

Document Statistics

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Organization	Panacea Bioedge Pvt. Ltd
Document Name	Probation and Confirmation Policy
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Document Revision History

Version Number	Revision Date	Description for Change	Reason for Change	Affected Section	Prepared By	Reviewed By	Approved By
1.0	00	-	New Document	--	QM	Lead-ESG	DO

1. Purpose

The purpose of this policy is to outline the process and criteria for confirming employment after the successful completion of the probation period at **Panacea Bioedge Pvt. Ltd.** It ensures that probationary employees are evaluated fairly and systematically before being confirmed as permanent employees.

2. Scope

This policy applies to all newly hired full-time employees at **Panacea Bioedge Pvt. Ltd.** who are placed on a probationary period as stated in their offer letter.

3. Probation Period

- All new employees will undergo a **probation period of 6 months** from their date of joining.
- During this period, the employee's performance, attendance, conduct, adaptability, and overall fit within the organization will be closely monitored and evaluated.

4. Performance Evaluation and Review

- The **Reporting Manager** is responsible for conducting a **performance review** of the employee one week before the completion of the probation period.

5. Confirmation Process

- Upon completion of 6 months, the employee's confirmation must be formally initiated by the **Reporting Manager**.
- The manager must **send an email** to the **HR department**, confirming whether the employee should be:
 - Confirmed in service, or
 - Have their probation extended (with reasons), or
 - Not confirmed (in cases of unsatisfactory performance, subject to company disciplinary procedures).

6. HR Action

- Upon receiving the confirmation email, HR will:
- Update the employee's status in the HRMS and official records.

7. Extension of Probation

- If the employee's performance is not satisfactory, the probation may be extended by a **maximum of 3 months**.
- The extension must be approved by the **manager and HR**, and the employee must be notified in writing.

8. Non-Confirmation

- In cases where the employee's performance is consistently unsatisfactory, employment may be terminated during or at the end of the probation period, following due process and applicable labor laws.

9. Enforcement

Any non-conformance to this policy shall be addressed as per the organization's employee disciplinary process.

The Panacea Bioedge Pvt. Ltd. is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members Panacea Bioedge Pvt Ltd.