



**DREAM BYTE
SOLUTIONS**

Employee Rulebook
of
Dream Byte Solutions Pvt. Ltd.

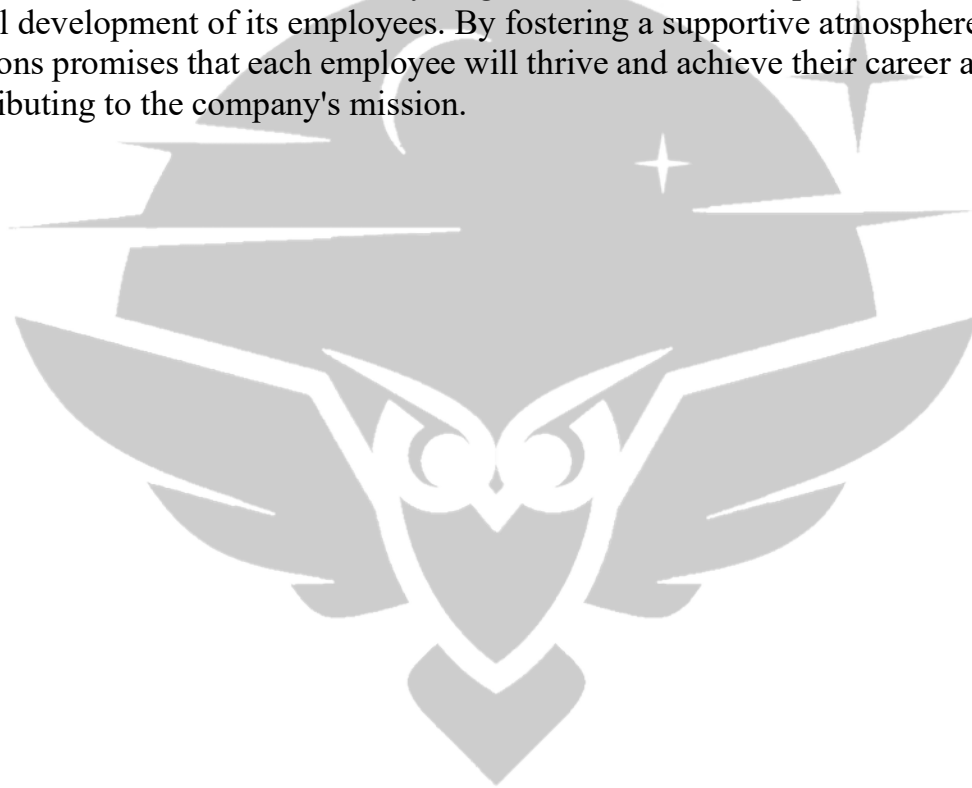
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Company overview:

Dream Byte Solutions, founded on January 24, 2024 is a dynamic digital marketing company that offers a diverse range of services including website development, graphic design, digital marketing, photography, and videography.

The company embraces a non-traditional office culture that prioritizes friendliness, fun, and mutual respect among employees. Dream Byte Solutions aims to create an environment where every employee feels valued and integral to the company's success.

The organization is committed to not only its growth but also to the personal and professional development of its employees. By fostering a supportive atmosphere, Dream Byte Solutions promises that each employee will thrive and achieve their career aspirations while contributing to the company's mission.



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Leave Policy for employees

Casual Leave (CL): Employees are entitled to 7 days of CL per year.

Sick Leave (SL): Employees receive 7 days of SL annually.

Earn Leave (EL): Employee can EL 12 annually.

Eligibility & Accrual:

- Employees will be eligible for Earned Leave (EL) after completing 6 months of continuous service.
- A total of 12 EL per year will be granted, subject to conditions.

conditions:

- **Regular Attendance:** Must be present for at least 21 days in a month on time.
- **Timely Project Completion:** Must complete assigned projects before the deadline.
- **Good Behaviour:** Should maintain professionalism, discipline, and a positive work attitude.
- **Leave Utilization Rules**
- Employees can take a maximum of 3-4 EL together at a time.
- **Gate Pass Rule:** If an employee uses a Gate Pass in the period of 21 days (permission to leave early or arrive late), EL for that period will be cancelled.
- EL should be applied for in advance and approved based on workload.

Paid Holidays: 9 paid holidays will be granted on national holidays.

Leave Application Process:

- For CL and EL, notify HR 2 weeks in advance.
- For SL, inform HR at least 3 hours before the workday starts.
- Only one employee per department can take leave simultaneously.
- For Earn leave (EL) notify HR 2 weeks in advance.

