REDEEMERS HEALTH VILLAGE

Human Resources Department

PROBATIONARY PERIOD POLICY

Policy Code: HR-POL-023

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Date Approved:	—		

Relevant Standards

- Labour Act of Nigeria (Cap L1 LFN 2004)
- Principles of fair treatment, natural justice, and due process
- RHV Onboarding Policy (HR-POL-019)
- RHV Performance Management Policy (HR-POL-008)
- RHV Disciplinary Action Policy (HR-POL-005)

Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	May 27, 2024	New Policy Implementation	
2	Final	June 2025	Policy Review & Update	CHRO
3	Final	April 28, 2026	Board Submission Revision	CHRO/CEO

1. Introduction

The probationary period provides RHV with a structured, fair, and well-supported mechanism for assessing the suitability of new hires for their roles and gives every new employee the opportunity to demonstrate their competence, adapt to RHV's culture, receive meaningful feedback, and be given the support they need to succeed. This policy governs that period from initial goal-setting through to the confirmation decision.

2. Purpose

- Provide a clear and consistently applied framework for the assessment of new employees during their probationary period.
- Ensure new hires receive the support, feedback, and development they need to integrate successfully.
- Enable RHV to make an informed, evidence-based decision about the employee's continued employment.
- Protect the rights of employees to fair treatment, due process, and informed assessment throughout.

3. Scope

This policy applies to all new employees of RHV — full-time, part-time, temporary, and contract staff — and to volunteers subject to a formal probationary assessment. It does not apply to locum or agency staff, whose engagement is governed by the RHV Locum and Agency Staff Policy (HR-POL-030).

4. Duration

- Standard Duration: Six (6) months from the employee's confirmed start date.
- Extension: The probationary period may be extended by up to three (3) additional months where: additional assessment time is genuinely needed; the employee has been absent for a significant portion of the standard period; or specific, documented performance or conduct concerns require a defined remediation window before a final decision is made. Any extension must be communicated to the employee in writing before the expiry of the original twelve-month period, stating the specific reasons and the performance targets to be met within the extension period.

5. Initial Setup — The First Two Weeks

5.1 Orientation and Induction

All new hires receive the full RHV orientation programme as described in the Onboarding Policy (HR-POL-019). Completion of all mandatory orientation sessions is a condition of passing the probationary period. Outstanding orientation requirements are flagged at the Month 1 check-in.

5.2 Goal Setting

Within the first two (2) weeks, the line manager and the new hire meet to agree a set of clear, specific, and measurable performance goals and behavioural expectations for the first six months. These are documented in a Performance Agreement, signed by both parties, and a copy is retained by HR. The Performance Agreement forms the primary basis against which the employee's probationary performance is assessed.

6. Monitoring and Regular Check-Ins

- Line managers conduct regular one-to-one check-ins with the probationary employee at minimum monthly to provide specific feedback on performance, discuss progress against the Performance Agreement, identify any training or development needs, and address any concerns as they arise.
- All check-in meetings are documented in writing. A brief summary note is shared with the employee and a copy is retained by HR.

- HR conducts a formal structured check-in with both the employee and the line manager at Month 1 and at Month 3, to assess the employee's integration and early performance trajectory.
- Where performance or conduct concerns arise at any point during the probationary period, the line manager must escalate to HR immediately. The employee must be informed of the concern promptly and given a genuine opportunity to address it. Concerns withheld until the end-of-probation review are not acceptable practice.

7. Formal Performance Reviews

7.1 Mid-Probation Review (Month 3)

A formal, documented performance review is conducted at approximately the halfway point of the probationary period. The mid-probation review assesses: progress against the Performance Agreement goals; strengths demonstrated; areas requiring development or improvement; and any training or support needs. An indicative assessment of the employee's likely outcome at the end of probation is provided. The signed mid-probation review form is submitted to HR by Month 3.

7.2 End-of-Probation Review (Month 12)

The final review determines whether the employee has met the required standards across the full probationary period. The review is documented and covers: performance against the original Performance Agreement; conduct and values alignment; attendance and reliability; and any outstanding concerns. The outcome is one of three options: confirmation, extension, or termination (see Section 8 below). The completed review form is submitted to HR no later than two (2) weeks before the probationary period expiry date.

7.3 Performance Improvement Plan during Probation

Where significant performance or conduct concerns arise before the end-of-probation review, particularly after the mid-probation review — Management may, in its discretion and in conjunction with HR, place the employee on a formal Performance Improvement Plan (PIP) with specific targets, timelines, and support commitments. A PIP during probation is a structured support tool, not a disciplinary sanction, though failure to meet PIP targets may result in non-confirmation of employment.

8. Probationary Outcomes

8.1 Confirmation of Employment

Where the employee has met or exceeded the requirements of their Performance Agreement, their employment is confirmed in writing by HR. The confirmation letter specifies the confirmation date and the transition to full employee status, including eligibility for annual leave and other entitlements not available during probation.

8.2 Extension of Probation

Where the employee has shown genuine potential but has not fully met the required standard, or where the assessment period has been materially disrupted by absence, a probationary extension of up to three (3) months may be granted. The extension notice is issued in writing before the end of the original period, and must include: the specific reasons for extension; the performance targets to be met; the timeline; and the consequence of failure to meet those targets during the extension period.

8.3 Termination of Employment

Where the employee has failed to meet the required performance or conduct standards and there is no reasonable prospect of improvement within a reasonable further period, employment may be terminated at the end of the probationary period. The employee is entitled to one (1) month's notice (or payment in lieu of notice) in accordance with the Labour Act and their employment contract. Due process is observed, the

employee is informed of the concerns and given an opportunity to respond before the termination decision is finalised.

9. Rights During the Probationary Period

- Employees on probation are entitled to fair treatment, due process, and honest feedback throughout.
- Probationary employees are not entitled to take annual leave during the probationary period.
- Probationary employees are not eligible for salary advance.
- Probationary employees are entitled to sick leave (with appropriate medical certification) and emergency leave in genuinely urgent circumstances.

10. Roles and Responsibilities

HR Department

Issues the Performance Agreement template; coordinates all formal check-ins; receives and retains all probationary documentation; advises managers on due process; issues outcome letters.

Line Managers

Sets the Performance Agreement; conducts regular check-ins; escalates concerns to HR promptly; completes all formal review documents on time; never withholds concerns until the end-of-probation review.

New Employees

Engages actively in all probationary processes; seeks feedback and clarification proactively; raises concerns or challenges through HR or the Grievance Policy (HR-POL-016) where needed.

11. Monitoring and Review

HR tracks probationary period outcomes — including completion, extension, and termination rates — by department and role type, and presents findings to the CHRO quarterly. This policy is reviewed annually by the CHRO with input from departmental leadership.