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# Probation Policy

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## Introduction

1. All appointments to the City Corporation are subject to a probation period, which provides a structured opportunity for the employee and the organisation to confirm suitability for the role through the assessment of performance, conduct and behaviour in line with the Code of Conduct.

2. This policy sets out a clear framework for managing and supporting new employees during probation. The policy also describes the procedure to be followed where standards are not met, including the agreement of necessary improvements and associated timescales.

3. The probation procedure is summarised in the Probation Procedure Map (Appendix 3) and should be read alongside the Manager and Employee Probation Guides (see the **Toolkit** heading below).

4. Employees have the right to be accompanied at formal probation meetings as follows:

    - Employees may be accompanied by a representative of the recognised Trade Unions, GMB or Unite. Please note that Trade Unions may apply qualifying periods before representation is available and employees may wish to take this into account when considering membership.

    - Employees in Grades H–J may also be accompanied by a Senior Employee Representative.

5. More information on representation is available at Unions & Senior Employee Representatives and Appendix 4 on the Right to be Accompanied below.

6. The City Corporation recognises that starting a new role can be challenging and is committed to setting achievable objectives and providing appropriate support, training and reasonable adjustments (where required) to help employees succeed.

## Scope

7. This policy applies to employees new to the organisation, or those who have transferred to a new role or been promoted internally, whilst still in their probation period.

8. It does not apply to the below as they are subject to separate procedures:

    - Teaching Staff in the City of London Schools.

    - Police Officers.

- Agency workers, consultants, contractors or other third-party workers, who remain subject to the terms and procedures of their employment contract.

9. It does not apply to employees who have transferred or been promoted internally and who are no longer in their probation period, at the time of the new appointment.

## Who's involved?

10. The following individuals may be involved in the probation review meetings.[1] All parties must remain impartial and objectively assess the evidence presented:

| Title | Procedure | Responsibilities |
|---|---|---|
| Line Manager | Informal | • Support the employee in passing probation.<br>• Communicate expected standards to employee during their first week.<br>• Clarify how performance will be monitored and the timescales.<br>• Discuss training, development and associated timescales.<br>• Confirm employee has completed their mandatory training.<br>• Address concerns at the earliest opportunity.<br>• Host probation review meetings (see the Manager Guide in the **Toolkit** heading below).<br>• Ensure probation decisions are evidence-based and supported by documented discussions, objectives, feedback and any support provided to the employee. |

[1] Management level required must be in line with the Managing People Policy, for employees up to and including Grade H i.e., Levels 1,2,3,4 for carrying out probation review meetings. Levels 1 and 2 for formal probation meetings, plus a HR representative. Levels 1 and 2 (and accompanied by a HR representative) for probation appeals.
For employees Grade I & J, Levels 1 and 2 for probation review meetings. Level 1 for formal probation meeting and appeal, plus Executive Director or Chief People Officer.

| | | |
|---|---|---|
| | | • If the employee fails to meet the requisite standard, follow the formal meeting procedure (see the heading **Failure to Pass Probation Period – Formal Meeting** below for more information). |
| Human Resources' representative | Formal | • Part of formal meeting.<br>• Provides procedural advice.<br>• Supports the fair and consistent application of the policy. |
| Decision-maker | Formal | • Makes decision as to whether an employee has passed their probation period based on the evidence provided. |
| Appeal Manager | Formal (appeal) | • Reviews and decides outcome based on the evidence provided. |

## Reasonable Adjustments During Probation

11. The organisation is committed to equality of opportunity and recognises its duty under the Equality Act 2010 to make reasonable adjustments for employees with a disability. It is both in the employee's and the wider organisation's interest if the reasonable adjustments are implemented as soon as possible, to make it easier for employees to perform in their role.

12. Reasonable adjustments can be requested at interview, appointment or during the probation period. The Line Manager must take reasonable steps to implement agreed reasonable adjustments as soon as practicable and discuss with the employee what is required to facilitate their performance. The Line Manager must contact Occupational Health where necessary (see their intranet page at Welcome to the Occupational Health Service).

