

# **Intellectual Property Rights (IPR) Policy**

## **1. Policy Objective**

Antier Solutions is committed to protecting its intellectual assets and ensuring that all content, technology, source code, software, services, and proprietary processes developed by or for the company are legally secured and rightfully owned. This policy aims to:

* Establish clear ownership and usage rights over work created during employment or contractual engagement.
* Prevent unauthorized usage, distribution, or duplication of the company’s intellectual assets.
* Promote responsible handling and protection of sensitive company IP, including source code, product designs, and proprietary data.

## **2. Policy Scope**

This policy applies to all individuals working for or representing Antier Solutions, including:

* Full-time and part-time employees
* Interns and trainees
* Contractors and consultants
* Freelancers or third-party vendors
* Remote, hybrid, or on-site personnel

It covers **all deliverables, creations, and contributions** developed in the course of your engagement with the company, whether during working hours or beyond, using company resources or not.

## **3. Types of Intellectual Property Covered**

The following are explicitly covered under this policy:

* **Software Source Code**: Backend, frontend, APIs, smart contracts, mobile apps, internal tools
* **Architectural Designs**: Platform architecture, infrastructure, CI/CD pipelines
* **Products & Services**: Prototypes, POCs, full product stacks, features, business logic
* **Data & Documentation**: Internal wikis, manuals, research papers, training material, product specifications
* **UI/UX & Visual Designs**: Logos, wireframes, mockups, templates
* **Technical Libraries**: Custom-built utilities, functions, algorithms, SDKs
* **Client Deliverables**: Work done for external clients under any business arrangement
* **Creative & Marketing Assets**: Branding assets, social media creatives, campaign materials
* **Databases & Schemas**: Data schemas, architecture diagrams, seed data, AI/ML datasets or models

## **4. Ownership of Work & Rights**

### **Work Made for Hire Clause**

All intellectual property created or developed during your employment or engagement with Antier Solutions is considered "work made for hire" and is the **exclusive property of the company**.

### **Company Ownership Rights**

This applies to:

* Anything developed using company tools, systems, or infrastructure
* Anything created during assigned work or indirectly supporting business functions
* Any inventions or innovations that arise while performing duties for Antier

Even if work is created after hours or using personal devices, if it's related to Antier’s business or duties assigned, it belongs to Antier Solutions.

## **5. Open Source and External Contributions**

* Use of **open-source libraries or tools** must be pre-approved by the Tech Lead/Delivery Head to avoid licensing conflicts.
* Employees **cannot contribute company code** to public repositories (e.g., GitHub, Bitbucket) unless written permission is granted by the CTO or authorized personnel.
* Violating this clause is treated as an **IP breach and misconduct**.

## **6. Non-Disclosure of Intellectual Property**

All IP is to be treated as **strictly confidential**. Employees and partners must not:

* Share any part of the code, architecture, or designs externally
* Discuss proprietary processes or business strategies with external parties
* Share screenshots, demos, or any project-related data without written approval

Breaching this clause will lead to legal consequences and immediate termination.

## **7. Exit Protocol & Asset Handover**

Upon separation (resignation, termination, contract end), individuals must:

* Return all IP-bearing materials, including laptops, hard drives, backups, documents, and design files
* Employees are strictly prohibited from formatting, wiping, or altering company-issued systems—including laptops, desktops, or any IT assets—before formally submitting them to the IT department during exit, asset replacement, or internal transfer. All project-related data, credentials, documents, and repositories must remain intact, and the employee is required to complete a thorough knowledge transfer (KT) process as instructed by their reporting manager or project lead. This includes handing over necessary access details, project documentation, and any work-in-progress materials to ensure business continuity. If an employee formats the system without authorization or fails to provide the required KT, the organization reserves the right to withhold the Full and Final Settlement until the issue is resolved. Additionally, the company may initiate disciplinary measures, including legal action, especially if the unauthorized formatting results in data loss, project disruption, or any other business impact.
* Provide access credentials, Git repositories, source code versions, and documentation
* Sign an **Exit Clearance Form,** which includes an **IP compliance declaration**

Failure to comply will result in **withheld dues, relieving documentation, or legal actions**.

## **8. Patents, Trademarks & Innovation Rights**

If during employment, an employee invents something patentable or creates novel work:

* **All patent filing rights, trademarks, and ownership** shall remain with Antier Solutions
* The employee may be acknowledged as an inventor, but does not retain usage or monetization rights unless contractually allowed

## **9. Post-Employment Restrictions**

Even after leaving the organization:

* You **must not use** company-developed products, code, or internal tools for commercial, academic, or freelance work
* You **must not sell, distribute, or publish** company-developed work on external platforms
* This restriction is valid indefinitely unless waived by Antier in writing

## **10. Violations and Consequences**

### **IP Violation Examples:**

* Sharing GitHub code without permission
* Using company-created components in personal/freelance work
* Leaking marketing strategy or product design to competitors
* Retaining a backup of the source code post-exit

### **Consequences Include:**

* Immediate **termination of employment**
* **Legal action,** including civil damages, injunctions, or criminal complaints
* **Non-clearance of final dues** and denial of relieving documentation
* **Permanent blacklisting** from future hiring consideration

## **11. Legal Binding and Agreement**

This policy is binding from the first day of employment or engagement. It must be read and adhered to in conjunction with:

* Employment Agreement
* Non-Disclosure Agreement (NDA) (Please refer to the separate Policy)
* Non-Compete and Non-Solicitation Agreement (Please refer to the separate policy)
* Exit Policy and Separation Guidelines (Please refer to the separate policy)

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## **12. Contact for Clarifications**

For questions, approvals, or reporting of IP-related matters:  
**legal@antiersolutions.com** **hr@antiersolutions.com**