

PROBATION

Policy:

All new employees of JUSTJUNK® are subjected to a mandatory probationary period. During this time the Executive Management Team and Managers have the opportunity to evaluate the new employee and the new employee has the opportunity to evaluate the company and it's Leadership Team.

Procedure:

1. The duration of the probationary period shall be at the discretion of the employer.
2. Prior to the completion of the probation of a Manager, the Executive Management Team will complete a written performance evaluation and confirm with the new employee whether their employment will continue or not.
3. Prior to the completion of the probation for a Truck Team Member, the Manager will complete a written performance evaluation and confirm with the new employee whether their employment will continue or not.
4. Commencing with employment, and throughout the entire probationary period, the Manager will evaluate the employee for:
 - a. Quality of work
 - b. Quantity of work
 - c. Suitability for the position
 - d. Attendance and punctuality
 - e. Dependability
 - f. Attitude and aptitude
5. If it is evident that the new employee is not likely to meet the required performance standards he/she shall be terminated before the end of the probationary period.
6. Human Resources personnel will track probation hours through payroll
7. If the new employee meets the required standards, he/she will be informed in writing of their successful completion of his/her probationary period by Human Resources personnel.

