

4th Dimension Architects

Employee Handbook

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1. Introduction

This handbook outlines the policies, procedures, and expectations for all employees at 4th Dimension Architects. It serves as a reference guide to help you understand your rights, responsibilities, and the standards we uphold.

Note: This handbook is not a contract of employment and may be updated periodically.

2. Employment Policies

2.1 Employment Classifications

- **Full-time:** 40+ hours/week with full benefits
- **Part-time:** Less than 40 hours/week with prorated benefits
- **Contract/Freelance:** Project-based engagement
- **Intern:** Training positions with stipend

2.2 Probation Period

- All new employees undergo a 3-month probation period
- Performance reviews conducted at 45 days and 90 days
- Confirmation subject to satisfactory performance

2.3 Personnel Records

- Personal files maintained confidentially by HR
 - Employees may review their records upon request
 - Update personal information promptly (address, emergency contacts)
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3. Work Hours & Attendance

3.1 Standard Work Hours

- Monday to Friday: 9:30 AM - 6:30 PM
- Saturday: 9:30 AM - 2:00 PM (as required)
- Lunch Break: 1:00 PM - 2:00 PM (1 hour)

3.2 Attendance

- Be punctual; repeated lateness affects performance reviews
- Inform your Team Leader if you will be late/absent
- Use the attendance portal for clock-in/clock-out

3.3 Overtime

- Prior approval required from Team Leader/Principal
 - Compensated as per company policy or comp-off
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4. Leave Policies

4.1 Annual Leave

- 18 days paid leave per calendar year
- Accrued monthly (1.5 days/month)
- Maximum 6 days can be carried forward

4.2 Sick Leave

- 12 days paid sick leave per year
- Medical certificate required for 3+ consecutive days
- Cannot be encashed or carried forward

4.3 Casual Leave

- 6 days per year for personal matters
- Apply at least 24 hours in advance

4.4 Public Holidays

- As per company holiday calendar (typically 10-12 days)
- Announced at the beginning of each year

4.5 Special Leave

- Maternity: 26 weeks (as per law)
- Paternity: 5 days
- Bereavement: 3-5 days (immediate family)
- Marriage: 3 days

4.6 Leave Application Process

1. Apply through the portal at least 3 days in advance
 2. Approval required from Team Leader
 3. Emergency leave: Inform by phone, apply retrospectively
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5. Code of Conduct

5.1 Professional Behavior

- Treat colleagues, clients, and vendors with respect
- Maintain confidentiality of project information
- Dress code: Smart casual (formal for client meetings)

5.2 Workplace Ethics

- Zero tolerance for harassment, discrimination, or bullying
- No gifts above ₹2,000 from vendors without disclosure
- Conflicts of interest must be reported

5.3 Use of Company Property

- Computers, software, and equipment are for work use
 - No installation of unauthorized software
 - Return all property upon exit
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6. Compensation & Benefits

6.1 Salary

- Paid monthly by 7th of following month
- Direct bank transfer
- Annual increments based on performance review

6.2 Benefits

- Health Insurance: Employee + Spouse + 2 Children
 - Provident Fund: As per statutory requirements
 - Professional Development Allowance: ₹15,000/year
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7. Professional Development

7.1 Training

- Access to online courses and workshops
- Sponsorship for relevant certifications
- Weekly knowledge-sharing sessions

7.2 Performance Reviews

- Annual comprehensive review
 - Quarterly check-ins with Team Leader
 - Self-assessment and 360° feedback
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8. IT & Security Policies

8.1 Computer Usage

- Use strong passwords; change every 90 days
- No sharing of login credentials
- Report suspicious emails to IT

8.2 Data Protection

- Client data is confidential
 - Use approved cloud storage only
 - No personal drives for project files
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9. Health & Safety

9.1 Office Safety

- Keep workspaces tidy
- Know emergency exits and assembly points
- Report hazards to Admin

9.2 Site Visits

- Wear appropriate PPE (helmet, safety shoes)
 - Follow contractor's site safety rules
 - Never visit sites alone after dark
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10. Grievance Procedures

10.1 Reporting Issues

1. Discuss with Team Leader first
2. Escalate to Principal if unresolved
3. Formal written complaint to HR

10.2 Confidentiality

- All complaints handled confidentially
 - No retaliation against complainants
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Acknowledgment

I have read and understood the Employee Handbook of 4th Dimension Architects.

Name: _____

Signature: _____

Date: _____

Last Updated: January 2025