

# **No Favoritism and No Office Politics Policy**

## **1. Purpose**

At Antier Solutions, we are committed to upholding a workplace culture built on **fairness, meritocracy, professionalism, and respect**. This policy outlines the company's **zero-tolerance approach to favoritism and office politics, ensuring that all employees are treated equitably and that internal interactions remain positive, inclusive, and aligned with the organization's** values.

Favoritism and office politics undermine productivity, morale, team unity, and employee trust. This policy is designed to **eliminate any biased practices**, **discourage divisive behavior**, and **foster a healthy work environment** where individuals are recognized and rewarded based on their performance and conduct.

## **2. Scope**

This policy applies to:

* All full-time, part-time, and contractual employees
* Managers, leads, and department heads
* Interns, consultants, and freelancers
* Any individual working on behalf of or within the organizational structure

It covers all departments, teams, and hierarchical levels within Antier Solutions.

## **3. Definitions**

### **Favoritism**

Favoritism refers to **unfair or preferential treatment** given to specific individuals based on personal relationships, alliances, or non-work-related factors, rather than their qualifications, performance, or behavior.

**Examples:**

* Assigning better projects, bonuses, or promotions to someone based on personal closeness.
* Overlooking poor performance or behavioral issues in select individuals.
* Providing undue leniency, approvals, or visibility to selected individuals.

### **Office Politics**

Office politics refers to **manipulative or non-transparent behavior** aimed at personal gain, power accumulation, or undermining others, often at the cost of workplace harmony or productivity.

**Examples:**

* Gossiping or spreading rumors to tarnish others’ reputations.
* Creating cliques or internal divisions within teams.
* Withholding information to sabotage a colleague’s performance.
* Undermining authority or decisions by creating informal power centers.

## **4. Policy Guidelines**

### **What Is Expected**

* **Merit-Based Recognition:** Decisions related to promotions, salary, project allocation, and recognition should be based solely on **performance, skills, and professionalism.**
* **Open Communication:** Employees must voice concerns, feedback, or disagreements respectfully through established communication channels and should refrain from engaging in behind-the-scenes criticism.
* **Team Unity:** All employees must work collaboratively, support their peers, and avoid behaviors that divide or alienate team members.
* **Transparency:** Managers and leaders are expected to maintain transparency in all decisions affecting team dynamics and must avoid perceptions of bias.

### **What Is Not Tolerated**

* Preferential treatment in evaluations, assignments, or perks based on personal friendships or alliances.
* Engaging in gossip, whisper campaigns, or character assassination.
* Encouraging or participating in groupism or exclusionary behavior.
* Using influence to bypass standard procedures or policies.
* Sabotaging a peer’s progress, team morale, or project outcomes for personal advantage.

## **5. Reporting Concerns**

Employees who witness or experience favoritism or political behavior are encouraged to **report it professionally and promptly**, following the below escalation process **via email**:

1. **Team Lead (TL)**
2. **Project Manager (PM)**
3. **Delivery Head / Department Head**
4. **TPM / Functional Manager**
5. **HR Department** at **hr@antiersolutions.com** (with all above stakeholders in CC)

## **6. Resolution Process**

* HR will initiate a **confidential inquiry** based on facts and evidence.
* **One-on-one discussions** and, if required, **group meetings** will be conducted to understand all perspectives.
* **Root cause analysis** will be done, and a formal written resolution will be shared with the involved parties.
* If any individual is found guilty of such behavior, **disciplinary action** will be initiated, which may include:  
  + Verbal and written warnings
  + Performance improvement plans
  + Transfer or reassignment
  + Suspension or termination in serious cases

## **7. Managerial Responsibility**

Leaders, TLs, PMs, and department heads are **accountable** for:

* Avoiding even the appearance of bias or favoritism
* Creating a safe space for team members to raise concerns
* Addressing political or unethical behaviors immediately
* Escalating unresolved issues to HR or higher management

## **8. Violations and Consequences**

Violation of this policy will be treated as a breach of company conduct and could result in disciplinary action up to **termination of employment**, based on the severity and impact of the behavior.

## **9. Reinforcement**

To promote transparency and collaboration, Antier Solutions will:

* Conduct periodic **team-building workshops** and **awareness sessions** on workplace ethics
* Integrate this policy into the **new hire onboarding process**
* Regularly review and update this policy as needed

## **10. Final Note**

Our people are our greatest strength. A **politics-free, merit-based, and inclusive environment** is not just a policy—it’s a culture we must all build and protect.

If you need assistance or have any doubts, please feel free to reach out to HR at **hr@antiersolutions.com**.