

**Probation Period & Separation Policy (During Probation)**

## **1. Objective**

The probation period is a critical phase of employment at Antier Solutions. It provides both the employee and the organization with an opportunity to assess compatibility in terms of performance, values, commitment, and workplace behavior. This policy outlines the terms and conditions related to the probationary period, including performance expectations, separation, and notice period requirements.

## **2. Scope**

This policy is applicable to all newly hired employees at Antier Solutions who are serving their **initial probation period**, irrespective of their role, location, or department.

## **3. Probation Period Terms**

* **Initial Duration:** The standard probation period is **three (3) months** from the employee's date of joining.
* **Extension:** The probation period may be **extended** based on performance or other business considerations. The extension duration will be communicated in writing by HR or the reporting manager, and typically ranges from **15 to 90 additional days**.
* **Confirmation:** Confirmation of employment will be based on satisfactory performance, conduct, adherence to organizational values, and clearance of assigned evaluation metrics. Confirmation will be communicated formally via HRMS/email.

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## **4. Performance Review During Probation**

* Employee performance is **continuously monitored** during the probation period by their TL, PM, Delivery Head, TPM, and department head.
* A formal review will be conducted near the end of the probation period to evaluate:  
  + Work quality and output
  + Attendance and punctuality
  + Adherence to company policies
  + Behavioral and cultural fit
* In case of unsatisfactory performance, the employee may receive a formal improvement plan, an extension of probation, or separation.

## **5. Termination During Probation (By the Organization)**

* If the employee fails to meet performance standards or violates company policies during probation, **Antier Solutions reserves the right to terminate employment with a 15-day notice period**.
* The notice period may be paid instead of, or the employee may be asked to serve it in part or in full, depending on the situation and business need.
* Termination during probation does **not require justification of permanent employment standards**, and the decision is at the discretion of the company.

## **6. Resignation During Probation (By the Employee)**

If an employee chooses to resign during the probation period:

* A **mandatory notice period of 45 calendar days** must be served.
* The employee **must serve a minimum of 20 days physically in the office**.
* The remaining **25 days of notice period may be bought out** only under the following conditions:  
  + There is **no project dependency or business continuity risk**
  + **TL, PM, and HR** agree to the buyout
  + The organization can **afford and manage the transition without delay**
  + The **buyout amount** is calculated based on the employee’s fixed gross salary

Note: The buyout option is not an entitlement; it is considered **only on a case-by-case basis** and is subject to approval from the Delivery Head, HR, and Department Head.

## **7. Confirmation and Change in Notice Period**

* Once an employee is confirmed after successful completion of the probation period, the **notice period changes** as per the **Separation & Exit Policy** applicable to confirmed employees.
* The updated notice period is binding and becomes part of the employment terms from the **effective confirmation date**.

## **8. Non-Compliance or Absconding During Probation**

* Any employee who fails to adhere to the probation exit policy or absconds (leaves without formal notice) will be subject to:  
  + Forfeiture of pending dues
  + Non-issuance of a relieving letter or experience certificate
  + Legal action for breach of contract, if applicable

## **9. Communication & Support**

For clarity or questions regarding probation, separation, or confirmation processes, employees may contact the HR Operations team via email at:  
 📩 **hroperations@antiersolutions.com**

## **10. Important Notes**

* The probation policy may be updated periodically to align with evolving business needs.
* All exceptions to this policy require **written approval** from HR and respective Department Heads.
* Employees are advised to refer to the **Separation & Exit Policy** for detailed post-confirmation exit protocols.