Additional Rules:

1. A maximum of 2 CL can be taken in a month.
2. If you taking SL a medical certificate is required.
3. Failure to inform HR about CL or SL will result in being marked absent.
4. Paid leaves are available only to permanent employees after 3 months of service.
5. Interns and employees on probation are not entitled to CL or SL.
6. Employees who maintain uninterrupted attendance for a period of three consecutive months will be awarded an additional 1 (one) day of Earned Leave.

Gate Pass Policy for Employees:

Eligibility:

The gate pass is available exclusively for permanent employees.

Gate Pass Usage

1. Concession Period: Employees may avail a 2-hour concession period per month.
2. Employees can avail 3-time half hour concession period.
3. Notification Requirement: Inform your designated senior at least 1 hour in advance.
4. You can only access 1 gate pass in a week.

Late Arrivals:

1. Employees arriving 10 minutes late without prior notification will be marked as having taken a half day.
2. If an employee has already availed a gate pass and arrives late after using it, they will also be marked as having taken a half day.
3. Maximum two times of 5 minute buffer will be allotted on late coming in a single week after that on 3rd late attendance half day will be marked.

Purpose of Gate Pass:

1. The gate pass can be requested for:
2. Arriving late
3. Leaving work early (for up to 2 hours or half hour)

Procedure

To request a gate pass, communicate with your designated senior and ensure that all notifications are provided within the stipulated time frame to avoid penalties.

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Working Hours Policy:

Working hours summer time Schedule

Timing: 10:00 AM to 7:00 PM

Winter time Schedule:

Timing: 9:30 AM to 6:30 PM

Shift Duration:

Each work shift is 9 hours, which includes a 1 - hour lunch break.

Work from Home Policy Saturdays:

- The first and third Saturday of each month will be designated as work-from-home days, treated as half days.
- Employees must submit work reports for tasks completed during work-from-home days. Failure to do so will result in being marked absent.

Fun Fridays:

- The second and fourth Friday of each month will be designated as "Fun Fridays," commencing after lunch.
- All employees are required to participate, and no one is permitted to leave the office during this time.
- No half day will be allotted on this day.

Compliance:

Adherence to these working hour policies is essential for maintaining productivity and fostering a positive work environment. Please ensure that all requirements are met to avoid any penalties.

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Project Deadline Rules for Employees

1. Clear Deadlines

1. Every task or project will have a specific deadline assigned by the manager or team lead.
2. Deadlines will be communicated in writing (e.g., email, project management tool) to avoid confusion.

2. Prioritization

1. Employees must prioritize tasks based on urgency and importance.
2. High-priority tasks with closer deadlines should be completed first.

3. No Missed Deadlines Without Notice

1. If an employee anticipates missing a deadline, they must inform their manager at least 24 hours in advance.
2. Provide a valid reason and propose a new realistic deadline for approval.

4. Break Down Large Tasks

1. For complex projects, employees should break tasks into smaller milestones with intermediate deadlines.
2. Managers will review progress at each milestone.

6. Consequences for Missed Deadlines

1. First offense: Verbal warning and a discussion to identify the issue.
2. Repeated offenses: Written warning and a performance improvement plan.
3. Chronic missed deadlines may result in further disciplinary action.

7. Rewards for Consistency

1. Employees who consistently meet or exceed deadlines will be recognized during team meetings or performance reviews.

2. Incentives such as bonuses, gift cards, or extra time off may be awarded.

8. Flexibility for Valid Reasons

1. Employees may request deadline extensions for valid reasons (e.g., illness, unexpected workload, technical issues).
2. Extensions must be approved by the manager.

9. Regular Check-Ins

1. Managers will schedule weekly or bi-weekly check-ins to monitor progress and address any challenges.
2. Employees should come prepared to discuss their progress and any roadblocks.

10. Time Management Training

1. Employees struggling with deadlines may be required to attend time management or productivity training.
2. The company will provide resources to help employees improve their skills.

11. No Last-Minute Rush

1. Employees are expected to plan their work to avoid last-minute rushes.
2. Submitting incomplete or low-quality work to meet a deadline is not acceptable.

12. Team Collaboration

1. If a task involves multiple team members, everyone is responsible for meeting their part of the deadline.
2. Communicate openly with teammates to ensure alignment and avoid delays.

