

All new employees at Stair Lock are subject to a minimum 6-month probationary period. The purpose of the probation period is to allow both Stair Lock and the employee to determine whether the employee is suited to the position and business, and for the employee to assess if the job meets their expectations.

During the 6-month probation period, managers should meet with the new employees regularly, with a review being undertaken at 3 months and at least one week prior to the expiry of the probationary period.

After 3-months, new employees should have the basics of the role under control, have a good grasp of the business and be able to demonstrate competence across the tasks required and with key relationships.

3-month probation review:

There must be a formal probation meeting after 3-months providing an opportunity for the new employee and Manager to discuss the past 3 months, highlight any areas that may need to be addressed during the remainder of the probationary period. If there are any specific issues that need to be addressed, these must be discussed at this meeting and documented with a copy kept on the staff member's file.

6-month probation meeting:

The 6-month probation meeting should be conducted a minimum of two weeks prior to the end of the probationary period. Any issues identified at the 3-month probation review should be revisited at this point including improvements and progress made since the last meeting.

Successful probation:

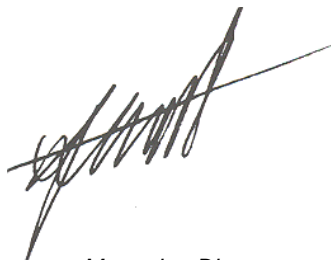
If probation has been successful, the Manager will advise the HR Officer in writing that the employee's probation period has been successful. The HR Officer will then issue a successful probation letter to the employee.

Unsuccessful probation:

Performance and conduct issues often arise because employees do not understand what is expected of them. If an employee's performance or conduct is not satisfactory during their probationary period, the Manager will:

- make sure the employee clearly understands their role, the expected level of output or performance, and the expected conduct at work, and
- provide the employee with regular performance feedback during the probation period and inform them of any changes needed to their work or conduct.

If ongoing issues have not been addressed or improvements made, and probation is unsuccessful, the employee must be notified in writing a minimum of one week before the end of the probation period. If the employee has been employed at Stair Lock for 6 months or more (even if they are on probation) there are additional steps that need to be taken before employment can be terminated to ensure compliance with Fair Work guidelines. In these cases, the Manager should discuss the situation with the HR/Payroll Officer prior to taking action.



Approved by:

Edward Lloyd

Managing Director

8 September 2023