

## **1. Scope and Duration**

### **1.1 Policy Application**

This policy applies to all non-casual employees of Altaira (including full-time and part-time staff) upon their commencement of employment, unless an alternative arrangement is explicitly documented in the employee’s contract of employment.

### **1.2 Standard Probationary Period**

The standard probationary period for all new permanent employees is six (6) months.

### **1.3 Recognition of Prior Experience**

Altaira reserves the right, where applicable, to apply a shorter probationary period in recognition of an employee’s comparable prior experience, relevant knowledge, or established education aligned with the requirements of the role. Any reduced period will be confirmed in the employee’s offer of employment.

## **2. Assessment and Review**

### **2.1 Purpose of Probation**

The probationary period serves as a time for Altaira to assess the employee’s competency, suitability, and overall performance in the role. Ongoing appointment is contingent upon the employee demonstrating and achieving the required competency standards, alignment with company values, and satisfactory performance throughout this period.

### **2.2 Interruption and Adjustment**

If an employee’s probationary period is interrupted by a period of extended leave (e.g., sick leave, annual leave, or other absence), these factors will be reviewed by the Altaira Manager, and the probationary period may be formally adjusted and extended to ensure a fair and adequate assessment period.

### **2.3 Extension of Probation (Crucial Addition)**

If, by the end of the standard probationary period, the Altaira Manager is unable to conclude the assessment (e.g., performance is inconclusive but improving, or due to significant operational changes), the Company may offer a single extension of the probationary period. The extension will be for a defined duration, communicated in writing, and will clearly outline the specific areas and criteria the employee must meet during the extended time.

## **3. Termination During Probation**

### **3.1 Notice Requirements**

During the probationary period, either the employee or Altaira may terminate the employment relationship by providing the following:

- One (1) week’s written notice, or

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- The minimum notice period specified in the employee’s contract of employment or the applicable Modern Award, whichever is greater.

Alternatively, Altaira may make a payment in lieu of the required notice period.

### **3.2 Reasons for Termination (Legal Best Practice)**

While the notice period during probation is generally shorter, any decision by Altaira to terminate employment during this period will be based on a formal assessment of the employee's suitability or performance against the required standards of the role.

Altaira will ensure that the decision and the underlying performance concerns are formally documented. Although specific reasons may not be legally required to be provided in the termination notice, this documentation is essential for Altaira to manage any potential claims related to general protections or unlawful termination.

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