



Employee Learning Map and Probation Review

Employee Name & Surname: _____

Employment Title: _____

Employment Start Date: _____

Department: _____

Manager: _____

Hi,

Welcome on board!

We're excited to have you on our team and confident that you'll fit right in.

This document outlines the requirements for your probation review, which should be completed ahead of the scheduled probation meeting. Please discuss this with your manager.

Additionally, you'll find a detailed learning map plan that will guide you through your onboarding journey. This plan may be updated periodically to reflect any training completed during your onboarding.



Purpose of Our Policies and Procedures

The purpose of our Policies and Procedures is to establish clear standards, expectations, and guidelines that ensure consistency, accountability, and compliance across the organisation. They serve to guide employee behaviour, support informed decision-making, and promote a safe, ethical, and productive work environment aligned with the company's values and legal obligations.

Employees are also responsible for staying up to date with all Policies and Procedures uploaded on the **HR Teams Chat**. This ensures you know where to find updates, check them regularly, and remain informed about any new or revised information shared on the **HR Teams Chat**.

[View All Policies and Procedures](#)

Our Policies and Procedures



AI Platforms

This policy promotes responsible use of generative AI tools while protecting company and client data, including PII, proprietary content, and confidential system information.

[View Policy](#)



Anti-Corruption, Gifts, Entertainment, and Kickbacks

This policy promotes ethical conduct by prohibiting bribery, kickbacks, and inappropriate gifts, ensuring integrity in all business dealings.

[View Policy](#)



Customer Engagement

This policy ensures employees uphold professionalism, responsibility, and care in all customer interactions, reflecting the company's values and reputation.

[View Policy](#)



Disciplinary Procedures

This policy establishes a uniform procedure for managing employee discipline to maintain order, accountability, and prevent misconduct or poor performance.

[View Policy](#)



Dress Code

This policy ensures employees maintain a professional, neat appearance that reflects the company's image and enhances its credibility and reputation.

[View Policy](#)



Employee Savings Pot Policy

This policy helps employees manage a savings pot, with the company handling administration while employees retain control of their contributions.

[View Policy](#)



Employment Equity

This policy promotes workplace equity by removing discrimination and barriers, and implementing affirmative action to ensure fairness and opportunities.

[View Policy](#)



Environmental Regulation for the Workplace Policy

This policy outlines air conditioning and ventilation standards to ensure health, safety, and fairness for all employees in the workplace.

[View Policy](#)



Functions and Alcohol Consumption Policy

This policy sets conduct standards for company events, covering alcohol, behavior, and responsibilities to ensure a safe, respectful, and enjoyable environment.

[View Policy](#)



Grievance Procedure

This policy provides a framework for addressing employee grievances promptly, preventing negative impacts on morale and ensuring the effective operation of the company.

[View Policy](#)



Harassment

This policy enforces a zero-tolerance stance on workplace harassment, defining its forms and outlining procedures to prevent, report, manage, and investigate complaints.

[View Policy](#)



Leave Policies

This policy provides a clear framework and fair procedures for requesting, approving, and managing all types of employee leave.

[View Policy](#)



Open Plan Office Etiquette

Open-plan office etiquette guides proper behavior in shared workspaces, ensuring a polite, respectful, and pleasant environment for everyone.

[View Policy](#)



Policies and Procedures

This policy provides guidance on attendance, punctuality, and absence, emphasising that regular, timely attendance is essential for productivity and teamwork.

[View Policy](#)



Parental Leave Policy

Our Parental Leave policy has been updated to reflect legal changes, consolidating leave and outlining entitlements and how to apply.

[View Policy](#)



Recruitment Policy

This policy guides recruitment to meet company goals, ensure efficiency, promote workforce diversity, and comply with labor and employment equity laws.

[View Policy](#)



Referral Incentive

An incentive program offered to employees to reward performance, motivation, or achievement of specific goals.

[View Policy](#)



Resignation

When an employee resigns, they must give notice and return property. The employer must acknowledge, ensure transition, process pay, and handle exit procedures.

[View Policy](#)



Retirement

This policy outlines the retirement process, sets the normal retirement age, and ensures fair, consistent assessment of requests for extensions.

[View Policy](#)



Retrenchment Policy

This policy provides a framework for retrenchments, outlining fair, consistent termination procedures and conditions per the company's operational needs.

[View Policy](#)



Sick Leave

The sick leave policy allows employees to rest and recover when ill, protecting their health and colleagues', supporting a safe and speedy return to work.

[View Policy](#)



Smoking Policy

This policy warns that tobacco harms smokers and non-smokers, protects health, and discourages use to reduce tobacco-related illness and death.

[View Policy](#)



Substance

This policy ensures a safe, productive workplace by prohibiting alcohol and drug abuse. Employees may be required to undergo medical examinations at the employer's discretion.

[View Policy](#)



Timekeeping and Attendance

This policy monitors authorised and unauthorised absences, emphasising that timely and regular attendance is a key expectation of employee performance.

[View Policy](#)



Workplace Support and Wellness Policy

This policy supports breastfeeding employees by providing time and space for nursing and ensures all employees can access a sick room when needed, under outlined conditions.

[View Policy](#)

Compliance Policies



Anti Bribery and Corruption Policy Internal

This policy sets behavior standards to prevent bribery, corruption, and anti-competitive practices across all Epsidon Technology Holdings Group operations.

[View Policy](#)



Anti Bribery and Corruption Policy Business Partner

Epsidon Technology Holdings and its affiliates require all business partners to follow this Anti-Bribery and Corruption Policy in all dealings with the Group.

