

# **International Employee Transfer & Assignment Policy**

## **1. Objective & Purpose**

Antier Solutions is a global organization committed to growth through international expansion, strategic projects, and on-ground operations in different geographies. As part of this vision, employees may be transferred, deputed, or relocated from India to our overseas offices (e.g., Dubai, UAE, or any other Antier Solutions entities globally) either on a **temporary project basis** or for **permanent employment**.

This policy outlines:

* The structure and conditions of international relocation,
* Obligations of the employee and employer during the transfer,
* Compensation framework,
* Performance expectations,
* Legal and confidentiality responsibilities,
* Exit conditions and consequences,
* And post-relocation restrictions.

## **2. Applicability**

This policy applies to:

* All employees transferred from Antier India to any Antier overseas entity,
* Employees are assigned abroad for **client projects**, **office setups**, **training programs**, or **business expansion**.
* Both **short-term (temporary)** and **long-term (permanent)** assignments.

## **3. Nature of Assignment**

### **3.1. Types of Assignments**

* **Short-Term Relocation:** Duration less than 6 months for project implementation, client interaction, or events.
* **Long-Term Relocation:** 6 months or more for permanent employment, full-time deployment, or office setup.

### **3.2. Assignment Location**

Each employee shall be assigned to a specific country/location with clearly defined roles and expectations mentioned in their **transfer letter** or **international employment agreement**.

## **4. Service Commitment and Bond Period**

### **4.1. Mandatory Service Duration**

All employees transferred internationally are **mandated to serve a minimum of 18 months** from the date of reporting to the overseas office.

### **4.2. Exit Before 18 Months — Recovery Clause**

If the employee **resigns or discontinues** their employment before completing 18 months:

* The employee must **refund**:  
  + The **entire relocation cost**, including:  
    - Visa processing and application charges
    - Flight and travel expenses
    - Temporary or permanent housing/rental expenses
    - Relocation or shifting assistance
    - Any settling-in allowance
  + Any **increment in salary or bonus differential** offered due to an international transfer
  + Any advance or reimbursed expenses linked to the assignment
  + Serve 3 months of Notice Period

## **5. Employment Terms During Overseas Assignment**

### **5.1. Employment Agreement / Addendum**

* An **International Transfer Addendum** or a **Fresh Employment Contract** will be signed between the employee and the international Antier entity.
* The agreement shall include:  
  + Designation and reporting structure
  + Local labor law applicability
  + Compensation and benefit structure
  + Performance KPIs
  + Termination clauses

### **5.2. Compensation**

* Total Gross Monthly Compensation will be defined in the offer letter or contract.
* It may include:  
  + Basic salary
  + Housing or accommodation allowance
  + Medical/health insurance (as per host country law)
  + Transport and other allowances

### **5.3. Statutory Benefits**

* Employees shall be entitled to **local holidays**, **leaves**, and **insurance benefits** as per the law of the country in which they are employed.
* All other standard company policies, procedures, and compliance guidelines will remain applicable as outlined in the official HR Policies on HRIS. Any exceptions or deviations from these policies will be considered strictly on a case-by-case basis and must be formally documented and approved by the relevant authority. Such exemptions, if granted, will be explicitly included in the employee’s contract or assignment letter (International Employment Agreement that will be signed before transfer and relocation.

## **6. Performance Management & Variable Pay**

* Employees shall have **defined KPIs or performance targets** aligned with international goals.
* These may be shared in a **separate annexure** or defined through monthly/quarterly reviews.
* Any bonus or incentive structure shall be based on:  
  + Project success
  + Client satisfaction
  + Individual goal completion
  + The company’s financial performance

## **7. Responsibilities and Compliance**

### **7.1. Conduct & Representation**

Employees are expected to:

* Maintain high standards of **professional conduct**,
* Uphold Antier’s **brand and values** in the international environment,
* Follow both **company policies** and **local laws** without exception.

### **7.2. Reporting**

The reporting structure during the international tenure will be clearly communicated and must be strictly followed.

### **7.3. Visa and Legal Compliance**

The employee must:

* Submit all documents for visa processing.
* Abide by the **immigration and labor rules** of the host country,
* Refrain from any conduct that may **jeopardize legal status** or company reputation abroad.

## **8. Exit Process & Notice Period**

### **8.1. Minimum Notice Period**

* The **minimum notice period** during international tenure is **90 days** unless specified otherwise in the local employment contract.

### **8.2. Exit Formalities**

* The employee must complete a proper handover, knowledge transfer, return of assets, and ensure compliance with **exit clearance**.
* Any **outstanding recovery** (as per Section 4.2) will be settled during the **Full & Final Settlement** process.

## **9. Confidentiality, IP, and Restrictions**

### **9.1. Confidentiality Obligations**

* All information shared or developed during the international assignment remains the **exclusive intellectual property** of Antier Solutions.
* Unauthorized disclosure, duplication, or external usage shall result in strict legal action.

### **9.2. Intellectual Property Assignment**

Any software, business solution, content, code, framework, or research created during employment shall be deemed **company-owned IP**.

### **9.3. Non-Compete and Non-Solicitation**

* Employees cannot work for or associate with any **competitor** for **3 years** post-resignation.
* No **client poaching** or **employee solicitation** for **4 years** after leaving the company.

### **9.4. No Dual Employment or Moonlighting**

Employees are strictly **prohibited from taking up any other employment**, freelance work, or independent consulting while serving abroad under Antier Solutions.

## **10. Termination or Breach of Policy**

If the employee:

* Fails to fulfill their duties,
* Violates any clause of this policy or agreement,
* Engages in misconduct or breach of law,

…Antier Solutions reserves the right to:

* Terminate services without further compensation,
* Initiate recovery of all costs and damages,
* Pursue **legal action in Indian or international courts**, depending on the nature of the breach

## **11. Communication and Support**

All questions, clarifications, or support related to international relocation can be directed to:

📧 **hr@antiersolutions.com** 📧 **legal@antiersolutions.com** *(if applicable)*

For visa-related queries, document submission, and travel arrangements, employees must coordinate with the **HR Operations Team** and the **Administration Team**.

## **12. Declaration of Acceptance**

Before deployment, the employee must:

* Sign this policy and the accompanying international employment agreement
* Declare understanding of the service bond, recovery clause, and restrictions
* Ensure that all dues, compliance formalities, and approvals are in place