13. Adjustments may relate to duties, hours of work, performance targets, training, supervision arrangements or the probation process itself.

14. The Line Manager must continue to liaise with the employee on what is best suited to their particular needs, in line with what is reasonable. If the employee believes there are other reasonable adjustments which may help their performance, the employee should raise this with the Line Manager during their regular one-to-ones.

15. Any agreed reasonable adjustments will be considered when assessing the employee's performance and suitability for the role.

16. Please see the City Corporation's Reasonable Adjustments Passport Guide Reasonable Adjustment Passport Form and Reasonable Adjustment Checklist for more information on reasonable adjustments.

## Learning and Development

17. All mandatory training is required to be completed within the employee's probation period. This can be found via SAP at SuccessFactors: Home under the 'View My Learning' tab.

18. If an employee is finding it difficult to complete the training after the first three months at the City Corporation, they should raise this concern with their Line Manager. Line Managers should also be alert and encourage employees to do their training within the first three months. If training is not completed within the three-month timeframe, Line Managers should consider whether any reasonable adjustments are necessary.

19. Delays to training will not in itself be a reason for failure to meet the required standard, but will be considered alongside general performance.

20. If there is outstanding mandatory training that has not been completed with the probation period, the Line Manager will receive a notification.

21. Additionally, it is expected that an employee will undertake any Learning and Development as required for their role. Please contact the Learning and Organisational Development team via email at trainingbookings@cityoflondon.gov.uk or via their intranet page at L&OD homepage for more information on the training and development opportunities available for new starters.

## Probation Period

22. The standard probation period is four months, but this may differ depending on the employee's contract of employment. During the probation period, the employee's performance in the new role will be assessed.

23. Line Managers should meet with a new employee on a regular basis to ensure that objectives are clear and to assist the employee with settling into their role. Please see the Manager Guide (see the **Toolkit** heading below) for more guidance.

24. Managers should ensure that concerns are addressed at the earliest opportunity. Failure to identify and communicate concerns during probation may undermine the fairness of any subsequent decision and limit the organisation's ability to assess suitability for the role.

25. The timetable below sets out the minimum expectations for managing and reviewing an employee during their probation period (see the Probation Procedure Map at Appendix 3 below for a visual):

| Timeline | Status | Description |
|---|---|---|
| Week 1 | Welcome meeting. | The Line Manager must:<br>• Organise an introductory and welcome meeting.<br>• Clearly explain the expectations of the role in line with the role profile and potentially any seasonal changes (i.e., are there weather changes which may affect the work/ are there busy periods that the employee should be prepared for and informed of).<br>• Implement any agreed reasonable adjustments.<br>• The Line Manager should liaise with the employee to help ensure that implemented reasonable adjustments are catered to the individual's needs.<br>• Evidence meeting in writing and send to the employee.<br>• Onboard and induct the employee in line with our Onboarding and Induction Policy.<br><br>The employee may, and is encouraged to, raise questions they have about the role/ team/ department/ leave/ pay or otherwise, and request reasonable adjustments in line with the Reasonable Adjustments section above. |
| Month 1 | Routine one-to-one. | The Line Manager should:<br>• Organise weekly one-to-one meetings to ensure that the employee is settling in, understands assigned tasks and deadlines that they have been assigned, and is clear on the required standard of performance.<br>• Input the meetings in Outlook calendar. |

