

# **Moonlighting & Dual Employment Policy**

## **1. Objective**

Antier Solutions is committed to maintaining the highest standards of integrity, focus, productivity, and confidentiality. This **Moonlighting and Dual Employment Policy** aims to:

* Set clear expectations regarding outside employment and freelance work
* Protect the organization’s intellectual property and business interests
* Prevent conflicts of interest or misuse of company time and resources
* Ensure 100% commitment and accountability of employees during their tenure

## **2. Scope**

This policy applies to all individuals employed at Antier Solutions—whether full-time, part-time, remote, contractual, probationary, or confirmed—across all departments, locations, and designations.

## **3. Policy Statement**

Antier Solutions follows a **strict zero-tolerance approach** toward unauthorized moonlighting and dual employment. Employees are **contractually and ethically bound** to devote their full professional capacity and loyalty to the company during the term of their employment.

Any secondary employment, freelance work, consulting assignment, self-employment, or commercial side project—**with or without monetary benefit**—**must not** be undertaken unless **explicitly approved in writing by the company.**

## **4. Definitions**

### **4.1 Moonlighting**

Refers to **undertaking any paid or unpaid work** for another individual, business, client, or entity outside of the current employment with Antier Solutions, during or outside of official working hours. This includes but is not limited to:

* Freelancing or consulting (even as a side gig)
* Teaching, training, coaching, or mentoring
* Content creation for competing businesses
* Selling services/products online
* Running or working in a startup or family business

### **4.2 Dual Employment**

Refers to being **simultaneously employed with two or more organizations**, regardless of overlap in working hours, domains, or compensation. Dual employment is **prohibited under Indian labor laws** for full-time employees and also violates Antier’s employment agreement.

## **5. Examples of Prohibited Activities**

The following actions are strictly **forbidden** unless written consent is obtained:

* Working for a **current or potential competitor**, directly or indirectly
* Taking on **external clients**, even outside working hours, without HR and departmental consent
* **Using Antier’s IP, time, tools, or data** for external work or personal business
* Building a product or service similar to that offered by Antier
* Working for **former clients or vendors** without company mediation
* Ghostwriting, speaking engagements, or consulting roles in areas that overlap with Antier’s business

## **6. Exceptions (With Written Approval)**

With prior written approval from HR and Department Heads, certain non-conflicting personal engagements **may be allowed**, including:

* Teaching guest lectures or academic sessions
* Volunteering or pro-bono consulting for NGOs
* Running blogs, YouTube channels, or hobby projects **unrelated to Antier’s domain**
* Writing non-technical books or articles

Such requests must be submitted via email to **hroperations@antiersolutions.com**, keeping your **TL, PM, TPM, Delivery Head, and Department Head in CC**. Each case will be evaluated individually.

## **7. Declaration at Joining and Exit**

### **At Onboarding:**

All new employees must sign a **declaration** stating that:

* They are not engaged in any other job or business
* They understand and agree to abide by the Moonlighting & Dual Employment Policy
* They will seek formal approval before taking up any external work

### **At Exit:**

Employees must confirm that:

* They were not involved in any unauthorized work during their tenure
* They will not use Antier’s intellectual property, proprietary processes, or client data in their future assignments

## **8. Reporting and Monitoring**

Antier Solutions reserves the right to:

* Conduct internal audits or reviews of employee system logs, TimeChamp reports, HRMS attendance, communication patterns, and social media activity
* Act on credible reports from clients, colleagues, or whistleblowers regarding dual employment or moonlighting
* Use biometric data, project management logs, or any evidence required to validate claims

All concerns will be investigated **discreetly and fairly** by the HR and Compliance Team.

## **9. Disciplinary Action**

Violation of this policy constitutes **misconduct** and will lead to serious consequences, including:

| **Type of Violation** | **Disciplinary Action** |
| --- | --- |
| First-time minor breach (non-malicious) | Verbal and written warning |
| Verified unauthorized external work | Salary deduction, performance score reduction, PIP |
| Working for a competitor or client directly | Immediate termination without notice and a legal case |
| Willful non-disclosure of dual employment | Termination, Legal action, recovery of losses, blacklisting |
| Use of company IP/resources in moonlighting | Criminal complaint and damages claim |

In case of termination for violation of this policy:

* The employee will not be entitled to a **Full & Final Settlement (F&F)**
* No **relieving letter, experience letter, or NOC** will be issued
* Legal action may be initiated for breach of contract and loss of business

## **10. Your Responsibilities**

As an Antier team member, you are expected to:

* Maintain loyalty and full dedication to your assigned responsibilities
* Avoid any conflict of interest or unauthorized side income
* Immediately inform HR if you are approached by an external entity for freelance or secondary work
* Seek written approvals for any permitted outside engagement

## **11. Final Note**

Antier encourages a growth mindset and supports employee development. However, **side hustles, freelancing, and parallel employment** must never come at the cost of focus, performance, ethics, or client trust.

If you have any confusion about whether your intended activity falls under this policy, please consult HR **before** proceeding.

📩 **Email for Clarifications or Approvals**:  
 **hroperations@antiersolutions.com**