



# Hi there!

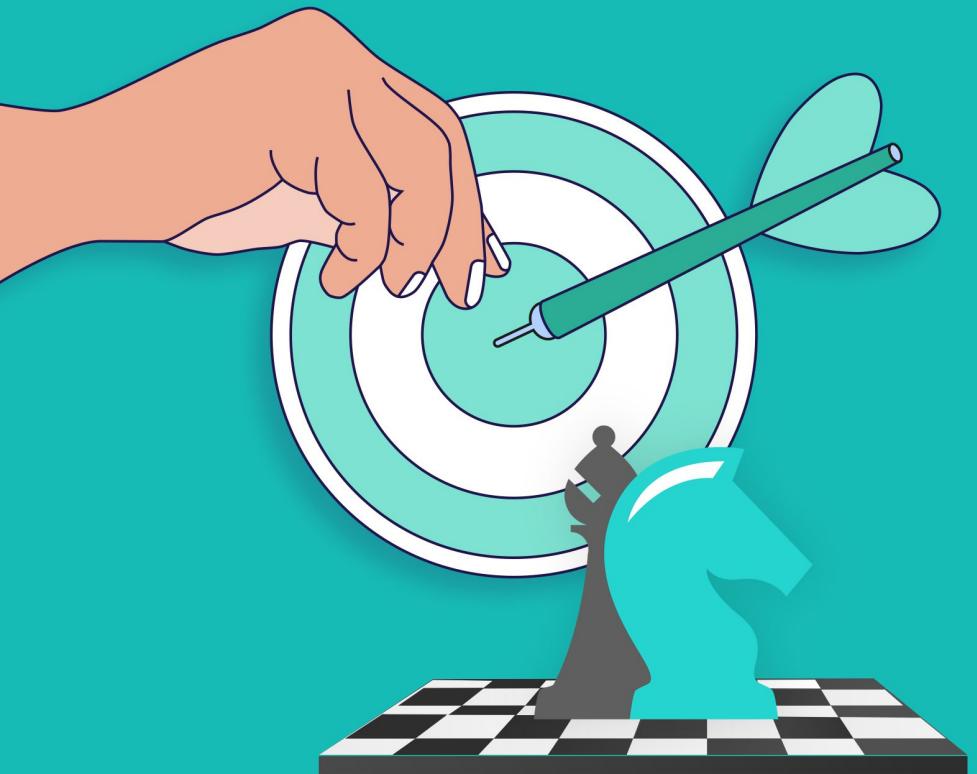
Welcome to the  
**Decision Point  
Family!**



# Hanook Employee Handbook

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## Welcome letter

Hi

Hope you are doing great!

We recently celebrated our 10th Year Anniversary of Decision Point. It is the dedication & creative spirit of each one of you that has made us who we are today.

No matter how much you look forward to the exciting possibilities of the future, especially with the phenomenal team that we have at DP, every milestone takes you back to the beginning.

Today I was reflecting on how it all started from the round table in 2012 when a couple of college buddies decided to pursue their passion for data analytics and set sail on this entrepreneurial journey. What began as a two member team with one-client is now a global company with teams spread over multiple countries with many Fortune 500 clients!!

In hindsight, it all turned out great and I couldn't be more proud of how far we have come today. Work is fun and meaningful, and that's because I get to work with the most talented teammates, who are passionate about creating value with their work. I am overwhelmed with pride to share that now we are a family of over 250 exceptionally talented people!!

I strongly believe that we are all intellectually equals at Decision Point and care deeply about ideas and innovation. That is what makes us so curious about the future and considerate about the past. So keep that curiosity alive within yourself and never shy away from putting an idea on the table because curiosity goes a long way and YES, the table is all yours!

Cheers,  
**Ravi Shankar**  
Founder, Decision

# Welcome to DP



Disclaimer: There is no such thing as "usual" or "boring" in this welcome letter.

Starting with the generic greetings, congratulations on being a proud DPian! We are delighted that you have chosen to be a part of **Decision Point**. Our employees are our greatest assets, and we make sure that **Life at DP** is nothing short of amazing.

Decision Point is well known for fast-tracking career growth and helping its employees rise. By fast-tracking we mean, the more you want to grow, the more space we'll provide you to grow. On this growth trajectory, you will get many opportunities to talk with the **leadership team** of the company. This is supported by the career weeks that happen quarterly in a year, where you can get your hands on career guidance sessions from the leader of your choice.

