# Migrants Policy

### 1. Objective

The purpose of this policy is to define a clear and accountable process for employees who plan to **migrate from India to another country**, whether on a **student visa, permanent residency (PR), work visa, or any other immigration status**. The goal is to ensure adequate communication, smooth knowledge transfer, timely workforce planning, and to safeguard the company’s operational continuity.

### 2. Scope

This policy applies to **all employees** of the organization who intend to migrate to another country, regardless of their current designation, department, or tenure.

### 3. Obligation to Inform the Company

* Any employee who **intends to migrate** (e.g., via student visa, PR process, work sponsorship, etc.) is **required to inform the organization** at the **time of applying for the visa or immigration process**, and not just at the time of approval.
* The employee must **notify the following authorities via official email**:  
  + Team Lead (TL)
  + Technical Project Manager (TPM)
  + Department Head
  + Reporting Manager
  + HR Department (Email: **hroperations@antiersolutions.com**)
* The email should include:  
  + **Nature of the migration** (e.g., student visa, PR, etc.)
  + **Country of migration**
  + **Tentative visa interview or approval date**
  + **Copy of visa application or acknowledgment documents**
* This early notification allows the company to:  
  + Plan for hiring a replacement
  + Initiate the **knowledge transfer (KT)** process
  + Maintain continuity in project delivery

### 4. Notice Period and Exit Compliance

Employees planning to migrate are required to:

* **Serve their full official notice period**, as per the terms of their employment contract.
* Cooperate in the **handover and KT** processes during the notice period.

### 5. Non-Compliance & Defaults

Failure to adhere to the above guidelines will result in strict disciplinary action and financial liability:

#### A. Non-Disclosure or Late Disclosure

* If the employee **fails to inform the company in time** and discloses their migration plans late (e.g., after visa approval), they will **not be eligible for early release** and must serve their full notice period.

#### B. Failure to Serve Notice Period

* If an employee **chooses to exit immediately** and is **unable to serve the full notice period**, they will be required to:  
  + **Pay the equivalent of 3 months’ gross salary** to the company as a **compensatory loss recovery**, reflecting the costs associated with immediate release, unplanned hiring, and business disruptions.

#### C. Refusal to Pay or Comply

* If the employee fails to:  
  + Serve the notice period **and**
  + Pay the compensatory amount,  
     then:
  + The company shall **withhold all pending dues and official documents** (e.g., experience letter, relieving letter, Form 16, etc.).
  + The organization **reserves the right to initiate legal proceedings** based on the severity of the case, including recovering losses caused to the business or client deliverables.

### 6. Legal Implications

* Non-compliance with this policy may lead to **civil recovery proceedings** under applicable laws.
* The company reserves the right to report the matter to appropriate authorities or agencies in extreme cases.

### 7. Conclusion

This Migrants Policy ensures **transparency, accountability, and mutual respect** between the employee and the organization. Migration is a personal milestone, and the company is committed to supporting career aspirations when communicated appropriately. However, unplanned exits or non-disclosure can cause serious business risks, which this policy aims to mitigate.

Employees are expected to follow this policy diligently and maintain professional integrity during the transition.