13. Review and Adjust Deadlines

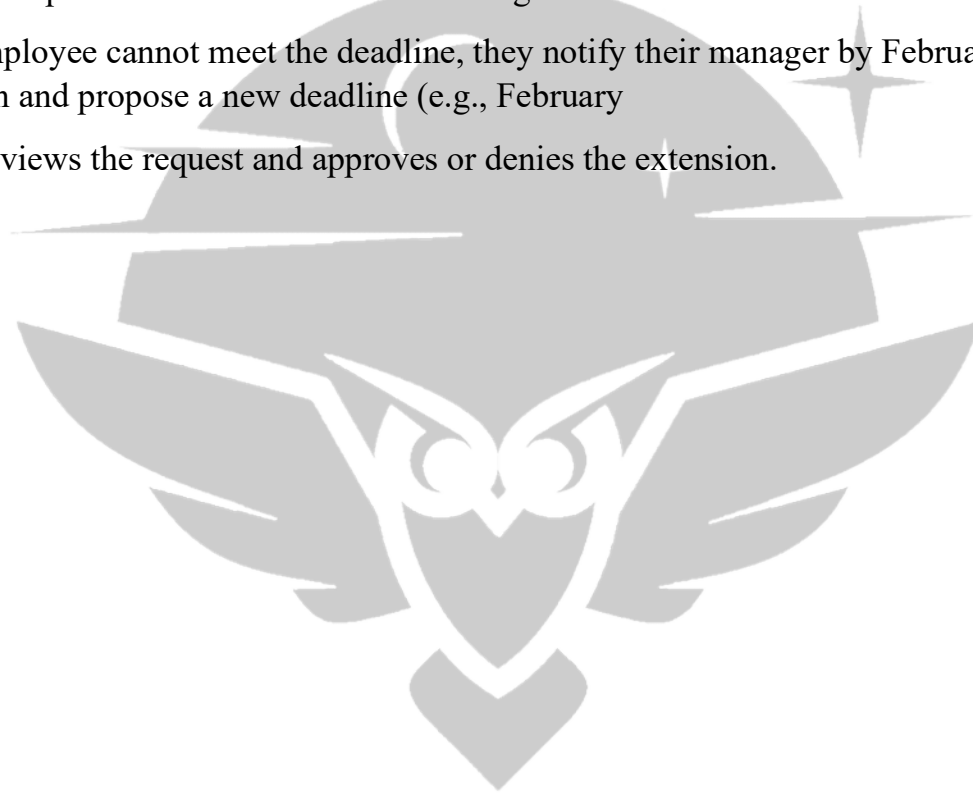
1. If external factors (e.g., client changes, resource shortages) impact the timeline, employees must notify their manager immediately.
2. Deadlines may be adjusted with manager approval.

14. Documentation

1. All deadlines, extensions, and communications related to deadlines must be documented in the company's system.
2. This ensures transparency and accountability.

Example Scenario

- Task: Complete a client report.
 - Deadline: February 10, 2025.
 - Rule Application
 - Employee updates the task status to the manager.
 - If the employee cannot meet the deadline, they notify their manager by February 9 with a valid reason and propose a new deadline (e.g., February 11).
- Manager reviews the request and approves or denies the extension.



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Warnings and Termination Policy

Warning Letters:

- Employees may receive a warning letter for the following infractions:
- **Misbehavior:** Any form of inappropriate conduct towards colleagues or clients.
- **Posh Act:** If an employee is found violating the POSH (Prevention of Sexual Harassment) Act, strict actions can be taken by the company. However, legal procedures must be followed to ensure fairness. Here's how it works.
- - **Immediate Termination Without Notice**
 1. If an internal inquiry proves the employee guilty, the company has the right to terminate them immediately without prior notice.
 2. The termination clause should be clearly mentioned in the company's HR policy and employee agreement to avoid legal disputes.
 - **Legal Action & Police Involvement**
 1. If the offense is serious (e.g., physical assault, molestation, stalking), the company can file an FIR with the police.
 2. The accused may face criminal charges under IPC Sections 354 (outraging a woman's modesty), 509 (insulting modesty), and 376 (rape, if applicable).
 3. If found guilty in court, the accused could face jail time, fines, or both
- **Property Damage:** Major damage to company property, whether intentional or accidental.
- **Employee Liability for Property Damage:**

"If an employee causes damage to company property due to negligence, misuse, or intentional misconduct, they will be held financially responsible for the repair or replacement costs. The company reserves the right to deduct the amount from the employee's salary or seek reimbursement through other legal means. Each case will be reviewed individually to determine the appropriate course of action."
- **Disobedience:** Failure to comply with established company rules and policies.
- **Office Politics:** Engaging in office politics or misleading team members.