To elaborate more about the company, we conduct town hall sessions regularly in which we understand where we are as a company and where we see ourselves in the near future. Additionally, there is a monthly newsletter that covers all the important updates about the company and its employees in the most interesting way possible.

We know that as you read this welcome letter, you're getting excited to join the company as soon as possible but please don't jump off the bed and hurt your ankle. Oh, you just did it! No worries.

We don't just take care of your physical health by providing medical insurance, but we care about your mental health too. For this, we have an association with YourDost, an online counseling service, helping you get the help you need whenever you want.

We don't want you to limit your interactions with your colleagues only. To make your social life more than happening, weekend activities and virtual social gatherings are a norm at Decision Point because work is not the only thing we do. You must have heard about the quote, "work hard, party harder". We are firm believers of it.

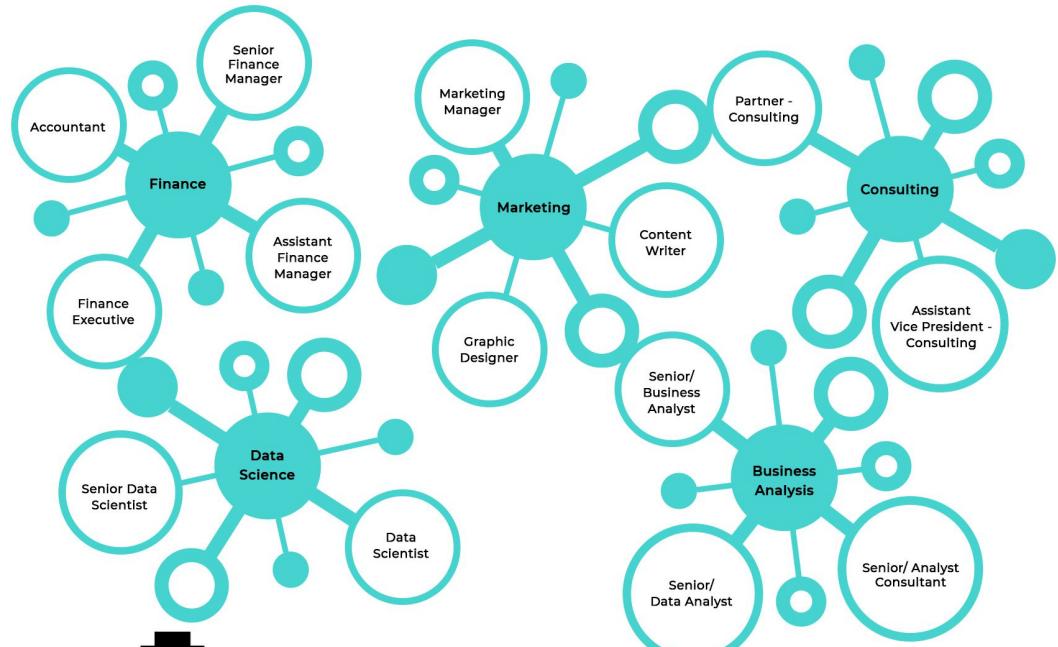
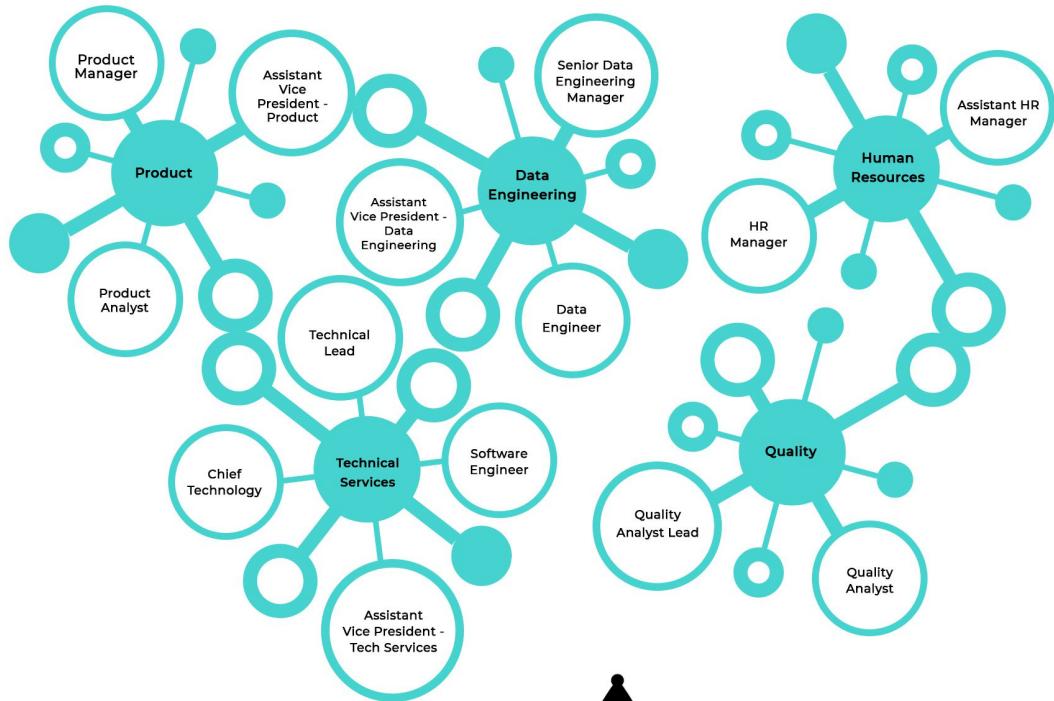
And, if you want to know more about the company and experiences here, you can read this open letter by one of our employees on his **3 months experience** at Decision Point.

