

# DUMMY DOC

## DummyCorp Internal Wiki

Confidential — For Internal Use Only

Version 2025.01

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## 1. Company Introduction & Vision

**DummyCorp Innovations** is a fictional technology solutions company used for demonstration, testing, and documentation purposes. Founded in 2023, DummyCorp represents a modern, innovation-centric organization that builds web products, AI prototypes, and internal tooling for educational and experimental use.

### Vision Statement

To create simple, scalable, and future-ready technology prototypes that inspire developers and organizations.

### Mission

- Build high-quality demo applications and systems
- Create reference documentation for developers
- Train teams through example-based workflows
- Promote experimentation, creativity, and open learning

### Core Values

- Curiosity
- Simplicity
- Transparency
- Collaboration
- Innovation

DummyCorp currently supports demo teams, training initiatives, and community-based knowledge sharing.

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## 2. Organization Structure & Departments

### Leadership

- **CEO:** Alex Ray
- **CTO:** Maya Stanton
- **COO:** Vivek Turner
- **Head of Engineering:** Rohan Mallick
- **Head of Design:** Anna Wells

### Departments

- Engineering (Frontend, Backend, AI, QA)
- Product & UX
- Training & Documentation
- Support & Operations
- HR, Finance, Admin

### Team Communication

- **Slack:** primary communication
  - **Notion:** wiki & documentation
  - **GitHub:** code storage
  - **Google Meet:** meetings
  - **Email:** official announcements
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## 3. Employment & HR Guidelines

DummyCorp follows an equal-opportunity policy. All hiring and promotions are based on skill, performance, and organizational alignment.

## **Work Timings**

- 10:00 AM – 6:30 PM (Mon-Fri)
- Flexible work hours allowed with manager approval
- Mandatory attendance logging through HR portal

## **Probation**

- 6-month probation for all new employees
- Performance review at month 3 and month 6

## **Resignation & Exit**

- 30 days notice
- All company assets must be returned
- Access will be revoked on the last working day
- Full & final settlement processed within 30 days

## **Confidentiality**

Disclosure of internal data, code, or documentation is prohibited and may result in immediate termination.

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## **4. Leave Policy**

### **Leave Types**

- **Casual Leave (CL):** 12/year
- **Sick Leave (SL):** 6/year
- **Earned Leave (EL):** 6/year
- **Maternity Leave:** 26 weeks
- **Paternity Leave:** 7 days
- **Compassionate Leave:** up to 5 days
- **Unpaid Leave:** allowed with approval

## **Rules**

- Apply on HR portal before leave
- Emergency leave must be informed within 24 hours
- 3 days of SL requires medical certificate

## Public Holidays

10 company-declared holidays each year.

## Leave Encashment

EL can be encashed at year-end (max 12 days).

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# 5. Remote Work Guidelines

DummyCorp supports a hybrid and flexible work environment.

## Requirements

- Stable 20 Mbps+ Wi-Fi
- Updated laptop with antivirus
- Quiet background for meetings
- Join mandatory stand-up at 10:15 AM

## Restrictions

- No confidential data storage on personal devices
  - Personal email cannot be used for work
  - Security breaches must be reported immediately
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# 6. Code of Conduct

Employees must behave professionally and respectfully in all communications.

## Expectations

- Maintain respectful interaction
- Avoid abusive or discriminatory language
- Keep discussions professional in Slack/Meetings
- Follow data privacy principles

## Prohibited

- Harassment or bullying
- Misuse of company assets
- Sharing internal documents externally
- Personal attacks or aggressive communication

Violations may result in disciplinary action.

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# 7. Security & Compliance Policies

## Access Management

- Use strong passwords & 2FA
- Access only tools required for your role
- No installation of unauthorized software

## Device Security

- Keep laptop encrypted
- Lock screen when idle
- Store documents in company-approved cloud only

## Incident Reporting

Report:

- phishing, suspicious links
- device loss
- unauthorized access within 1 hour to: [security@dummycorp.com](mailto:security@dummycorp.com)

## Data Handling

- Encrypt sensitive files
  - Avoid sharing passwords
  - Follow GDPR-like internal policy for user data
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## 8. Engineering Standards & Content Guidelines

### Development Requirements

All code must:

- follow naming conventions
- include documentation/comments
- avoid hard-coded credentials
- pass CI/CD checks

### Pull Request Checklist

- Linted
- Tested
- Reviewed by at least one peer
- Proper commit history
- Linked to internal task/ticket

### Content Creation Rules

For documentation, tutorials, or demos:

- Use official DummyCorp templates
  - Avoid plagiarism
  - Include version numbers & timestamps
  - Follow internal writing tone: clear, simple, structured
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## 9. Product & Project Lifecycle

1. Requirement Brief
2. Architecture & Design
3. Development (UI + backend + AI modules)
4. QA Testing + UAT
5. Deployment (Staging → Production)
6. Monitoring
7. Maintenance & Patches

## Release Guidelines

- Feature freeze before release
- QA sign-off mandatory
- Deployment logs must be maintained

## Incident Management

- Classify severity
- Inform stakeholders
- Provide updates every 2 hours
- Submit post-mortem within 48 hours

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# 10. Training, Upskilling & Events

## Learning Support

DummyCorp provides:

- £15,000 annual learning allowance
- Access to premium courses
- Monthly internal knowledge sessions

## Mandatory Learning

- 1 technical certification every year
- 1 soft-skill workshop every 6 months

## Internal Events

- DummyCorp Day — February
  - Annual Tech Expo — July
  - Code Sprint Hackathon — October
  - Winter Meetup — December
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## 11. Referral Program

Employees may refer candidates for open roles.

**Bonus:** ₹7,000 upon successful completion of 6 months by the referred candidate.

Email referrals to: [referrals@dummycorp.com](mailto:referrals@dummycorp.com)

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## 12. Emergency Contacts

- HR: [hr@dummycorp.com](mailto:hr@dummycorp.com)
  - Admin: [admin@dummycorp.com](mailto:admin@dummycorp.com)
  - IT Support: [itsupport@dummycorp.com](mailto:itsupport@dummycorp.com)
  - Security Hotline: +91 9000 000 000
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## End of Document

DummyCorp Internal Wiki — Not for External Distribution

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