| | | |
|---|---|---|
| | | • Raise and address any issues or concerns as they arise.<br>• Review the effectiveness of reasonable adjustments and adjust if required.<br>• Evidence the meeting in writing and send to the employee.<br><br>The employee may, and is encouraged to, raise questions they have about the role/ team/ department/ leave/ pay or otherwise, and request reasonable adjustments in line with the Reasonable Adjustments section above. |
| Month 2 **(before the beginning of Month 3)** | Probation review meeting 1. | The Line Manager must:<br>• Organise a formal probation meeting and document it in writing using the Probation Review Form (Appendix 1).<br>• Discuss strengths and any areas for improvement.<br>• Agree an improvement plan with the employee if there are performance concerns. This will not apply in the majority of cases. See the Probation Review Form (Appendix 1) for more information. If the form is not sent to HR within 10 days of Probation Review Meeting 1, the Senior Manager and HR will be made aware.<br>• Notify HR if there are any concerns or if an improvement plan is agreed.<br>• Evidence meeting in writing and send to the employee.<br><br>The employee may, and is encouraged to, raise questions they have about the role/ team/ department/ leave/ pay or otherwise, and request reasonable adjustments in line with the Reasonable Adjustments section above. |

| | | |
|---|---|---|
| | | Since this is a formal meeting, the employee has the right to be accompanied by a Trade Union representative, Senior Employee Representative or a companion of their choice. |
| Start of Month 3 | Routine one-to-one | The Line Manager should:<br>• Organise one-to-one meetings to ensure that the employee is settling in, understands assigned tasks and deadlines that they have been assigned, and is clear on the required standard of performance.<br>• Input the meetings in Outlook calendar.<br>• Raise and address any issues or concerns as they arise.<br>• Review the effectiveness of reasonable adjustments and adjust if required.<br>• Confirm if mandatory training has been completed.<br>• Evidence meeting in writing and send to the employee.<br><br>The employee may, and is encouraged to, raise questions they have about the role/ team/ department/ leave/ pay or otherwise, and request reasonable adjustments in line with the Reasonable Adjustments section above. |
| Month 3 **(at least 10 working days before the beginning of Month 4).** | Probation review meeting 2. | In most cases, the employee will successfully pass probation. The Line Manager must:<br><br>• Organise a formal probation meeting with the employee.<br>• Document it in writing using the Probation Review Form and send to the employee and HR.<br>• In a small minority of cases where the required standard is not met, follow the |

| | | |
|---|---|---|
| | | process set out under the heading **Failure to Pass Probation Period – Formal Meeting** as the final probation review must take the format of a formal meeting in line with the Managing People Policy.<br><br>The employee may, and is encouraged to, raise questions they have about the role/ team/ department/ leave/ pay or otherwise, and request reasonable adjustments in line with the Reasonable Adjustments section above. |

26. For example, if an employee joined on 1 February, the Line Manager meets with the employee on 1 February. The Line Manager then organises weekly one-to-one meetings to take place throughout the month of February. On 15 March, the Line Manager should organise the first probation review meeting. Throughout the month of March and into April, the Line Manager should organise one-to-one meetings to check-in on the employee. By 15 April (or earlier), the Line Manager organises the final probation review meeting.

27. It is essential that the final probation meeting takes place at least 10 working days before the beginning of month four of probation (i.e., 3 months and 2 weeks into the employee's probation period), ensuring sufficient time for any follow-up action. Where there are extenuating circumstances delaying the final review within the four-month window, Line Managers should contact HR immediately via the HR Service Desk so that appropriate action can be taken within the permitted timeframe.

28. It is the Line Manager's responsibility to conduct the probationary review meetings and confirm if the employee has passed the probation period. If an employee reaches the end of the four-month probation period without a formal decision to terminate employment, the Line Manager should contact HR immediately to determine appropriate next steps.

29. During the probation period, the employee will not be subject to the Capability, Disciplinary or Sickness Absence procedures. The Sickness Absence reporting procedures should still be followed during the probation period and any sick days accrued during probation will be carried forward.

## Probation Outcomes

### Confirming Employment

30. If the manager is satisfied the employee has achieved the necessary standards and demonstrated suitability for the role, the Line Manager should upload the Probation Review Form (Appendix 1 below). Please ensure that the meeting is evidenced in writing and sent to the employee. Once the Probation Review Form is received by HR, employment will be confirmed. Further guidance on the Manager's role can be found in the Manager Guide.

