

**CONTROLLED DOCUMENT**

Department:	Administration Department
Document No:	CMC- HR - 011
Issue Date:	01/05/2008
Revision Date:	28/10/2020
Next Review Date:	27/10/2022

PROBATION AND CONFIRMATION POLICY**1. PURPOSE:**

1.1. The probation period in CMC is set in place to allow both CMC and the new joiner to determine whether they meet each other's expectations. It is important for CMC 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 CMC 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 CMC Group.

2.2. The probation period in CMC 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 CMC.

3. SCOPE:

3.1. Covers recruitment of all manpower at CMC and Group which is

- 3.1.1. Canadian Medical Center LLC
- 3.1.2. Canadian Medical Center LLC Branch -2
- 3.1.3. Canadian Medical Center LLC Branch – 3
- 3.1.4. Canadian Medical & Rehabilitation Center LLC
- 3.1.5. Canadian Medical Center & Plastic Surgery LLC
- 3.1.6. CMC Healthcare Sole proprietorship LLC
- 3.1.7. Canadian Medical Center for Surgery & Cosmetic
- 3.1.8. CMC First Aid Clinic

4. TARGET AUDIENCE:

- 4.1. All employees of CMC Group
- 4.2. Medical Directors and Head of Department for CMC Group

5. RESPONSIBILITY:

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5.1. Joint responsibility is held by the Medical Directors of the Canadian 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 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.

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PROBATION AND CONFIRMATION POLICY**11. AMENDMENT HISTORY:**

Version	Revision Date	Description of Amendments	Pages
01	01/05/2008	New policy	All Pages
02	28/10/2020	ADHIC Classification Added	Throughout the policy

12. APPENDIX:

12.1. Performance Appraisal Form

13. APPROVAL SHEET:**Document Developed & Reviewed By:**

Licensing Officer	Ms. Aprilia Ariesia		28/09/2020
	Name	Signature	Date

Document Developed & Reviewed By:

Asst. Manager Quality/ Chief Compliance Officer	Ms. Dhanya Thankappen		28/09/2020
	Name	Signature	Date

Document Approved By:

Manager Human Resources /Chief Administration Officer	Mr. Sallam Mohammed Naji		29/10/2020
	Name	Signature	Date