



# Probation policy

## Introduction

1. The Michael Lonsdale Group inclusive of ( Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd, is committed to treating all staff members fairly and consistently and all new staff are subject to a probationary period as set out in their contract of employment.
2. The aim of the probationary period is to allow the Michael Lonsdale Group enough time to monitor and assess the performance of new staff members; and to identify any additional guidance or training requirements to support them in achieving their objectives and the standard of performance required in their role. It also enables us to resolve any problems regarding performance which may arise at an early stage.

## Support and monitoring

3. Your manager will agree objectives and scopes of work with you when you start work for us. Your performance will be monitored against these objectives and you will meet with your manager on a regular basis to discuss your performance in relation to your objectives. These meetings should be a two-way process where you can discuss any issues or concerns you may have with your manager, in addition to outlining any additional support you may feel you require.
4. Any areas of concern that you or your manager may have should be discussed and, where appropriate, an action plan should be agreed focusing on improving your performance.
5. As you approach your probation end date, your manager will schedule a probationary review meeting with you to discuss your performance against your objectives. You will be advised whether they are going to recommend that your appointment be confirmed.

## Unsatisfactory performance or conduct during the probationary period

6. During your regular one-to-one meetings, your manager will advise you if your performance or conduct is not reaching the levels expected and if you are not meeting your objectives. Your manager will explore whether there are any mitigating circumstances and whether further training is required. Your manager will also outline the level of performance expected from you going forward and the period over which they will monitor your performance.



7. If there is no improvement in performance or conduct or your objectives have still not been met, your probationary period may be extended for a further period. The extension will be any period up to 3 months. If the concerns are serious and there is no indication of improvement your employment may be terminated.

## **Probation outcomes**

### **Successful completion**

8. If you have consistently met your objectives and your conduct and performance are at the level expected, it is likely your manager will recommend confirming your employment with the Michael Lonsdale Group. For you to successfully complete your probationary period you must have also completed any required training courses. We will write to you to confirm your successful completion of the probation.

### **Reasons for extending a probationary period**

9. Your probationary period may be extended if you have not yet reached the level of performance expected, but you appear to be capable of reaching the required standard with further training and support.

10. Your probationary period may also be extended if there has been a delay in making any reasonable adjustments, in setting up specialist equipment or providing training, which may be required for some employees to undertake their role. These delays may result in you not being able to fully demonstrate that you are able to undertake the role.

11. In addition, if you have had a number of periods of absence during your probationary period or have had a long term period of absence which means your manager has been unable to fully assess whether you can undertake your role, your probationary period may also be extended. In this instance your manager will look to address any sickness absence issues or health concerns with you as soon as they arise and in line with our sickness absence policy and procedure.

12. Probationary periods should not normally be extended by more than two or three months in the first instance and should not exceed a total of 10 months. Sometimes a probationary period will be put on hold (see section below).

13. Should your probationary period be extended we will write to you to confirm the reasons and required targets of your performance. You will then attend a further probation meeting at the end of the extension.



14. If you apply for another role at the Michael Lonsdale Group within your probation, we will discuss how we will manage your probation. It may be that you will be expected to have a probation period in your new role or that we decide to confirm you as an employee of the Michael Lonsdale Group. Timings and role will impact this decision and will be clearly discussed with you.

### **Probationary period put on hold**

15. Should you have a period of maternity or adoption leave during your probationary period it may be necessary to put your probationary period on hold until you return. Similarly, should you have a period of long-term sickness absence during your probationary period we may again put your probationary period on hold until you are well enough to return to your role.

16. If your probationary period is put on hold, any performance, conduct or attendance issues may also be put on hold prior to your return. Initial investigations may however continue during your period of absence.

### **Termination of employment**

17. At any time during your probation, should your performance not meet the required standard and/or where the additional support that has been put in place fails to bring about the desired improvement in performance or your conduct is deemed to be inappropriate or unacceptable, it may be necessary to terminate your employment.

18. During your probationary period the Company's disciplinary procedure will not apply, however the minimum statutory procedures in force at the time will apply.

19. If your employment is terminated you will be given either one week's notice or payment in lieu. This does not prejudice the Company's right to terminate your employment at any time without notice or payment in lieu of notice if it considers that you are guilty of gross misconduct.

### **Roles and responsibilities**

20. **Managers are responsible for the following:**

- Setting objectives and ensuring that you have access to the necessary information, instructions and resources to do your job



- Providing support and assistance to you where required.
- Ensuring any reasonable adjustments required to enable you to fulfil your role
- Undertake regular one-to-one meetings with you during which feedback is provided on performance and you are given the opportunity to comment and provide your own feedback.
- Highlighting any concerns, they may have with you at the earliest opportunity and ensuring the appropriate support mechanisms are put in place to bring about a desired improvement in performance.

21. **You are responsible for:**

- Maintaining and meeting the required standards of performance and conduct expected.
- Seeking information and clarification when required to ensure you can meet your objectives.
- Notifying the Michael Lonsdale Group should you require any adjustments to your role or identify any areas where additional support is needed.

22. **The Michael Lonsdale Group reserves the right to amend or alter this procedure at any time.**

Name **Gary Herbert**

Signed

A handwritten signature in blue ink, appearing to read 'G. Herbert', is written over a light blue horizontal line.

For and on behalf of the

Michael J Lonsdale Group Board of Directors

(Michael J Lonsdale Limited/ Michael J  
Lonsdale (Electrical) Limited

E7 Building Services Limited

Position **Managing Director**

Date **13/6/2020**