

# **Policy for Requesting Additional Supportive Documents During Employment**

## **1. Purpose**

This policy outlines the process for requesting any **additional employment-related documents** from the HR department while an employee is actively employed with Antier Solutions. It aims to maintain transparency, safeguard the organization’s data, and ensure that all requests are handled securely and in accordance with company policies.

## **2. Scope**

This policy applies to all active employees at Antier Solutions who require any type of official documentation beyond standard employment documents, such as:

* Employment verification letters
* Salary certificates
* Address proof letters
* Experience letters (in special cases like visa applications)
* Project assignment letters
* Reference letters
* Any other specific HR-issued documentation for official/legal/personal use

## **3. Request Process**

To request any additional documents, employees are required to strictly follow the email process outlined below:

### **Step-by-Step Email Process:**

1. **Draft a formal email request** explaining:  
   * The type of document required
   * The purpose of the document
   * The entity (e.g., embassy, financial institution, legal authority) requesting the document
   * Any specific format or content requirement
2. **Recipients of the Email:** hroperations@antiersolutions.com
3. **HR’s Role:**
   * HR will **review the request** in the context of company policy and data security guidelines.
   * HR will **verify** the reason, the purpose and consult with management if necessary.
   * HR will then **respond formally via email**, confirming whether the requested document can be issued or **providing reasons for denial**.

**Note:** HR will not entertain or act on any document request that is not routed through the proper email chain mentioned above.

## **4. Confidentiality and Misuse Prevention**

* All documents issued by HR are **for legitimate and approved use only**.
* If any document is found to have been **used for misleading, misrepresentative, or unauthorized purposes**, the organization reserves the right to take **strict disciplinary action**, including:  
  + Immediate revocation of the document
  + **Termination of employment**
  + **Legal action**, depending on the severity of misuse
* Forging, altering, or misusing official company documents will be treated as **gross misconduct** and will invoke the **Zero Tolerance Policy**.

## **5. Key Responsibilities**

### **Employee:**

* Provide accurate, clear, and honest reasons for requesting a document.
* Do not bypass the official approval structure.
* Do not use any HR-issued document for any unlawful, unethical, or misleading activity.

### **HR Department:**

* Ensure compliance with documentation protocols.
* Protect the confidentiality of all company and employee data.
* Issue documents only after proper validation and approval.

## **6. Exceptions**

* Any urgent exceptions must be **approved by the Delivery Head or Department Head in writing** and communicated to HR through the official email channel.
* Even in urgent cases, **bypassing the formal email structure is not permitted**.

## **7. Contact Information**

For any queries or assistance regarding document requests, please write to:  
 📩 **hroperations@antiersolutions.com**

**Policy Violations:** Failure to comply with this policy may result in:

* **Rejection of the request**
* **Disciplinary proceedings**
* **Legal escalation** in cases of document misuse or falsification