



POLICY

POLICY: **B-1**
SUBJECT: **INTRODUCTORY PERIOD**
EFFECTIVE: **NOVEMBER 30, 2023**
SUPERCEDES: **JANUARY 1, 2023**

POLICY

City Cruises Canada is committed to the successful on boarding of new crew members. All newly hired crew members will enter an introductory work period. This introductory work period will be completed after the crew member has been with the company for ninety (90) days in the job classification in which the crew member was hired for.

This introductory work period begins on the first day of work/new hire orientation. This introductory work period provides both the crew member and City Cruises Canada time to determine the suitability of the employment relationship.

1.0 GENERAL

- 1.1 The manager or designate will meet with the crew member during the introductory period to provide feedback, guidance, and training.
- 1.2 Prior to the completion of the introductory period, the manager or designate will evaluate the crew member's knowledge and ability to perform their job. The evaluation will be documented on the "90 Day Evaluation" form.
- 1.3 On or before the ninetieth day, the crew member will meet with the manager or designate to discuss their job performance and complete the comment section of the "90 Day Evaluation" form.

2.0 TERMINATION DURING THE INTRODUCTORY PERIOD

- 2.1 Decisions to initiate employment separation of an introductory crew member must be made before the ninetieth day.
- 2.2 Prior approval of the departmental director and the Regional Director, Human Resources or Vice President Operations is required for all terminations.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

Company Policy - B-1 Introductory Period	Revised Date: November 30, 2023	Approved by: LM
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