

PROBATION POLICY AND NOTICE PERIODS

All new employees are offered a job that is subject to satisfactory completion of a probationary period. During this period, you will follow an induction programme to help you settle in and become effective as quickly as possible.

Your work performance, attendance and general suitability will be assessed and if satisfactory, will result in confirmation of employment. If in the opinion of your Manager, you have not achieved the necessary standards your probationary period may be terminated or extended.

The normal capability, disciplinary and grievance procedures will not apply during the probationary period.

During your first month's employment both parties may terminate employment without formal notice.

After that, the following applies:

BY EMPLOYEE 1 week (after one month's service and up to 2 years' service; thereafter one week's notice for each year of service to a maximum of 4 weeks). Managers and Supervisors one month minimum after probation completed successfully.

BY COMPANY 1 week (after one month's service and up to 2 years' service; thereafter one week's notice for each year of service to a maximum of 12 weeks). Managers and Supervisors one month minimum after probation completed successfully.

Further details of notice are set out in your written contract.