

# **Health Reporting & Support Policy**

### ***(Physical and Mental Well-being)***

## **1. Purpose**

Antier Solutions is committed to fostering a culture of awareness, transparency, and support regarding employees' physical and mental health. This policy ensures that when an employee experiences illness—either physical (such as infections, injuries, or medical conditions) or mental (such as stress, anxiety, or burnout)—they are provided with the understanding and assistance necessary to recover without added professional strain.

## **2. Scope**

This policy applies in all cases where an employee:

* Becomes physically unwell or is diagnosed with any temporary or chronic medical condition that impacts their work or attendance.
* Experiences mental health-related issues such as fatigue, stress, or diagnosed mental health conditions that impair their focus or productivity.

Employees may or may not require medical leave, but such conditions must be reported properly to ensure appropriate workplace adjustments and team coordination.

## **3. Mandatory Reporting Procedure**

To maintain transparency and avoid disruption in workflow, every employee must adhere to the structured reporting process outlined below when facing any physical or mental health condition that affects their performance or availability.

### **Step 1: Immediate Notification**

The employee should promptly inform their:

* **Team Lead (TL)** Via email, with a clear and respectful mention of the issue, such as:  
   *"Due to [brief description, e.g., flu, surgery, stress-related concern], I am unable to work from [start date]. I am requesting [medical leave/work from home/flexible hours] for [X days]."*

### **Step 2: Stakeholder Communication**

In the same email, the employee must **copy the following stakeholders**:

* **Project Manager (PM)**
* **Technical Project Manager (TPM)**
* **Delivery Head**
* **Department Head**
* **HR Operations** → *hroperations@antiersolutions.com*

**Subject Line Suggestion:** **Health Reporting – [Your Name and Employee Code] – [Nature of Concern] – [Expected Duration]**

## **4. Support & Organizational Assistance**

Upon receiving the health-related communication, the organization may take the following actions based on the severity and nature of the issue:

* HR and reporting managers may **initiate a confidential discussion** to understand the condition and the kind of support required.
* **Work-from-home arrangements**, **adjusted timelines**, or **temporary relief from deliverables** may be offered.
* The employee will be guided to apply for **medical leave** in the HRIS system as per the attendance policy.
* If required, and with consent, referrals may be made to professional medical advisors or wellness consultants.
* The **return-to-work** process will be planned in a way that balances project needs and employee recovery.

## **5. Emergencies or Sudden Incapacity**

In case the employee is **hospitalized**, undergoes surgery, or is otherwise **unable to communicate**, a **family member, friend, or colleague** is expected to:

* Inform the employee’s **TL and HR team immediately**
* Share tentative recovery timelines and required accommodations

## **6. Confidentiality Clause**

Antier Solutions treats employee health disclosures with the highest level of privacy and respect.

* **Only the stakeholders mentioned above will be aware of the situation**, and only to the extent required for team planning and leave arrangements.
* No information will be shared beyond the official chain unless legally or medically necessary.

## **7. Failure to Report**

If an employee becomes physically or mentally unfit to perform their duties and **fails to report the condition**:

* Their absence or performance may be **marked as unapproved** in HRIS.
* **Leave Without Pay (LOP)** may be applied retroactively.
* However, once the situation is known and the employee shares all the required medical certificates and documents, the employee will still receive full support from HR and managers, subject to policy guidelines.

## **8. Manager & Peer Responsibility**

Managers and team leads are advised to **approach any visibly unwell or overburdened employee** with care and suggest they follow the proper health reporting procedure. Proactive intervention helps avoid burnout and project disruption.

## **9. No Retaliation Policy**

Employees will never be demoted or judged for reporting genuine health concerns. Timely reporting and transparency are viewed as signs of professionalism and responsibility.

## **10. Integration with Attendance and Leave Policies**

All leaves taken for health reasons—whether paid, unpaid, or work-from-home—must be properly **entered into the HRIS portal** as per the company's Attendance and Leave Policy.  
 Failure to do so may impact payroll or leave balances.

## **11. Final Notes**

Health-related challenges are a reality of life, and Antier Solutions recognizes that recovery and well-being come first. Our aim is to provide a safe, understanding environment where employees can heal and return to work fully prepared.

Let’s continue building a workplace that respects health, supports one another, and acts responsibly in times of need.