Consequences of Warnings:

- Upon receiving three warning letters, the employee will enter a 1-month notice period during which their behavior will be closely monitored.
- During this period, the company may decide to either: Extend employment based on improved behavior, or proceed with direct termination.

Immediate Termination:

- The following actions will result in immediate termination without a notice period:
- **Breach of Confidentiality:** Unauthorized disclosure of company or client information. If anyone found guilty legal actions will be taken against him/her with a penalty.

- **Misbehaviour Towards Directors:** Any form of disrespect or misconduct directed at company directors.

Compliance:

All employees are expected to adhere to these policies to maintain a respectful and productive work environment. Violations will be taken seriously and addressed promptly.



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Increments and Promotions Policy

At Dream Byte Solutions, we believe in recognizing and rewarding our employees for their hard work, dedication, and contributions to the company. This policy outlines the criteria and processes for increments and promotions to ensure fairness, transparency, and alignment with our organizational goals.

1. Performance Evaluation

- Employees will be evaluated based on their performance during regular performance reviews. The following criteria will be considered:
- **Consistent Achievement:** Employees should consistently meet or exceed the performance goals established during evaluations.
- **Quality of Work:** The quality and impact of an employee's contributions to projects and team objectives will be assessed.
- **Initiative and Responsibility:** Employees who take on additional responsibilities or demonstrate leadership potential will be recognized.

2. Attendance Record

- Attendance plays a crucial role in determining eligibility for increments and promotions:
- **Regular Attendance:** Employees with a strong attendance record will be favoured in promotion considerations.
- **Punctuality:** Consistent punctuality reflects commitment and professionalism and will be taken into account.
- **Uninformed Leave Policy:** If an employee takes leave without prior intimation or approval, it will be considered an uninformed absence. Repeated instances may impact the employee's performance evaluation, salary increment, and other benefits

3. Behaviour and Conduct

- An employee's behaviour in the workplace is vital for promotion consideration:
- **Team Collaboration:** Employees who work well with others, mentor colleagues, and contribute positively to team dynamics will be recognized.
- **Adherence to Company Values:** Employees who exemplify Dream Byte Solutions' core values in their daily work will be prioritized for promotions.

4. Skill Development

- Continuous learning is encouraged at Dream Byte Solutions:
- **Skill Acquisition:** Employees who pursue relevant training or certifications will be recognized for their commitment to professional growth.
- **Adaptability:** The ability to adapt to new roles or responsibilities is an important factor in promotion readiness.

5. Tenure and Experience

- Experience within the company is an important consideration:
- **Length of Service:** A minimum tenure may be required before an employee is eligible for promotion, ensuring they have sufficient experience in their current role.
- **Job Experience:** Relevant experience, both within the company and externally, will also be considered.

6. Promotion Process

- To ensure transparency in promotions:
- **Transparent Criteria:** Criteria for promotions will be clearly communicated to all employees.
- **Regular Reviews:** Performance reviews will be conducted at regular intervals (e.g., annually or bi-annually) to assess eligibility for promotion.
- **Feedback Mechanism:** Constructive feedback will be provided during reviews to help employees understand areas for improvement.

7. Anti-Discrimination Policy

Dream Byte Solutions is committed to ensuring that all promotion decisions are made based on merit alone. We strictly prohibit discrimination based on gender, race, or personal relationships.

8. Appeals Process

Employees who believe that a promotion decision was made unfairly have the right to appeal. A clear process will be established for addressing concerns transparently. This content can be included in the employee rulebook as a formal policy section, ensuring that all employees understand the criteria for increments and promotions at Dream Byte Solutions

Employee Resignation Process:

At Dream Byte Solutions, we recognize that employees may choose to resign for various reasons. To facilitate a smooth transition, the following steps outline the resignation process:

1. Preparation Before Resigning

Confirm New Employment: Ensure that you have finalized all terms of your new job, including the start date and offer letter, before submitting your resignation.

2. Inform Your Manager

- **Schedule a Meeting:** Arrange a private meeting with your immediate supervisor to discuss your intention to resign. This direct communication is a professional courtesy.
- **Communicate Clearly:** During the meeting, clearly express your decision to resign and maintain a respectful tone. If comfortable, you may provide a brief reason for your departure.

