

<b>CONTENTS</b>	<b>Page</b>
1. <b>OBJECTIVE</b> .....	<b>1</b>
2. <b>SCOPE</b> .....	<b>1</b>
3. <b>LENGTH OF PROBATIONARY PERIOD</b> .....	<b>1</b>
4. <b>DURING THE PROBATIONARY PERIOD</b> .....	<b>2</b>
5. <b>PROBATIONARY PROCESS</b> .....	<b>2</b>
6. <b>RIGHT APPEAL</b> .....	<b>3</b>
6.1. <b>APPEAL OUTCOME</b> .....	<b>3</b>
6.2. <b>REARRANGING THE APPEAL OUTCOME</b> .....	<b>3</b>

## **1. OBJECTIVE**

---

At Lodge Service, we want to make sure that when you join us, you're given every opportunity to succeed in your role. This means providing you with support in the early weeks so you know how you're doing, and any questions or concerns can be sorted out quickly.

Everyone who joins Lodge Service will have a probationary period this includes colleagues on fixed-term and temporary contracts.

We know it can be a little daunting starting in a new role with a new organisation. So at Lodge Service, probationary periods are all about helping you to settle in and find your feet.

The probationary period gives you the chance to get a good understanding of your role and what's expected of you - and also to make sure you get the training and support you need to do your job well.

It also gives your manager a way to assess how you're doing so they can help you get up to speed in the role.

## **2. SCOPE**

---

- This policy applies to all employees of Lodge Service, with an employment contract and under 6 months service.
- This policy does not apply to TUPE transfers with over 6 months service.
- This policy does not apply to agency/external consultancy staff, self-employed project workers.

## **3. Length of Probationary Period**

---

The length of a probationary period may vary but is typically 6 months. The length of your probation period will be detailed in your contract of employment.

#### **4. DURING THE PROBATIONARY PERIOD**

---

Your manager will give you feedback regularly throughout your probationary period, so you know what's going well and if there are any areas where you might need some more training and support.

Talk to your manager about how things are going for you and tell them if there's anything you're not clear about or you need more support with.

##### **Formal Reviews**

As well as getting ongoing feedback, you may have some formal review meetings with your manager during your probationary period. These are an opportunity for you and your manager to talk about your progress in the role and to make sure you're both happy with the way things are going.

##### **Absence**

Should there be any periods of absence of over 2 weeks or more during the probation period, it may be necessary for the probation period to be extended.

##### **Conduct**

If we have any concerns about your conduct during your probationary period, these will normally be dealt with through the probationary process. The company may at its discretion choose to utilise the disciplinary procedure.

#### **5. PROBATIONARY PROCESS**

---

You will be required to attend a probation review meeting, these are typically held at the end of the probation period, however if issues arise, a formal meeting may be held earlier.

The purpose of the probationary review is to confirm if you have satisfactorily fulfilled the requirements for the role. The following areas will be covered and any other relevant items relating to the role, that you have:

- Completed Induction and relevant training required during the probationary period
- Demonstrated good attendance and punctuality
- Met the requirements for the role

You can expect to receive 24 hours' notice to a probationary review meeting. You may be accompanied to a probation review meeting by a colleague or a trade union representative.

During the meeting you will be given the opportunity to respond to any issues and to feedback on your own experience.

The meeting will be structure around the Probation Review Form, there are 3 potential outcomes of a probation review meeting

- Probation Passed
- Probation Extended – this will be for a minimum of 4 weeks or a maximum of 12 weeks.
- Probation Failed

The outcome of your probation review meeting will be confirmed to you in writing.

If a probation has been failed, this will result in the end of employment, in this situations individuals would be entitled to 1 weeks' notice.

## **6. RIGHT APPEAL**

---

You have the right of appeal against a probation outcome. If you wish to appeal, you should write to the HR Department at [hradmin@lodgeservice.com](mailto:hradmin@lodgeservice.com) within 5 working days of receiving the decision in writing, giving the grounds for your appeal.

The appeal will normally be heard by a manager above the level of the Manager/Supervisor who decided upon the probation meeting outcome, they will have had nothing to do with the original decision. The appointment will be guided by HR.

The appeal manager will invite you to an appeal meeting providing at least 48 hours' notice. This will usually be within 14 calendar days of getting the appeal letter, but we'll let you know if it's going to take longer.

If you want to be accompanied to the appeal meeting by a trade union rep or another colleague, you will need to let the appeal manager know before the meeting.

At the appeal meeting, we'll ask you to explain the reasons for your appeal and why you feel that the original outcome isn't appropriate. The appeal manager may adjourn the meeting if necessary to get further information.

### **6.1. APPEAL OUTCOME**

---

Once the appeal manager has reached their decision, they will confirm it in writing. This will normally be within 14 calendar days, but again, if it's going to take longer, we'll keep you informed

The appeal manager may decide to:

- Reject the appeal - so the original decision is upheld
- Uphold the appeal – they will review the original outcome and may amend the original outcome.

The decision of the appeal hearing will be final.

### **6.2. REARRANGING THE APPEAL OUTCOME**

---

If a postponement is required, it should be set for no more than 5 working days later than the original date.