

New Employee Training, Probation & Service Commitment Policy

1. Policy Purpose

The purpose of this policy is to establish a structured framework governing the **training, probation, performance evaluation, and minimum service commitment** of newly hired employees at the Institute of Corporate and Taxation.

The Institute recognises that a significant proportion of hires may be fresh graduates or individuals transitioning into new domains. Accordingly, the Institute invests substantial organisational resources in onboarding, mentoring, and training. This policy ensures:

- Protection of institutional investment
- Fair opportunity for employee growth
- Transparency in expectations and obligations
- Mutual accountability between employer and employee

2. Policy Scope

This policy applies to:

- All newly hired full-time employees
- Contractual and probationary staff
- Trainees and entry-level hires

This policy becomes effective from the employee's **official date of joining**.

3. Definitions

For the purpose of this policy:

- **Training Period:** Initial onboarding and skill development phase (first 7 days)
- **Performance Opportunity Period:** First 60 days of employment
- **Minimum Service Period:** Mandatory employment duration of 1 year
- **Valid Reason for Early Exit:** Justifiable cause supported by evidence and approved by management



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- **Gross Salary:** Total monthly compensation before deductions

4. Pre-Joining Disclosure and Acceptance

4.1 All candidates shall be informed of this policy prior to or at the time of offer issuance.

4.2 Acceptance of the offer letter shall be deemed as:

- Acknowledgement of this policy
- Agreement to comply with all terms stated herein

4.3 A **signed Service Commitment Agreement** shall be mandatory at the time of joining.

5. Initial Training and Induction Period (First 7 Days)

5.1 All new employees shall undergo a structured **training and induction programme** lasting approximately 5 to 7 working days.

5.2 The training shall include:

- Organisational orientation and culture
- Department-specific workflows and systems
- Technical and role-based training
- Introduction to policies, compliance, and reporting structure

5.3 During this period:

- Employees may raise questions regarding compensation, expectations, and policies
- Managers shall provide clarity and documented guidance

5.4 The Institute may assess:

- Learning ability
- Professional behaviour
- Adaptability and communication

5.5 The Institute reserves the right to discontinue employment during this phase if:

- The employee demonstrates clear unsuitability



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- There is misconduct or misrepresentation

6. Probation and Performance Opportunity Period (First 60 Days)

6.1 The first sixty (60) days shall serve as a **protected performance and probation phase**.

6.2 The Institute shall:

- Provide structured support and supervision
- Assign achievable tasks aligned with training level
- Offer continuous feedback and mentoring

6.3 Employees shall:

- Actively engage in assigned tasks
- Demonstrate willingness to learn and improve
- Maintain professional conduct and discipline

6.4 Performance Protection Clause

The Institute shall not terminate an employee purely on performance grounds within the first 60 days, except in cases of:

- Gross misconduct
- Policy violations
- Ethical breaches
- Repeated negligence despite warnings

6.5 Formal or informal performance reviews may be conducted at:

- 30 days
- 60 days

7. Performance Monitoring and Development

7.1 post-training, employees shall be evaluated based on:

- Productivity and output quality
- Professional behaviour and teamwork



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- Communication and initiative

7.2 The Institute may implement:

- Performance Improvement Plans (PIP), if required
- Additional training or mentoring support

8. Employee Commitment Obligations

8.1 Employees are expected to:

- Demonstrate long-term commitment and stability
- Respect organisational time and investment
- Uphold professional ethics and confidentiality

8.2 Employees shall not:

- Resign abruptly without notice
- Leave immediately after receiving training without valid justification

8.3 Any intent to resign must follow formal procedures as defined in HR policies.

9. Institute Commitment and Employer Responsibility

9.1 The Institute shall ensure:

- Timely and full payment of salary
- Transparent communication of policies and expectations
- A safe, respectful, and professional work environment
- Equal growth and development opportunities

9.2 If the Institute fails to fulfil:

- Contractual salary obligations
- Agreed benefits
- Ethical or legal responsibilities

The employee shall have the right to resign **without penalty**, subject to review.





10. Minimum Service Agreement (One Year)

10.1 All employees must commit to a **minimum service period of twelve (12) months**.

10.2 This agreement reflects:

- Training investment
- Operational continuity requirements
- Institutional stability

10.3 The service period shall commence from the employee's **date of joining**.

11. Early Resignation and Compensation Clause

11.1 If an employee resigns before completing one year without valid reason, a **compensation penalty** shall apply.

11.2 The penalty shall be:

- Equivalent to **two (2) months' gross salary**

11.3 This amount represents:

- Training and onboarding costs
- Managerial supervision and mentoring time
- Productivity loss and operational disruption

11.4 The Institute reserves the right to:

- Deduct applicable amount from final settlement
- Recover remaining dues through lawful means

12. Valid Grounds for Early Exit (Penalty Waiver Conditions)

Penalty may be waived or reduced in the following cases, subject to management approval:

- Documented medical emergencies
- Critical family circumstances
- Relocation due to unavoidable reasons



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- Higher education commitments (with proof)
- Proven breach of contract by the Institute
- Workplace harassment or unsafe conditions

All cases must be supported with **valid documentation**.

13. Notice Period Requirements

13.1 Employees must provide a **minimum notice period of 30 days**, unless otherwise stated in their contract.

13.2 During the notice period:

- Employees must complete handover responsibilities
- Maintain professional conduct

13.3 Failure to serve notice may result in:

- Additional deductions
- Withholding of experience letters

14. Final Settlement and Clearance

14.1 Final settlement shall include:

- Salary dues
- Approved leave encashment (if applicable)

14.2 The Institute may deduct:

- Penalty amounts
- Outstanding liabilities
- Unreturned assets

14.3 Clearance from all departments is mandatory prior to final settlement.

15. Exceptions and Management Discretion

15.1 The Institute reserves the right to:



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- Make case-by-case decisions in exceptional circumstances
- Waive penalties based on merit

16. Legal Compliance

16.1 This policy shall be interpreted in accordance with applicable labour laws of Pakistan.

16.2 In case of conflict between this policy and applicable law, the law shall prevail.

17. Acknowledgement and Acceptance

All employees are required to:

- Read and understand this policy
- Sign an acknowledgement form confirming acceptance

18. Final Statement

This policy is designed to create a balanced and professional work environment built on:

- Mutual respect
- Accountability
- Long-term growth

It ensures that both the Institute and its employees contribute meaningfully towards shared success and organisational excellence.



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