

Department:	Administration Department
Document No:	RMC- HR - 011
Issue Date:	01/06/2008
Revision Date:	01/06/2021
Next Review Date:	01/06/2023

PROBATION AND CONFIRMATION POLICY

1. PURPOSE:

1.1. The probation period in RMC is set in place to allow both RMC and the new joiner to determine whether they meet each other's expectations. It is important for RMC to observe the new Employee's performance, behaviours and values during the probation period to confirm that they are the right fit for the role and culture.

1.2. It is also important for the new Employee to observe RMC culture, business operations, the new roles and responsibilities to confirm that they are truly committed to being a part of our Family.

2. POLICY STATEMENT:

2.1. The probation period begins on the new Employee's first day in the new role at RMC.

2.2. The probation period in RMC and in accordance to the UAE Labor Law is for a maximum of six (6) months; therefore, the probation period cannot be extended beyond six (6) months from the new joiner's start date of employment with RMC.

3. SCOPE:

3.1. Covers recruitment of all manpower at RMC

4. TARGET AUDIENCE:

4.1. All employees of RMC

4.2. Medical Directors and Head of Department for RMC

5. RESPONSIBILITY:

5.1. Joint responsibility is held by the Medical Directors of the Al Reyada Medical Center Clinics, Operations Manager, Nurse Manager, Administration Manager and Chief Compliance Officer / Individual Head of Departments, (HOD's), Human Resources Department.

6. PROCEDURE:

6.1. During the probation period, either the Employer or the Employee may terminate the employment agreement without reason, notice or indemnity.

6.2. Head of Departments requesting to not confirm the Employee before the end of their probation period will be required to fill out a performance evaluation form; Otherwise, if no

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concern or request has been raised, the employee will be confirmed immediately from completion of six (6) months.

6.3. HODs will be required to justify their reasons ensuring that the no confirmation of probation is of a reasonable justification

7. DEFINITIONS AND ABBREVIATIONS:

7.1	HOD	Head of Departments
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8. DISTRIBUTION LIST:

8.1. On shareholder Policies HR

9. CROSS REFERENCE, RELATED LEGISLATION, FORMS, POLICY & DOCUMENTS:

- 9.1. Joint Commission International Accreditation for Ambulatory Care, Fourth Edition 2019. Joint Commission Resources; SQE 1 & 2
- 9.2. Hospital Standards, Health Authority-Abu Dhabi, 2008;
- 9.3. ISO 9001:2015 Quality Management System Requirements ISO 14001:2015 Environment Management System.

10. KEY RESULT AREAS:

10.1. Nil instances of non-compliance with this policy.

CONTROLLED DOCUMENT

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11.AMENDMENT HISTORY:

Version	Revision Date	Description of Amendments	Pages
01	01/06/2021	New Procedures	All Pages

12.APPENDIX:

12.1. Performance Appraisal Form

13.APPROVAL SHEET:

Document Developed & Reviewed By:			
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