31. Following successful completion of the probation period, further performance review will be through the Performance Development Framework & Appraisal Procedure.

### Extension

32. As above, the probation period may be extended in exceptional circumstances up to a period of four weeks. The formal meeting must be held to assess rationale for extension (see below for more information).

### Failure to meet required standard

33. A failure to meet the required standard should not come as a surprise to the employee. Line Managers should ensure that they have flagged concerns to the employee at the two-month and/or four-month review meeting. It should be evidence-based and the Line Manager should ensure they have documented the review meetings to support their decision.

34. Please note that failure to meet required standard only applies in a minority of cases.

## Formal Meeting

35. If the employee fails to meet the standards for performance, conduct or attendance - or if an extension is being considered - and the Line Manager does not consider that the required improvements have been achieved, the final probation review will take the format of a formal meeting. The employee has the right to be accompanied at formal meetings by a work colleague, Trade Union Representative (GMB or Unite) or a Senior Employee Representative.

36. The formal meeting should be held **at least 10 working days** prior to the end of the final probation review. It may take the format of a Teams' meeting if there would otherwise be a failure to attend. The Line Manager should organise the formal meeting and organise a note-taker. The note-taker is subject to the same confidentiality requirements as the other parties.

37. The Line Manager must contact HR to notify them and to allow them to attend the formal meeting **with 10 working days' notice**. Please see the Manager Guide and Employee Guide for a timeline of the formal meeting procedure (see the **Toolkit** heading below).

38. Those present at the formal meeting will include:

- Line Manager. The Line Manager should also take notes or source a note taker for the meeting and ensure that it is evidenced in writing.
- Employee concerned.
- Employee's representative which can be a work colleague, Trade Union representative (GMB or Unite) or Senior Employee representative (if the employee decides to avail of this option).
- HR representative and procedural advisor.
- The Decision-maker and chair. This will be an employee of the requisite level of authority and seniority in line with the Managing People Policy.[2]

39. The employee should be given **10 working days'** notice of the meeting.

40. The employee has the right to be accompanied at the formal meeting by a companion, Trade Union representative or Senior Representative. If the employee's chosen representative or companion is unable to attend, the employee should propose an alternative date within 5 working days of the original meeting date. In exceptional circumstances, where the employee can demonstrate that they have made reasonable efforts to secure representation, a further postponement may be agreed.

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[2] For employees up to and including Grade H, Level 1 (plus an HR representative) and Level 2 (plus an HR representative) may conduct a formal probation meeting and probationary appeals.
For employees Grade I & J, Level 1 (plus an Executive Director or the Chief Officer/their delegated officer) may conduct a formal probation meeting and probationary appeals.
Level 1 includes Town Clerk & Chief Executive, Deputy Town Clerk, Chief Operating Officer, Chamberlain & Chief Financial Officer, Comptroller & City Solicitor, Remembrancer, City Surveyor, Executive Director Innovation & Growth, Executive Director Environment, Executive Director Community & Children's Services, Commissioner for City of London Police, Head of City of London School, Head of City of London School for Girls, Head of City of London Freemen's School, Chief Executive Officer of the Barbican Centre, Principal of the Guildhall School of Music & Drama, Managing Director of Bridge House Estates & Chief Charities Officer. In addition, the Executive Director and Chief Officer shall be treated as within Level 1 for this policy.
Level 2 includes Any other Senior Managers at Senior Manager Grade (SMG) Chief Officers, Heads of Service or equivalent and Senior Managers at grade I and J with responsibility for staff and associated budgets.

41. The meeting will take the following format:

- The Line Manager will present the case, detailing the reasons why the employee has not successfully completed the probation period and the measures that have been taken to facilitate improvement.
- The employee will have the opportunity to state their case.
- The Decision-maker will make a decision based on the information/evidence provided. The decision may be given at the meeting, or if the decision-maker adjourns to consider matters, as soon as practicable. The decision must be confirmed in writing **within 5 working days** of the formal meeting.
- The role of the HR representative is to provide procedural advice and guidance, support the fair and consistent application of this policy and support a professional, respectful and constructive process for all participants.