3. Submit a Formal Resignation Letter

- **Draft Your Resignation Letter:** Prepare a formal resignation letter that includes:
Your name and position

4. The effective date of your resignation

- A brief expression of gratitude for the opportunities provided by the company
- **Deliver the Letter:** Submit the resignation letter to both your manager and the HR department.
- **Mail:** You can either mail your resignation letter

5. Adhere to Notice Period

- **Review Company Policy:** Check your employment contract or company policy to determine the required notice period, typically two weeks. Serving this notice period is essential for a professional transition.
- **Assist in Transition:** Collaborate with your manager to create a transition plan for handing over responsibilities and knowledge to colleagues.

6. Complete Pending Tasks

- **Finish Outstanding Work:** Aim to complete any ongoing projects or tasks during your notice period.
- **Knowledge Transfer:** Assist in training colleagues or preparing documentation to

ensure a smooth handover of your duties.

7. Return Company Property

- **Return All Assets:** Ensure that all company-owned items, such as laptops, access cards, and any other assets, are returned before your last working day.

8. Maintain Professionalism

- **Positive Attitude:** Keep a professional demeanour throughout your notice period. Avoid negative comments about the company or colleagues.
- **Participate in Exit Interview:** Be prepared for an exit interview where you may share feedback about your experience at Dream Byte Solutions.

9. Final Steps

- **Confirm Last Day of Employment:** Ensure that both you and HR have agreed on your last working day.
- **Consult HR on Benefits:** Speak with HR regarding final pay checks, benefits, and any other outstanding matters related to your employment



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Data Privacy & Security Policy

1. Purpose

- This policy ensures that all company and client data is protected from unauthorized access, misuse, or breaches.
- It aligns with industry best practices and legal requirements (such as GDPR, CCPA, or local data protection laws).

2. Scope

This policy applies to all employees, contractors, and third-party vendors handling company, client, or user data.

3. Data Collection & Usage

- Only necessary data will be collected from clients, users, and employees.
- Data will only be used for its intended purpose, such as marketing campaigns, analytics, or internal operations.
- Employees must not collect or store data outside of approved company systems.

4. Data Access & Security

- Access to sensitive data is restricted to authorized personnel.
- All employees must use strong passwords and enable two-factor authentication (2FA) for company accounts.
- Confidential data must not be shared via unsecured channels (e.g., personal email or messaging apps).
- Any device accessing company data must have up-to-date security software.

5. Data Storage & Retention

- Data will be stored securely using encrypted servers or cloud platforms.
- Personal data will be retained only as long as necessary for business or legal reasons.
- After the retention period, data will be securely deleted or anonymized.

6. Third-Party Services & Data Sharing

- Third-party vendors must comply with data privacy regulations and sign a Non-Disclosure Agreement (NDA).
- Data sharing with external parties must be approved by management and documented.

7. Employee Responsibilities

- Employees must complete mandatory data privacy training.
- Any data breach or suspicious activity must be reported immediately to the IT/security team.
- Employees leaving the company must return or securely delete all company data.

8. Breach Response Plan

- In case of a data breach:
- Investigate and contain the breach immediately.
- Notify affected parties and regulatory bodies as required by law.
- Implement corrective actions to prevent future breaches.



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Teamwork

This policy promotes a culture of collaboration, respect, and shared responsibility to enhance teamwork, productivity, and a positive work environment.

Key Principles of Teamwork

1. Collaboration:

- Work together towards common goals with mutual support.
- Share knowledge and skills to strengthen team performance.
- Assist colleagues in meeting deadlines and achieving objectives.

2. Communication

- Maintain clear, respectful, and transparent communication.
- Use appropriate channels (email, meetings, project tools) for discussions.
- Encourage open dialogue and constructive feedback.

3. Accountability

- Take responsibility for assigned tasks and commitments.
- Meet deadlines and proactively communicate any delays.
- Acknowledge mistakes and work towards solutions.

4. Respect & Inclusion

- Treat all team members with dignity and professionalism.
- Respect everyone's cultural background, beliefs, and perspectives.
- Foster an inclusive environment where diversity is valued.
- Harassment, discrimination, or exclusion will not be tolerated.

5. Conflict Resolution

- Address disagreements professionally and constructively.
- Resolve conflicts through direct communication before escalation.
- If unresolved, managers or HR will mediate to find a fair resolution.

6. Implementation & Compliance

- Regular team meetings and collaboration tools will enhance teamwork.
- Respect and inclusivity will be part of employee performance evaluations.
- HR will periodically review and update this policy to reflect evolving team dynamics.
- This policy applies to all employees to create a strong, respectful, and inclusive team culture.

Note: You can visit HR for certain things:

- **One on One discussion.**
- **Career development & performance feedback.**
- **Workplace concerns or conflicts.**
- **Personal well-being & work-life balance.**



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