**Compensation & Increment Confidentiality Policy**

## **1. Purpose**

At **Antier Solutions**, we are committed to fostering a culture of trust, fairness, and professionalism. While we embrace open communication and collaboration across teams, certain information — particularly that related to **employee compensation and salary progression** — must remain confidential. The purpose of this policy is to formally establish the guidelines around the **confidential handling of compensation and increment-related information** within the organization.

Compensation decisions at Antier are based on multiple factors, including role responsibilities, market benchmarking, individual performance, business unit contribution, and long-term strategic planning. **Uncontrolled sharing of such information can lead to misunderstandings, morale issues, comparison-driven dissatisfaction, and unnecessary workplace friction**, ultimately impacting productivity and culture.

This policy ensures that compensation and increment data are treated with the confidentiality and respect they deserve, safeguarding both the interests of individual employees and the company.

## **2. Scope**

This policy applies to:

* All full-time and part-time employees
* Interns, apprentices, and trainees
* Freelancers and consultants working on-site or remotely
* Any third-party personnel who have access to HR, payroll, or compensation data through company systems

This policy applies **regardless of the mode of employment** or work location (including remote workers).

## **3. Policy Guidelines**

### **3.1 Confidentiality of Compensation**

* Employees must **not disclose or discuss their salary, CTC, performance bonuses, variable pay, or any financial incentives** received from the organization with any other employee or internal stakeholder.
* This includes, but is not limited to:  
  + Base salary
  + Performance-linked bonuses
  + Retention or joining bonuses
  + Equity options, ESOPs
  + Project-based incentives
  + Reimbursement limits or allowance structures

### **3.2 Confidentiality of Increments and Appraisals**

* **Annual or mid-cycle increments, promotions, role changes, and appraisal outcomes** are strictly confidential between the employee, their reporting manager, and HR.
* Employees are **prohibited from sharing** their revised salary structures, appraisal letters, increment percentages, or internal rankings with any colleague.
* Sharing appraisal documents, screenshots, or compensation updates — in person, over messages, or on collaboration tools — is a **direct violation of this policy**.

## **4. Purpose of Confidentiality**

Confidentiality is essential to:

* **Maintain fairness and reduce internal comparison** among peers
* Prevent the spread of **incomplete or misleading information**
* Protect the **strategic compensation structure** designed by the organization
* Ensure **merit-based motivation and performance-driven growth**
* Avoid conflicts, gossip, and relationship strain within teams
* Comply with HR industry standards and ethical practices

## **5. Acceptable Communication**

The only situations where discussing compensation is considered appropriate include:

* Speaking directly with your **HR Manager** for clarification, appeals, or documentation
* Discussing compensation with **Finance or Payroll** for taxation or compliance purposes
* Disclosing salary details to **legal, statutory, or financial institutions**, where required for official purposes

## **6. Prohibited Activities**

The following actions are strictly prohibited:

* Sharing or forwarding **salary slips, increment letters, or performance review summaries**
* Engaging in group discussions (offline or online) regarding personal or others’ compensation
* Posting or hinting about one’s compensation details on **internal chat tools, messaging platforms, or social media**
* Pressuring others to share their compensation, or seeking comparison data
* Disclosing someone else’s compensation without authorization, if you're in a privileged position (e.g., HR, finance, or leadership)

## **7. Consequences of Violation**

Any employee found **violating this policy** may face disciplinary action. Based on the nature and severity of the breach, the following measures may be taken:

* Verbal or written warning
* Performance counseling and formal documentation of misconduct
* Freezing of promotions, appraisals, or incentive disbursements
* Salary deductions (in the case of deliberate leaks affecting business)
* **Suspension or termination** of employment
* Legal action if confidential data is disclosed publicly or causes reputational harm

Employees holding sensitive roles (e.g., HR, Admin, Payroll) may face **stricter scrutiny**, and breach of trust in such roles may lead to **immediate dismissal**.

## **8. Roles & Responsibilities**

### **Employees**

* Treat your own and others’ compensation information as confidential
* Refuse to engage in or encourage conversations about internal salaries
* Report any coercion or leaks to the HR team confidentially

### **Managers**

* Refrain from disclosing team member compensation to others unless required by policy or legal process
* Handle compensation conversations in private, respectful settings
* Reinforce confidentiality expectations within their teams

### **HR Team**

* Maintain secure storage and sharing of all compensation and appraisal documents
* Train employees during onboarding on this policy and its implications
* Investigate any reported violations with fairness and discretion

## **9. Acknowledgment & Enforcement**

All employees are required to **formally acknowledge** this policy during onboarding and at the beginning of every appraisal cycle. Ignorance of this policy is **not an acceptable excuse** in case of violation.

## **10. Policy Review**

This policy will be reviewed periodically by the **HR and Legal departments** to ensure relevance, alignment with evolving business needs, and compliance with labor laws.

## **Contact for Clarification**

For questions or clarification regarding this policy, please contact:

📧 **hroperations@antiersolutions.com**