Let us give you a sneak peek into the process that will put you onboard the DP cruise. The onboarding process will begin with a few induction sessions which will familiarize you with the company, its policies, appraisals system, etc. A few documents including onboarding details and company policies will also be shared with you. We need not mention that read all the scheme related documents before signing because yes, we like daily soaps, but we would not like to be a part of one :P

After the above-mentioned process has concluded, you'll get to connect with your manager as well as the team. A gentle reminder, please don't call anyone sir/ma'am. We all have good names, let's use them. The company will also issue you a laptop once you complete all the formalities.

For more details about us, check out our [LinkedIn](#) page.

# The Army



# c4 - The Opening

## - Values that shape our game



### Faith

At Decision Point, Faith as a core value is important for everyone, because it sets the tone for how we work together. Faith in your teammates. Faith in the process. Faith in the work that we're doing together, think trust, integrity, hope. We need faith first.

### Joy

Pure and simple - We want to have fun here. But more than that, we want the work that you do, and the people you do it with to bring you satisfaction. Every day won't be a walk in the park, but when you have joy in what you're doing, you'll look forward and press on. This is what we were built for.

### Innovation

We, as a team, are constantly driving our purpose in everyday's work. We are driven by our relentless urge to dig deeper in extracting actionable insights from data. We challenge ourselves constantly to learn and deliver best in class solutions. We own our client's success by consistently creating value in their analytics transformation journey.

# Pawn to Queen - What you get at DP

## Paid Time Off

At Decision Point, we value time off and believe that nobody should have to go through a burn out to finally take some time off for themselves. Which is why every single employee at DP gets 25 days paid leave annually and 5 days of marriage leave. The structure for those 25 leaves is:

- Earned leaves: 10
- Sick leaves: 8
- Casual leaves: 7

Those dream trips you've been planning for can now be a reality!

## Working hours

We believe that best work happens when we are comfortable and secure. So, there are no set working hours at DP. I

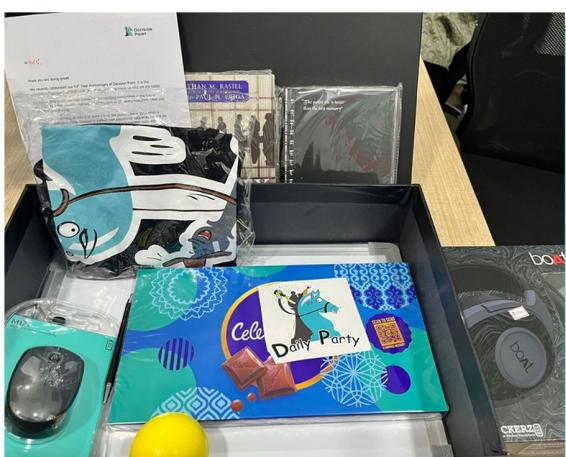
## Hybrid working conditions

The pandemic has made us realize that the environment you work in doesn't have a major impact on productivity. So, if you are someone who wants to live a working life, go ahead! Send us pictures from wherever you are! If, for some reason, you miss the office environment, we have a huge one in Gurgaon! Join very like minded people and maybe you'll have a good laugh and some beers!

