**DreamBuilders.io HR Policy Manual**

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**1. Introduction**

Welcome to DreamBuilders.io! We are an innovative IT company focused on developing next-generation

digital solutions. This HR Policy Manual serves as a comprehensive guide to help employees understand the

company's policies, expectations, and benefits.

This document applies to all full-time, part-time, contract, and remote employees unless stated otherwise.

**2. Code of Conduct**

- All employees must act with honesty, integrity, and professionalism.

- Respect for colleagues, clients, and vendors is mandatory.

- Discrimination or harassment of any kind will not be tolerated.

- Confidentiality of company and client data must be maintained.

- Use of company resources (email, internet, hardware) must be work-related.

- Any conflict of interest must be disclosed to HR.

**3. Working Hours & Attendance**

- Standard working hours: 9:30 AM to 6:30 PM, Monday to Friday.

- Employees must complete 8 hours of work daily, excluding lunch breaks.

- Flexible login time of 1 hour allowed.

- Late arrivals more than 3 times a month will be flagged.

- Biometric or digital attendance is mandatory.

**Breaks:**

- 1-hour lunch break between 1:00 PM to 2:30 PM.

- Two 15-minute breaks.

**Overtime:**

- Not mandatory.

- Compensatory off upon prior approval.

**4. Leave Policy – DreamBuilders.io**

To ensure work-life balance and employee well-being, DreamBuilders.io provides various leave types based on the nature of absence. All leaves must be applied through the internal HRMS platform and approved by the reporting manager or HR department.

**1. Casual Leave (CL) – 8 days per year**

Casual Leave is granted for short-term, unforeseen personal needs such as attending to personal matters, family obligations, or emergencies. CL must be applied in advance where possible, and cannot be clubbed with Earned Leave. Unused CL does not carry forward to the next calendar year.

**2. Sick Leave (SL) – 8 days per year**

Sick Leave is available to employees suffering from illness or injury that prevents them from working. A medical certificate may be required for absences of more than two consecutive days. Unused SL may be carried forward up to a maximum of 30 days but is non-encashable.

**3. Earned Leave (EL) – 15 days per year (encashable upon request)**

Earned Leave is provided for planned vacations or long breaks from work. EL can be accumulated and carried forward up to 45 days. Employees can request encashment of accrued EL annually or at the time of resignation/retirement, subject to company policies.

**4. Maternity Leave – 26 weeks**

Female employees are entitled to maternity leave as per the Maternity Benefit Act. This includes 26 weeks of paid leave for up to two children. For the third child and onward, the entitlement is 12 weeks. Employees must inform the HR department at least 8 weeks prior to the expected delivery date.

**5. Paternity Leave – 10 days**

Male employees are entitled to 10 days of paid leave to support their spouse during childbirth and take care of their newborn. The leave must be utilized within 3 months of the child's birth and may be taken as a continuous block or split into two periods.

**6. Bereavement Leave – 3 days**

In the unfortunate event of the death of an immediate family member (parent, spouse, sibling, or child), the employee is granted up to 3 days of paid bereavement leave to grieve and manage funeral arrangements. This leave is non-deductible and considered with empathy.

**7. Compensatory Off (Comp Off) – As per approved overtime**

Employees who are required to work on weekends or company-declared holidays due to business needs may be eligible for Comp Off. This must be pre-approved by the reporting manager and utilized within 60 days of accrual. Unused Comp Off will lapse after this period.

**Rules:**

- Apply via HRMS portal.

- Prior approval required for planned leaves.

- Medical certificate needed for sick leave >2 days.

- EL can be carried forward up to 45 days.

**5. Holiday List (2025)**

1. Jan 1 - New Year's Day

2. Jan 26 - Republic Day (Observed Jan 27)

3. Mar 17 - Holi

4. Apr 14 - Ambedkar Jayanti

5. May 1 - Labour Day

6. Aug 15 - Independence Day

7. Oct 2 - Gandhi Jayanti

8. Oct 23-24 - Diwali

9. Dec 25 - Christmas

**6. Salary Policy – DreamBuilders.io**

At DreamBuilders.io, we believe in maintaining a transparent and timely payroll structure aligned with statutory compliance and employee satisfaction. The following outlines our salary policy, components, disbursement cycle, and reimbursement procedures.

**1. Salary Disbursement**

Salaries are credited to employees’ designated bank accounts on or before the 5th working day of each month.

In case of any delay due to technical or banking issues, the HR & Finance departments will communicate timelines in advance.

**2. Salary Structure**

The employee’s salary comprises the following components:

**Basic Salary:** The fixed portion of your salary and the base for calculating other benefits and deductions.

**House Rent Allowance (HRA):** Provided to employees to meet housing rental expenses.

**Other Allowances:** Includes travel, meal, communication, and special allowances based on role and grade.

**Provident Fund (PF):** A statutory retirement benefit where both employer and employee contribute as per government guidelines.