42. All participants in formal probation meetings are expected to conduct themselves in a professional and respectful manner, in line with the City Corporation's values and Code of Conduct.

43. The outcome of the meeting may be to:

- Confirm employment.
- Extend employment.
- Dismiss employee.

## Extension

44. In exceptional cases, the probation period may be extended for a maximum period of four weeks. Any extensions must be agreed with HR prior to being communicated to the employee via the HR Service Desk.

45. Examples may include:

- Prolonged sickness absence.
- Delay implementing reasonable adjustments.
- Insufficient opportunity to assess performance.
- Significant operational disruption.

- A need to assess sustained improvement following an improvement plan.

46. The Line Manager will notify the employee in writing of the decision to extend at Probation Review meeting 2 (before the end of month 4).

## Dismissal Notice Period

47. In most cases, employees have a one-week notice period. Some posts may require a longer notice period and this will be set out in the employee's contract of employment.

48. Employment may sometimes end immediately, with the employee receiving any outstanding payments due subject to annual leave entitlements already taken. This means the employee will receive a payment equivalent to the pay they would have received had they worked their notice period.

49. Conduct concerns arising during probation may be managed through the probation procedure. Allegations of serious misconduct or gross misconduct may instead be managed under the Disciplinary Procedure where appropriate.

## Probation Appeal

50. Employees have the right to appeal a decision to dismiss.

51. The request should be made to Employee Relations at EmployeeRelationsAppeals@corpoflondon.onmicrosoft.com within five working days of the Decision-maker's written decision, explaining the reasons for requesting an appeal. The appeal will be managed by an Appeal Manager and will have the requisite level of authority and seniority in line with the Managing People Policy (see footnote 1).

52. The Decision-maker will be required to prepare a written response to the request to appeal within five working days, and this will be shared with the employee.

53. The employee may request a paper review only. In this case, the Appeal Manager will consider the paperwork and confirm their decision in writing within five working days.

54. In all other cases a meeting will be held within five working days from the date that the written response was shared with the employee.

55. The decision should be confirmed in writing within five working days of the formal appeal meeting. More details are available in the Manager Guide and Employee Guide (see the Toolkit at paragraph 48). The possible outcomes are dismissal or a reinstatement of employment.

56. Please see Appendix 2 below for the Appeals Form which sets out the permissible grounds for appeal.

## Confidentiality

57. The details of the probation review meetings should be kept confidential, sharing on a 'need to know' basis only.

58. Probation records should be sent to the Human Resources (HR) team once the process is complete to be retained on the employee's record, in line with the Data Protection Policy.

## Toolkit

59. Available in the Employee Handbook:

- Probation Procedure and Appendices including:
  - Probation Review Form.
  - Appeal Form.
  - Probation Procedure Map.
  - Right to be Accompanied.
- Manager Guide.
- Employee Guide.

## Links / Other resources

- Code of Conduct.
- Data Protection Policy.
- Employee Assistance Programme.
- CityWell.
- Learning – SAP SuccessFactors.
- Welcome to the Occupational Health Service.
- Reasonable Adjustments Passport Guide.
- Reasonable Adjustment Passport Form.

- Reasonable Adjustment Checklist.
- HR Employee Relations.
- Capability.
- Disciplinary.
- Sickness Absence.
- Managing People Policy.
- Scheme of Delegations to Officers.

# Probation Policy Appendices

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## Appendix 1: Probation Review Form

**Meeting log:**

| | Date of the meeting | Completed | Documented in writing |
|---|---|---|---|
| **Initial Meeting:** | | ☐ | ☐ |
| **2-month review:** | | ☐ | ☐ |
| **4-month review:** | | ☐ | ☐ |

**Employee Information:**

| | |
|---|---|
| **Employee Name:** | |
| **Job Title:** | |
| **Grade:** | |
| **Department/ Section:** | |
| **Start Date:** | |
| **Line Manager Name:** | |

**Part 1: Initial Meeting**

This meeting should be completed within a week of the employee commencing their employment.