Want to know more about the people you work with? We do a monthly [Humans of DP](#) post where 1 employee talks about their life beyond work.

## DP Goodie box

Decision Point just completed [10 years](#) and to thank everyone who has been a part of this journey, we curated a goodie box with a lot of fun stuff! Here's a peek:



## Mediclaim

Every employee is entitled for a mediclaim cover of INR 5 lakh. We have also partnered up with YourDOST, an online mental health support platform that you can use, without worrying about the cost! We aim to make your health one thing less for you to worry about.

## Referral bonus

We believe that talent pulls talent. So, we have a referral policy that allows you to refer your friends and family for any post we are currently hiring for.

- INR 15,000 bonus for standard level positions
- INR 30,000 bonus for important positions
- INR 50,000 bonus for critical positions

## Trainings

At DP, we believe that learning is a lifelong process and no knowledge goes to waste. We want our employees to grow along with the company which is why we offer certain training and certifications to whoever would like them.

The trainings available now are:

- AWS certification (partial payment to be done by the employee)
- Microsoft Azure (partial payment to be done by the employee)
- Scrum master (partial payment to be done by the employee)

We are also in the process of implementing a training platform to help streamline the training process. The courses can be taken according to the employee's designation.

## Career week

We want to see you grow and we provide you with every opportunity for that growth. It is up to you to set the pace. Speak with your managers to understand their expectations and how you can bring out the best in your duties and make it to top management. There's also Career Week where there are career guidance sessions to accelerate your professional growth. A career manager will be assigned to you based on your interests, with whom you can discuss your long-term professional goals and receive mentorship to fast-track your career at Decision Point.

Take a look at the [Women in AI](#) who make a difference at DP every single day.

# DP Spotlight awards!



Since you will be giving us a major part of your life, we want to recognise your efforts in a way you would like. So, we have launched DP Spotlight awards! These awards are given out on a monthly, quarterly and annual basis.

## Monthly Theme Awards

Each month, 2-3 employees are recognised based on who participates in all the month-long activities at Decision Point. Winners will be chosen based on participation spirit and merit!

## Quarterly Professional Awards

Every quarter, this award will be given to the overachievers of that quarter. Team managers will be handing in their recommendations to the HR team and 2 lucky winners will get a surprise gift!

## Annual Rockstar Awards

These are for the rockstars that performed consistently well throughout the year!

## Instant Gratification Awards

Every employee will be able to nominate a coworker, for any way they might have helped them have a better day.

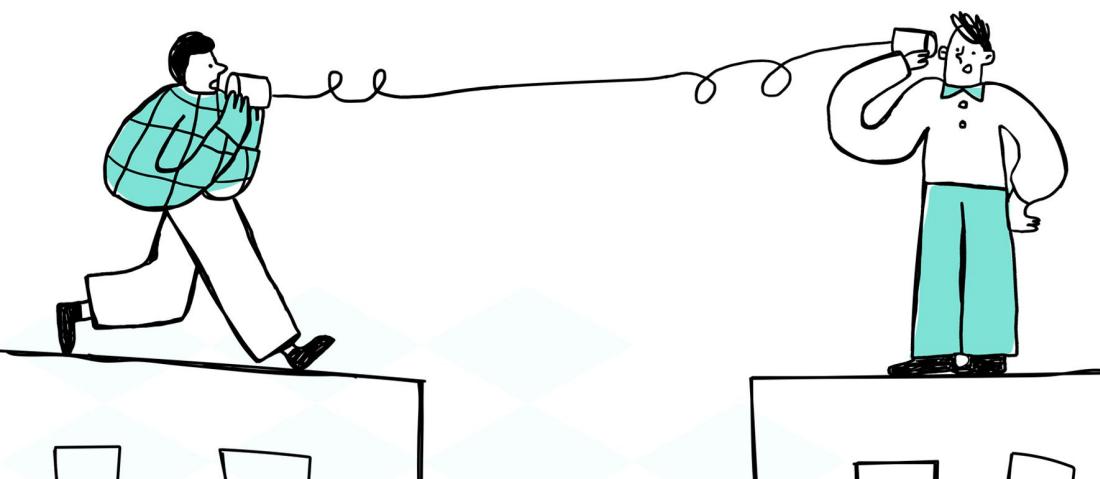
# Pinning Communications Right

## Communication tools

We do not believe in complicated record-keeping, checking in and out, etc. We use tools that you may already be familiar with. We use Whatsapp and Microsoft Teams for daily communication, Trello to keep track of all to-dos for the entire team, and Microsoft Teams or Google Hangouts for all video calls and meetings. We also employ the help of Zoho People to keep a track on all daily tasks, time sheets, leaves and absences, etc. A rundown of the platform will be given to every new employee by someone from the HR team.