**Gratuity:** Applicable to employees completing 5 years of continuous service, calculated as per the Payment of Gratuity Act.

The detailed salary breakup is shared in the employee's appointment letter and updated during any revision.

**3. Statutory Deductions**

Applicable deductions are made in compliance with government regulations, which may include:

Professional Tax

Income Tax (TDS)

Provident Fund (PF)

Employee State Insurance (if applicable)

Employees are responsible for submitting investment proofs and declarations annually to minimize TDS deductions.

**4. Payroll Discrepancies**

Any payroll discrepancies, such as incorrect salary credit, deduction errors, or reimbursement issues, must be reported to HR within 3 working days from the date of salary credit.

The Finance team will resolve valid issues within 7 working days.

**5. Salary Revisions**

Salary revisions are conducted annually, usually in the month of April.

Revisions are performance-based, taking into account the employee’s annual appraisal, contributions to projects, behavior and conduct, and overall business performance.

High-performing employees may be eligible for promotions, bonuses, or stock options at the management’s discretion.

**6. Reimbursements**

Employees are entitled to reimbursement for business-related expenses. These must be submitted through the internal reimbursement portal with valid supporting bills/invoices. The following expenses are covered:

Business Travel: Flights, hotels, cab fares, local conveyance, meals (as per per diem policy).

Home Internet Charges: Monthly reimbursements for employees working from home (up to a defined limit).

Client-Related Expenses: Entertaining clients, client meetings, gifting (as per client engagement guidelines).

Note: All claims must be submitted within 15 days of the expense date and are subject to manager and finance approval.

**7. Remote Work & Work From Home (WFH) Policy – DreamBuilders.io**

DreamBuilders.io supports flexible work arrangements to empower employees while ensuring business continuity, productivity, and data security. The WFH policy outlines the eligibility, guidelines, and responsibilities for employees working remotely.

**1. Eligibility Criteria**

Employees become eligible for Work From Home (WFH) after completing 6 months of continuous service with the company.

Prior to that, temporary WFH may be permitted under special circumstances such as medical issues, personal emergencies, or travel restrictions, subject to managerial approval.

**2. WFH Request & Approval Process**

Employees must submit a WFH request at least 24 hours in advance via the HRMS or official email, stating the reason and duration.

Approval must be obtained from the immediate reporting manager and notified to the HR team for record purposes.

Emergency or last-minute WFH requests must be followed by written justification within 1 working day.

**3. General Guidelines for Remote Work**

Employees must be available online from 10:00 AM to 5:00 PM, with flexibility for breaks and extended hours based on project needs.

Daily status updates should be shared in the team channel or project tracker by 6:00 PM.

A weekly summary report outlining progress, blockers, and next steps must be submitted every Friday to the reporting manager.

Employees are expected to maintain the same level of professionalism, communication, and output as in-office work.

**4. Monthly WFH Limits**

Employees can avail up to 10 WFH days per month without impacting their leave balance.

Any request beyond 10 days in a calendar month requires HR and departmental head approval.

Special roles such as field personnel, client support, or essential operations may have custom WFH limits.

**5. Work Environment Requirements**

Employees working from home must ensure the following:

A quiet, distraction-free workspace with proper ergonomics.

Reliable high-speed internet to attend meetings and access work tools.

Secure use of company devices such as laptops and mobile phones.

Prompt availability on communication platforms (Slack, Zoom, Email, Jira, etc.)

**6. Data Security & Compliance**

To protect client and company data, the following measures must be strictly followed:

Access all internal systems using the company-approved VPN.

Enable Two-Factor Authentication (2FA) for all accounts and tools.

Do not store or transfer any company data to personal devices or external drives.

Report any data breaches or suspicious activity immediately to the IT/security team.

**7. Non-Compliance**

Non-adherence to WFH guidelines—including frequent unavailability, missed updates, misuse of company assets, or data policy violations—may lead to:

Revocation of WFH privileges.

Disciplinary action in accordance with the company’s code of conduct.

**8. Performance Management**

- Quarterly OKRs.

- Mid-year and Annual Reviews.

- Metrics: delivery quality, collaboration, innovation, punctuality.

- Top performers get bonuses/promotions/awards.

**9. Disciplinary Actions**

Grounds:

- Breach of confidentiality

- Misconduct

- Harassment

- Absenteeism

- IT security non-compliance

Actions: warnings, suspension, termination.

10. Exit Policy

- 30 days notice required.

- Exit interviews mandatory.

- Return of assets and credentials.

- Full & final settlement within 45 days.