

Throughout this document “the Company” refers to Yamazaki Mazak UK Ltd and/or Jonathan Lee Workforce Solutions Limited where appropriate.

Probationary Period Policy

1. Introduction

It is the Company’s policy to operate probationary periods for all new colleagues.

This policy allows both the colleague and their line manager / supervisor to assess objectively whether or not the colleague is suitable for the role.

Under this Probationary Period Policy, the colleague’s line manager/supervisor has responsibility for ensuring that all new colleagues are properly managed during their probationary period and their performance is regularly monitored. In particular, the line manager / supervisor must ensure that the colleague is properly informed at the start of their employment about what is expected during the probationary period, for example in respect of required standards of performance.

2. Length of Probation

The Company’s standard probationary period is 3 months in duration.

The Company reserves the right to extend a colleague's period of probation at its discretion. A probationary period may only be extended once and the total period of probation will be no longer than 6 months.

A probationary period may be extended in circumstances where the colleague's performance during the probationary period has not been entirely satisfactory but it is thought likely that an extension to the probationary period may lead to an improvement. It may also be extended if the colleague or their line manager / supervisor has been absent from the workplace for an extended period during probation.

Before a decision is taken to extend a colleague's probationary period, the colleague’s line manager / supervisor must consult with the HR Department. If an extension to the probationary period is agreed, the colleague’s line manager / supervisor must meet with the colleague before the end of the probationary period to discuss the following:

- 2.1 the length of the extension to the probationary period and the date on which the extended period of probation will end;
- 2.2 the reason for the extension to the probationary period. If the reason for the extension is the colleague’s unsatisfactory performance, the line manager / supervisor will supply details of how and why their performance has fallen short of the required standards and any support, e.g. coaching or training, that will be given; and
- 2.3 the performance standards or objectives that the colleague is required to achieve by the end of the extended period of probation.

All of the above will be confirmed in writing after the meeting to extend the probationary period. The letter will also include a statement that, if the colleague does not meet fully the required standards by the end of the extended period of probation, their employment will be terminated.

3. Terms of employment during the probationary period

During the probationary period, colleagues will be subject to the terms and conditions set down in their contracts of employment.

4. Reviews during probationary period

The colleague's line manager / supervisor should formally review and assess the colleague's performance, capability, and suitability for the role every month in the first two months, and again just before the end of the probationary period (3 months). A written record should be made using the relevant review form at each review.

In addition to the formal review meetings, the line manager / supervisor should provide regular feedback to the colleague about their performance and progress during the probationary period. If any concerns are identified, these should be raised with the colleague as soon as possible with a view to resolving them. The line manager / supervisor is also responsible for providing guidance and support during the probationary period.

5. End of the probationary period

Before the end of the probationary period, the line manager / supervisor should carry out a final review of the colleague's performance and suitability for the job. This will involve a meeting with the colleague to discuss their performance and progress throughout the probationary period. A notification email will be automatically sent to the line manager / supervisor 3 weeks' prior to their 3- month probation date to ensure their final review is completed in a timely manner. If the colleague's performance is satisfactory, the line manager / supervisor will verbally confirm to them that they are now in post and submit the formal review to the HR Department.

If the colleague's performance has not met the standards required by the organisation, the line manager / supervisor should discuss the matter with the HR Department before deciding on next steps.

If the colleague's performance during the probationary period has not been entirely satisfactory but it is thought likely that an extension to the probationary period may lead to an improvement, then the probationary period will be extended in accordance with point 2 above. If, however, the colleague's performance while on probation has been unsatisfactory and it is thought unlikely that further training or support would lead to an improvement, the colleague's employment will be terminated at the end of the period of probation (see point 6 below).

6. Termination of employment

As a general rule, it is the Company's policy to allow colleagues to complete the designated probationary period in order to give the colleague the best possible opportunity to come up to the required standards. If, however, there is clear evidence before the end of the probationary period to suggest that the colleague is wholly unsuitable for the role, the line manager / supervisor should consult the HR Department to discuss the early termination of the colleague's contract.

If the decision is taken to terminate the colleague's employment, a meeting will be held with the colleague and they are informed of the reason for the termination. Following the meeting, the Company will write to the colleague confirming the reason for the termination of the colleague's employment and giving them an opportunity to appeal against the decision.

If the colleague is an existing colleague who has been transferred or promoted into a different role, the Company's normal capability or dismissal procedure must be followed in full.

Appendices

PROBREV2MO01 Probationary Period Review Form (Interim Review- Month 1 and Month 2)
 PROBREV3MO01 Probationary period Review Form (Final Review – Month 3)

Procedure:	Probationary Period Policy
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Review Date:	14 th May 2026