[View Policy](#)



Circular re Shared Drive Use

This circular provides information regarding access permissions and usage of the 'First Distribution Documents' shared drive.

[View Policy](#)



Ethics Social Governance Policy

First Technology Investments and its Affiliates conduct business with integrity, guided by principles of good governance and ethical leadership.

[View Policy](#)



Group Code of Conduct External Update

First Technology Investments and its Affiliates have zero tolerance for bribery or corruption and expect all partners to act ethically and with integrity.

[View Policy](#)



Human Rights Policy

Epsidon Technology Holdings is committed to ethical, transparent business practices that uphold and promote human rights across all operations.

[View Policy](#)



Internal Code of Conduct

This Code defines expected employee conduct, promoting honesty, integrity, and professionalism across all interactions within Epsidon Technology Holdings.

[View Policy](#)



Whistle Blowing Policy

This Policy sets rules for employees to report unlawful conduct and ensures protection for those who disclose issues at Epsidon Technology Holdings.

[View Policy](#)

Health and Safety Policies



HIV Aids & TB

This policy ensures employees are informed about HIV/AIDS and outlines steps to protect both staff and the company from its impact.

[View Policy](#)



Indemnity

Employees under Worker's Compensation are entitled to benefits but must act safely and indemnify the employer against losses from their negligence.

[View Policy](#)



Internal Job Posting

The Company is committed to equal opportunity, career growth, and actively promoting diversity across all levels of the organisation.

[View Policy](#)

IT Policies



IT Policy

This policy outlines acceptable use of company computers to protect employees and First Technology from risks like viruses, system breaches, and legal issues.

[View Policy](#)

POPIA Policies



External Data Privacy and Security Policy

This POPIA Policy sets mandatory data protection standards for all external parties dealing with the Company.

[View Policy](#)



Internal Data Privacy and Security Policy

This POPIA Policy sets mandatory data protection rules that all employees must follow to safeguard personal information within the Company.

[View Policy](#)



The Use of Company Property

This Policy establishes the procedures regarding the reporting of incidents involving damaging to company property.

[View Policy](#)



POPIA

This annexure sets requirements to ensure the Employer complies with POPI laws on collecting, using, storing, and sharing personal information.

[View Policy](#)



Declaration of Interest

This policy ensures ETH employees disclose any personal or financial interests that may conflict with their duties or relationships with partners and clients.

[View Policy](#)

Newbie Evaluation



The new team member is required to complete this at the END of the probation review, as it provides the company with valuable insights into areas of satisfaction and dissatisfaction.

Are you satisfied with the level of training that you have received to date?	
Do you feel supported?	
Are you getting the relevant support, guidance, and assistance?	
Were all your training needs met?	
Did you have a good mentor?	
Do you have a clear indication of what the business expectations is?	
What is the business expectation?	

I hereby acknowledge the completion of the above-mentioned learning map process and confirm that I have received all relevant training.

Employee Initials: _____ **Date:** _____



Date of Probation: _____

Purpose of the Probationary Review

The purpose of this probationary review is to provide you with feedback on how well we believe you are adapting to your work environment and to give you the opportunity to discuss any work-related issues you wish to bring to our attention. During the review, we will consider both your performance and your conduct throughout the probationary period. You are entitled to be represented by a fellow employee should you wish, and you will have the opportunity to respond to all issues raised.

Based on the outcome of your 3-month probationary reviews and discussions regarding your performance, conduct, and integration within the team, the Company will decide to either:

1. Confirm your contract as effective and permanent;
2. Extend your probationary period if additional time is required to evaluate your performance; or
3. Terminate your contract should you be unable to meet the required standards and expectations.

Section A: To be completed by the manager

Rate the employee's general internal communication ability

(Messages are clear, complete; understood; received well; no provision for feedback; etc).

Describe and rate **1 (lowest) – 5 (Highest)** your employee's communication skills with internal and external stakeholders.

	Rating	Comment
Written		
Verbal		
Listening Skills		
Professionalism		
Presentation Skills		

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Refer to the learning map that was issued to your employee

Two-Month Employee Probationary Evaluation



Section C: To be completed by both parties

1 = Unacceptable; **2 = Needs Improvement;** **3 = Average;** **4 = Acceptable;** **5 = Exceed Expectations**

Probation Period	Comments (Evaluator)	Comments (Employee)	Employer Score	Employee Score
Quantity of Work: The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.				
Quality of Work: The extent to which the employee's work is well executed, thorough, effective, accurate.				
Knowledge of Job: The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position.				
Relationship with Supervisor: The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same.				
Cooperation with Others: The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates' supervisors, and customers.				
Attendance and Reliability: The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.				

This meeting was held virtually via Microsoft Teams.

As agreed, the meeting was recorded for minute purposes and is easily accessible if requested.

Copies of this evaluation must be submitted to HR and placed in the employee's personnel file.

Please note that should you disagree with the findings of this review; you may refer the matter to the Human Resources Department within 3 working days.

Employee Name & Surname: _____

Employee Initials: _____

Third-Month Employee Probationary Evaluation



Section C: To be completed by both parties

1 = Unacceptable; 2 = Needs Improvement; 3 = Average; 4 = Acceptable; 5 = Exceed Expectations

Probation Period	Comments (Evaluator)	Comments (Employee)	Employer Score	Employee Score
Quantity of Work: The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.				
Quality of Work: The extent to which the employee's work is well executed, thorough, effective, accurate.				
Knowledge of Job: The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position.				
Relationship with Supervisor: The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same.				
Cooperation with Others: The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates' supervisors, and customers.				
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