## Zoho People

We also employ the help of Zoho People to keep a track on all daily tasks, time sheets, leaves and absences, etc. A rundown of the platform will be given to every new employee by the designated HR SPOC.



## Meetings

Since we have a hybrid working environment, we need to have regular meetings to stay on top of everything. The regular ones at DP include meetings with HR, with top management, and with team/project managers. Of course, this does not mean you will be micromanaged! Not at all. Our managers are thankfully all against micromanagement. You will also have occasional client meetings, depending on the team you work with.

## Emails

You will receive emails for HR on birthdays, work anniversaries and all our accomplishments, launches and company initiatives. Kinda makes you want it to be your birthday or anniversary every day:D

## Agile Way of Work

All functions within DP follow an Agile process as a way of working. We make sure to bring people, processes, connectivity and technology, time and place together to find the most appropriate and effective way of working to carry out a particular task. This is done through daily scrums to ensure that all employees are working within guidelines but without boundaries.

## Employee Feedback Forum

We take feedback very seriously at Decision Point and understand that feedback is what keeps a team running smoothly. Our website has a link that allows employees to record their feedback regarding any aspect of the company. This feedback forum does not require any employee to submit their identity at any time. The HR team can access this feedback to understand the problem and incorporate the feedback accordingly.

# 64 squares of Fun

## - The Non-work Scenes



### After-work parties

Above all, we believe in saying, "Work Hard and Party Harder". You will find your time here not only full of opportunities but also full of enjoyment. Fun Fridays, Happy Hours, Focus Groups, Event celebrations, Informal Connects are all under one roof which gives you access to connect to your peers more frequently, which has been becoming increasingly significant than ever, especially in this new model of working post pandemic.

### Promotions

We don't make our employees wait for promotions. We hold role-readiness training every month, ensuring that all employees are trained according to the requirements of the next role they would be promoted to. This kickstarts their climb to the top of the ladder at DP! No minimum waiting period! :D

### CSR

Every month, we have a social initiative which is a part of our CSR plan. The aim of these CSR initiatives is to make a positive difference to society and contribute our share towards its betterment.

# BonaFIDE Rules

## - Our Regulations



### General Policies

Your employment will be in accordance with the rules, regulations and policies of the Company, as amended from time to time. You agree that to the best of your ability and experience you will at all times loyally and conscientiously perform all of the duties and obligations required of and from you, pursuant to the express and implicit terms hereof, and to the reasonable satisfaction of the Company.

During the term of your employment, you will devote all of your business time and attention to the business of the Company and the Company will be entitled to all of the benefits and profits arising from or incident to all such work, services and advice. During the term of your employment, you will not, either directly or indirectly, render any services of a commercial or professional nature to any person or organization.

### Notice Period:

Your employment with the Company will be liable for separation by either party by giving two or three months' notice, depending on the position held. However, the Company may terminate your services with one day's notice if dismissal is due to misconduct or for disciplinary reasons. Your probation period with the company is for 6 months, where the notice period is half of post-probation.

On acceptance of the notice of separation, you will return to the Company all books, materials, documents, drawings, data or records belonging to the Company or any of its affiliates or customers and you shall not make or retain any copies or extracts thereof.

### Email and Hardware Policy

Upon joining, you will be provided with some hardware to help you in your day-to-day duties. If there is any malfunctioning in the system, the issue needs to be highlighted to the IT manager immediately. If the delay causes additional issues, the employee may have to bear the cost of repair. Repairs for accidental breakage or damage will be borne by the company and employee equally. Misplaced or lost items will need to be replaced by the employee.

All employees will be provided an official email ID that needs to be used for all work-related correspondence only. All red flags of any kind need to be reported to the management as soon as possible. All anti-malware programs need to be updated regularly. Email signatures need to have name, designation, contact details and company's logo and name. Large files should be attached as a Google Drive link, rather than an attachment to the email.

# **That's all, folks!**

**Hope you have  
a nice time at DP**