***Objectives***

The Line Manager should identify specific objectives for the employee in line with the role profile responsibilities. Please see the Manager Guide for a full example.

| **Role responsibility** |
|---|
| |
| |
| |
| **Probation objective** |
| |

| |
|---|
| |
| **How success will be measured** |
| |
| |
| |
| **Manager support measures** |
| |
| |
| |

| | | | |
|---|---|---|---|
| **Employee's Signature:** | | **Date:** | |
| **Manager's Signature:** | | **Date:** | |

**Part 2: First probation review (2 months)**

To be completed by the Line Manager in discussion with the employee.

| | Improvement Required | Good | Very Good | Outstanding |
|---|---|---|---|---|
| **Quality of work** | ☐ | ☐ | ☐ | ☐ |
| **Efficiency and timekeeping** | ☐ | ☐ | ☐ | ☐ |
| **Attendance** | ☐ | ☐ | ☐ | ☐ |
| **Teamwork** | ☐ | ☐ | ☐ | ☐ |
| **Work relationships (teamwork and interpersonal and communication skills)** | ☐ | ☐ | ☐ | ☐ |

| | | | | |
|---|---|---|---|---|
| **Overall progress against objectives** | ☐ | ☐ | ☐ | ☐ |
| **Management/ Supervisory skills *(if applicable)*** | ☐ | ☐ | ☐ | ☐ |
| **Has mandatory training been completed? If not, please detail a plan and timeline for completion.** | | | | |
| | | | | |
| **If any areas of performance, conduct or attendance require improvement please provide more detail.** | | | | |
| | | | | |
| **Where concerns have been identified, please summarise how these will be addressed during the remaining period of probation.** | | | | |
| | | | | |
| **Summarise employee's performance and progress over the period.** | | | | |
| | | | | |
| **Summarise training and development undertaken. Have any further areas been identified?** | | | | |
| | | | | |
| **Have reasonable adjustments been requested or implemented? If yes, summarise.** | | | | |

| | | | |
|---|---|---|---|
| | | | |
| **Employee's signature:** | | **Date:** | |
| **Manager's signature:** | | **Date:** | |

**Improvement Plan (if applicable).**

Notify HR if an improvement plan is agreed.

| **Improvement Plan:** | **Details** |
|---|---|
| **Concern:** | |
| **Expected improvement:** | |
| **Support:** | |
| **Timeline:** | |
| **Outcome if not met:** | |

**Part 3: Final probation review (4 months)**

To be completed by the Line Manager in discussion with the employee **before** the end of the four-month Probation Period.

| | **Improvement Required** | **Good** | **Very Good** | **Outstanding** |
|---|---|---|---|---|
| **Quality of work** | ☐ | ☐ | ☐ | ☐ |
| **Efficiency and timekeeping** | ☐ | ☐ | ☐ | ☐ |
| **Attendance** | ☐ | ☐ | ☐ | ☐ |
| **Teamwork** | ☐ | ☐ | ☐ | ☐ |
| **Work relationships (teamwork and interpersonal and** | ☐ | ☐ | ☐ | ☐ |

| | | | | |
|---|---|---|---|---|
| **communication skills)** | | | | |
| **Overall progress against objectives** | ☒ | ☐ | ☐ | ☐ |
| **Management/ Supervisory skills (if applicable)** | ☐ | ☐ | ☐ | ☐ |
| **Has mandatory training been completed? If not, please detail a plan and timeline for completion.** | | | | |
| | | | | |
| **Summarise employee's performance and progress over the period.** | | | | |
| | | | | |
| **Please document below if probation has been successfully completed & employment is confirmed.** | | | | |
| | | | | |
| **If probation has not been confirmed, the Line Manager should provide reasons and summarise what action has been taken to address any difficulties which have arisen during the probationary period.** | | | | |
| | | | | |
| **The employee may provide any comments about their performance, conduct or attendance during the probation period.** | | | | |
| | | | | |

| | | | |
|---|---|---|---|
| | | | |
| **Have reasonable adjustments been requested or implemented? If yes, summarise.** | | | |
| | | | |
| **Employee's signature:** | | **Date:** | |
| **Manager's signature:** | | **Date:** | |

Notes:

The Line Manager should ensure this form has been completed in full by the three key dates: 1 week; 2 months; and 4 months.

