



EASA SALEH AL GURG GROUP

POLICY FOR PROBATION

DOCUMENT NO.: ESAG-HR-P-019



REVISION HISTORY

Any revision to this document must be approved by the Group CEO. Any changes to the policy which affects the Delegation of Authorities as set out in this document above the Group CEO must be approved by the Managing Director.

REVISION DATE	BRIEF OF REVISIONS MADE	PREPARED BY	APPROVED BY
Dec 29, 2010	Initial Issue	Group HCD	GGM
June 13, 2021	Revised to incorporate new logo and GCEO	Group HCD	Group CEO
Sep 05, 2022	Revised to incorporate changes in the UAE labor laws, new performance management system as well as policy update exercise through project Deming	Group HCD	Group CEO

POLICY EFFECTIVE DATE & DATE OF ISSUE

This document is intended to be issued on September 05, 2022 and is to be effective as of the same date.

1 INTRODUCTION

This policy states probation period guidelines applied in the Easa Saleh Al Gurg Group (ESAG).

2 PURPOSE OF DOCUMENT

This policy has been established to provide the guidelines for the probation process and bring consistency in the treatment of employee evaluation throughout the organisation.

3 SCOPE

This policy document applies to temporary employees of ESAG.

4 AUDIENCE

This document is intended for viewing of all permanent and temporary employees of ESAG.

5. POLICY

- 5.1 All employees by default are subject to 3 months' probation period from the date of joining. This is extendable for a further maximum of 3 months based on the probation review. The maximum probation period must comply with current prevailing land law.
- 5.2 All new employees need to go through a probation review by the end of the first three months of employment. The review will take place between the employee and his/her line manager. After the meeting, the line manager makes the recommendation to the Entity CEO/ GM/ BM who jointly decide whether the employee will be confirmed, terminated, or continue probation for further 3 months.
- 5.3 Employee is expected to acquaint him/herself with assigned responsibilities and perform at satisfactory levels.

6 PROCEDURE

- 6.1 Line/ Department Manager will conduct an Introductory Meeting with every new employee in the first 3 days of the employee's joining to define the following:
 - a. Duties & responsibilities of the assigned job
 - b. Relevant policies & procedures
 - c. Probation period objectives
 - d. Performance measurement tools
 - e. Scheduling of routine performance review meetings.
- 6.2 For employees in Grade 16 and above, the ESAG People Experience system will launch the Probation Review Form on the 75th day of their employment (15 days prior to 03 months) and will be sent to the Line Manager (system triggered workflow).

- 6.3 Line Manager reviews the employee's performance and attitude displayed in the last 3 months, states whether his/her employment is confirmed, or the probation period will be extended, or employment will be terminated. Line Manager will rate Probation Goals with relevant performance ratings and fill in the form with the comments. The workflow will then route to Entity HCBP for their comments.
- 6.4 After both Line Manager and Entity HCBP made the Probation decision, the workflow will then be routed back to the Line Manager for one-on-one meeting/discussion with the employee. Line Manager is required to fill the meeting comments in the relevant section of the Probation form and route the workflow to the employee for his/her acknowledgment.
- 6.5 Employee will be able to read all the comments from Line Manager and Entity HCBP and accord his/her agreement, and then sign the form digitally.
- 6.6 The workflow will be routed to the Second Manager for approval. After Second Manager approval the form will reach Group HC to perform the Probation action in the ESAG People Experience.
- 6.7 For employees in Grade 18 and above, Group HC will release a confirmation letter to the confirmed employees and for Grade 17 & below Entity CEO /EGM / EBM can issue the confirmation letter.
- 6.8 For all non-confirmation cases, ESAG separation process will be followed. If the probation period of an employee is extended, then a probation extension letter may not be necessary however if there are concerns about the employee's performance, then a Performance Improvement letter can be issued.
- 6.9 For Grade 15 and below employees, the Entity HCBP sends the Probation Review Form (Ref: ESAG-HR-F-001) to the Line Manager/Department Head concerned 20 days before the end of probation period of an employee.
- 6.10 Line Manager/Department Head will conduct probation period review meeting with the employee at least 12 days before the completion of the first 3 months of the employee's service to discuss progress in performance during the probation period.
- 6.11 The Line Manager /Department Head evaluates the employee's performance and attitude displayed in last 3 months, states whether or not his/her employment is confirmed, or the probation period will be extended, or employment will be terminated.
- 6.12 For employees in grade 15 and below the decision to confirm or to extend probation period will be taken by Line Manager and Entity CEO / GM/ BM. For such cases entity HC coordinator will issue the confirmation/extension Letter.
- 6.13 In case of termination (for all grades) recommendation must be forwarded to Group HC for review and approval.

