

# **Zero Tolerance Policy**

## Policy Statement

At **Antier Solutions**, we maintain a **Zero Tolerance Policy** towards any form of behavior or action that disrupts a respectful, inclusive, and secure workplace. This policy is founded on our values of professionalism, integrity, accountability, and equality. It serves to protect every individual—**employees, contractors, consultants, interns, temporary staff, and external partners**—by ensuring a workplace that is **free from discrimination, harassment, violence, abuse, and misconduct**.

The purpose of this policy is to **define unacceptable behaviors**, establish **clear guidelines for reporting**, and communicate **strict consequences** for policy violations.

## Scope

This policy applies to:

* All employees and individuals associated with Antier Solutions
* All locations—**onsite, remote, hybrid, offsite, client sites, and virtual environments**
* All communications—**verbal, written, electronic, and digital channels**

It remains in effect **at all times and across all professional contexts**, regardless of role, designation, or level of authority.

## Prohibited Conduct

The following categories of misconduct are strictly prohibited. Any violations will be treated seriously, investigated promptly, and penalized as per the company’s disciplinary framework.

### 1. Harassment and Discrimination

* **Definition:** Any unwelcome behavior, direct or indirect, based on protected characteristics such as gender, religion, caste, disability, race, sexual orientation, or age.
* **Examples:**
  + Derogatory remarks or jokes
  + Displaying offensive images
  + Unwanted physical contact
  + Biased hiring, promotions, or task allocations
* **Impact:** Creates a toxic and unsafe workplace, affecting emotional well-being and productivity.

### 2. Bullying and Intimidation

* **Definition:** Persistent mistreatment intended to demean or demoralize.
* **Examples:**
  + Threatening or belittling language
  + Spreading rumors
  + Intentional exclusion from meetings or team events
  + Sabotaging another’s work

### 3. Violence and Threats

* **Examples:**
  + Any form of physical aggression
  + Verbal threats
  + Property damage
  + Aggressive posturing or intimidation tactics

### 4. Substance Abuse

* **Definition:** Use, possession, or distribution of drugs or alcohol during office hours or on company premises.
* **Impact:** Endangers safety, decision-making, and productivity.

### 5. Violation of Confidentiality

* **Examples:**
  + Unauthorized sharing of internal documents or emails
  + Disclosing client or project data outside the organization

### 6. Fraud and Theft

* **Examples:**
  + Tampering with financial records
  + Misusing expense accounts
  + Stealing supplies, funds, or confidential data

### 7. Insubordination and Non-compliance

* **Examples:**
  + Refusing to follow manager's instructions
  + Ignoring safety protocols
  + Failing to comply with organizational standards

### 8. Cybersecurity Violations

* **Examples:**
  + Sharing login credentials
  + Unauthorized system access
  + Introducing malicious software or phishing attempts

### 9. Misuse of Company Resources

* **Examples:**
  + Using office equipment for personal business
  + Unauthorized vehicle use
  + Misuse of company-paid internet or cloud services

### 10. Unprofessional Behaviour

* **Examples:**
  + Inappropriate dress code
  + Vulgar jokes or gestures
  + Loud or disruptive behavior

### 11. Breach of Company Policies

* Any willful or negligent non-adherence to defined protocols, including:  
  + Safety violations
  + Data protection lapses
  + Internet, HRMS, or WFH policy breaches

### 12. Non-Availability in Office without Notification

* **Examples:**
  + Clocking in and leaving the premises without notifying a supervisor
  + Being unavailable on internal communication tools without notice
* **Impact:** Hinders collaboration, transparency, and accountability

## Reporting and Investigation

### 1. Reporting a Violation

* Violations can be reported to:  
  + **Reporting Manager or Supervisor**
  + **HR Department**
  + **Anonymous Reporting System** (available on internal portal)
* All complaints must be raised **in good faith** and accompanied by factual details (time, place, witnesses, if any).

### 2. Investigation Process

* The company will initiate a **confidential and impartial inquiry**.
* The process may involve:  
  + Reviewing emails, messages, CCTV footage, and attendance logs
  + Conducting employee interviews
  + Legal review in severe cases
* **No retaliation** shall be tolerated against the whistleblower.

## Consequences of Policy Violation

Disciplinary action will vary based on the **severity and frequency** of the violation:

### Stepwise Action (for Non-Severe Offenses):

* **First Offense**: Verbal warning + counseling
* **Second Offense**: Formal written warning
* **Third Offense**: Suspension or performance improvement plan

### For Serious Offenses or Repeat Violations:

* **Immediate suspension without pay**
* **Termination of employment**
* **Legal proceedings**, including police complaints or lawsuits

Examples of direct termination offenses:

* Physical assault
* Sexual harassment
* Theft or data breach
* Drug use on company premises

## Commitment to a Safe Workplace

Antier Solutions reaffirms its dedication to building a culture of **respect, equality, transparency, and safety**.

* We will offer **regular training**, workshops, and refresher courses on ethics and conduct.
* This policy will be **reviewed biannually** to incorporate changes in law or company values.

**Every employee is responsible for upholding the Zero Tolerance Policy.**

If you see something, say something. Silence protects misconduct—report responsibly and help us build a better workplace.

**For reporting violations, contact:** 📧 hr@antiersolutions.com