

Probationary Policy

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Introduction

At Elizabeth Finn Homes Ltd, we recognise that starting a new role is an important transition. Our probationary period is designed to support you as you settle into your position, develop your knowledge and skills, and become familiar with our values, standards and ways of working.

The probationary period also provides an opportunity for us to work together to assess your suitability for the role, including your performance, conduct, attendance and overall progress. Throughout this period, you will receive appropriate induction, training, guidance and regular feedback to help you succeed.

This policy aims to ensure that all colleagues are treated fairly, consistently and equitably, while maintaining compliance with relevant employment legislation.

This policy applies to all new employees of Elizabeth Finn Homes Ltd.

Probationary periods

As a new colleague, effective from the 20th July 2026 you will be required to complete a probationary period of three months. During this time, we will support you in developing the knowledge, skills and behaviours needed to perform your role successfully.

You will normally only be required to complete one probationary period during your employment with Elizabeth Finn Homes Ltd.

If you move to a different role within the organisation during your probationary period, your original probationary period will continue. Where necessary, and to ensure you have sufficient opportunity to demonstrate your suitability for the new role, we may extend the

probationary period. Any extension will be discussed with you, along with the reasons for the extension, the support available and the objectives to be achieved.

If you move to a different role after successfully completing your probationary period, you will not be required to undertake a further probationary period. Should difficulties arise in meeting the requirements of the new role, these will be managed through the appropriate organisational procedures, including capability procedures for performance-related concerns or disciplinary procedures for conduct-related concerns.

Support during your Probationary period

Your manager will provide guidance and support to you during your probationary period to help you to successfully complete your probationary period and continue your employment with us. The level of support will be tailored to the role and the individual employee as necessary.

We will ensure that you receive appropriate training during your probationary period. An induction plan will be set in place to assist with your development and introduction to Elizabeth Finn Homes, and all relevant documentation will be provided to you.

If you have any questions or concerns during your probationary period, or you are struggling with any aspect of your role, we encourage you to speak to your manager who will consider what further support can be provided. So that we can give you the best support possible we encourage you to be open and honest in these conversations.

Reviews during your Probationary period

Your manager will set objective performance standards for you during your probationary period and will discuss their expectations with you.

Your manager will hold regular probationary review meetings with you as necessary during your probationary period. These meetings will be used to assess how you are progressing and discuss whether any improvements are needed for you to successfully complete your probationary period.

Addressing concerns during your Probationary period

During your probationary period, we will work with you to support your successful integration into your role and assess your progress against the requirements of the position. Regular discussions with your manager will provide an opportunity to review your performance, conduct and attendance, recognise achievements, and identify any areas where additional support or development may be beneficial.

If any concerns arise during your probationary period, your manager will discuss these with you at the earliest opportunity. Together, you will agree any improvements required and identify appropriate support, guidance or training to help you meet the expected standards.

Our aim is to support all colleagues in successfully completing their probationary period. However, where the required standards are not achieved despite reasonable support and opportunities to improve, this may result in an extension of the probationary period or, in some circumstances, the termination of employment.

During your probationary period, Elizabeth Finn Homes reserves the right not to apply its full contractual capability and disciplinary procedures.

Where you demonstrate commitment and progress, but additional time is needed to fully meet the requirements of the role, we may extend your probationary period. Any extension will be discussed with you and will include clear objectives, appropriate support and a review timescale to help you achieve a successful outcome.

Confirming successful completion of your Probationary period

If you have met the required standards during your probationary period, your manager will inform you that you have successfully completed your probationary period. You should not consider your probationary period to have passed until such notification has been received. Future performance objectives will also be discussed and agreed with you.

Appeal against termination of Probationary employment

If your employment is terminated during or at the end of your probationary period, you have the right to appeal the decision.

If you wish to appeal, you should submit your appeal in writing within seven calendar days of the date of the written confirmation of the decision. Your appeal should clearly set out the reasons for your appeal and any information you would like to be considered.

You will be invited to attend an appeal hearing to discuss your appeal. Wherever possible, the appeal hearing will be chaired by a manager who has not previously been involved in the matter and who is more senior than the manager who made the original decision. The People Support team will be consulted as appropriate before the appeal hearing is arranged.

The appeal hearing will be held at a reasonable time and location, and we will make every effort to accommodate any reasonable requirements you may have. You are expected to take all reasonable steps to attend the hearing.

Following the appeal hearing, the Chair will carefully consider all the information presented before reaching a decision. You will be informed of the outcome in writing as soon as reasonably practicable.

The decision reached at the appeal stage is final and there is no further right of appeal.

Last Review date	Next Review Date
July 2026	July 2029