with the Greencore Companion and Witness Guidance.

There is no right to appeal if you are dismissed due to failing your probation period.

Suspension

At any point during the informal or formal stage of the process we may decide to suspend you. We will only do this if we feel it is necessary whilst investigations and/ or disciplinary processes are carried out. Suspension is not a disciplinary action, it will be on your normal contractual pay and will be as brief as possible. The fact finding or disciplinary manager will keep in contact with you during any period of suspension.

Other documents I may need?

- New Starter Probation Review Form
- The Line Manager Framework - Probation
- Disciplinary Policy
- Companion and Witness Guidance