7 Confirmation of Employment

- 7.1 Line Manager and Entity CEO/ GM/ BM decide to confirm the employee in Grade 17 and below If his/her performance is fully satisfactory.
- 7.2 Confirmation Letter is issued by Group HC for Grade 18 and above and Entity HCBP for Grade 17 & below.



- 7.3 A copy of the employee's acknowledgement must be kept in the personnel file along with the duly filled Probation Review Form and the attendance during the probation period. Entity HC coordinator to inform corporate payroll about employee probation status for data update within present payroll cycle.

8 Extension of the Probation Period

- 8.1 Line Manager and EBM/EGM may decide to extend the probation period, however, probation period in total should not exceed 6 months duration (or as stated by land law)
- 8.2 Probation Period Extension Letter is issued by Group HCD for grade 18 and above (if necessary) and by Entity HC coordinator for Grade 17 & below.
- 8.3 The same process of probation review will be conducted in case of an employee's probation is extended.

9 Separation during Probation

- 9.1 The employee whose performance has been unsatisfactory Group HCD will proceed with the termination process. The notice period as per the UAE Labour Law will be as following:
- 9.1.1 Termination: 14 days' Notice
- 9.1.2 Resignation to go to another employer: 30 days' Notice + New employer to compensate fees.
- 9.1.3 Resignation to go home country: 14 days' Notice + and if returned to UAE within 3 months; New employer to compensate fees
- 9.1.4 Resignation without serving notice or pay for it: 1 year's ban
- 9.1.5 A Separation Letter will be issued by Group HCD for all cases in advance before the completion of probation period.

10 ROLES AND RESPONSIBILITIES

10.1 Human Capital

- 10.1.1 Ensure the Policy is followed and facilitate a consistent, equitable and integrated process.
- 10.1.2 Follow the Probation Period Policy and Process.
- 10.1.3 Send the Probation Review Form for Grade 15 & below to the respective Line Manager/ Department Head on time.
- 10.1.4 Issue the letter of confirmation, probation period extension, or termination.

10.2 Line Managers, Entity CEO/ GM/BM

- 10.2.1 Support HCD in the implementation of the policy.
- 10.2.2 Conduct an introductory meeting with every new employee in the first 3 days of the employee's joining.
- 10.2.3 Conduct probation period review meeting with the employee.
- 10.2.4 To decide whether to confirm or extend the probation period for grade 17 & below.
- 10.2.5 To recommend confirmation or probation period extension for grade 18 & above

- 10.2.6 To recommend termination of service.
- 10.2.7 Complete the system workflow before the due date.

10.3 All Employees

10.3.1 All employees are responsible for ensuring they comply with the requirements of this policy standard and specifically, participate in a professional, consistent and equitable manner.

10.3.2 Employee approaches HC with concerns regarding current position

11 REPORTING

All documents related to probation review must be approved by all concerned parties and paper record or workflow must be kept in the employee file or MIS.

12 Breach

Upon breach of this policy, it is the responsibility of the EBM/EGM/CEO or/and Group CHCO to follow up with the relevant individual or/and direct remedial actions as they consider appropriate in the circumstances. Where consistent non-compliance is noted, the remedy may include actions as per the ESAG's Performance Management Policy.

13 Exemption

The Group CEO has the sole right to exempt a person from this policy, or part thereof including standards and procedures required to fulfil the requirements of this policy. The exemption approval from Group CEO can be taken in writing or via email.



Annexure 1: Probation Review Process Flow