If the probation period has been completed satisfactorily and the employee's appointment has been confirmed, the Line Manager must upload a copy of this form here within seven working days of the final review meeting being held.

If the employee's appointment is not confirmed, the Line Manager should contact HR for advice before meeting with the employee.

## Appendix 2: Appeal Form

### Introduction

This form should be used where you wish to appeal the outcome of a formal probation meeting.
Before completing this form, please ensure you have read the Probation Policy. This form should be submitted within five working days of receipt of the probation formal meeting decision.

An appeal is not an opportunity to raise new issues. An appeal cannot be used simply because the employee disagrees with the outcome; it must be based on specific grounds, such as:

- A procedural irregularity.
- New evidence becoming available.
- Concerns that relevant information was not considered.

Appeals will normally be limited to a review of the original decision unless significant new information is identified.

Repeated or unsupported appeals may be managed in accordance with the organisation's policy on vexatious or malicious grievances.

The right of appeal is available only to current employees. Where an individual leaves the City Corporation's employment before submitting or concluding an appeal, the appeal procedure will not proceed. Where an individual has been dismissed, they will have five working days from the decision to dismiss to submit an appeal.

The information you provide will be used only for the purpose of managing your appeal in accordance with the Probation Policy.

It should be sent to Employee Relations at EmployeeRelationsAppeals@corpoflondon.onmicrosoft.com.

### Section 1: Employee details

| | |
|---|---|
| Name: | Contact number: |
| Job title: | Location: |
| Department: | Section/Service: |
| Name of employee's Line Manager: | Name of employee's Senior Line Manager: |

## Section 2: Probation appeal

| |
|---|
| Date of formal probation meeting: |
| Name of Decision-maker: |
| Date of decision stating employee failed their probation period: |

## Section 3: Grounds of Appeal

Please indicate the ground(s) on which you are appealing (tick all that apply) and provide details below. Please explain your grounds of appeal clearly and succinctly:

| | Reason | Details |
|---|---|---|
| ☐ | Procedural unfairness (the probation procedure was not followed correctly) | |
| ☐ | The decision was unreasonable or not supported by evidence | |
| ☐ | Relevant evidence was overlooked or not considered | |
| ☐ | New evidence has arisen that could not reasonably have been provided earlier | |
| ☐ | Other (please specify). | |

## Section 4: New evidence (if applicable)

If you are submitting new evidence please describe the evidence and explain why it was not provided during the original probation meeting. Attach copies where relevant.

| |
|---|
| |

## Section 5: Outcome sought

Please explain what outcome you believe would be reasonable at appeal stage. This may include confirmation, variation, or reconsideration of the original decision.

| |
|---|
| |

**Do you wish your appeal to be considered as (please tick the appropriate box):**

☐ Paper Review

☐ Appeal meeting

**Section 6: Right to be accompanied**

You have the right to be accompanied at an appeal hearing by a trade union representative or workplace colleague.

If you wish to be accompanied, please provide the details below:

| **Name of person accompanying you:** |
|---|
| |
| **Job title or Trade Union representative:** |
| |
| **Contact Number:** |
| |

**Section 7: Declaration, Signature and date**

I confirm that this appeal relates to the probation decision identified above and does not introduce a new grievance.

I acknowledge that the Employee Relations' team may review the stated grounds of appeal to determine the appropriate scope of the appeal, for example whether it should be a review of the decision or involve further investigation

| |
|---|
| Employee Signature: |
| Date: |

## Appendix 3: Right to be Accompanied.

