

DDS Employee Handbook (Synthetic) v1

Effective date: March 03, 2026 • Dubai (GST)

Note: This document is a synthetic, training-friendly employee handbook for demos, onboarding simulations, and HR-policy chatbot prototypes. It is not legal advice and must be reviewed by qualified counsel before any real-world use.

1. Welcome to Decoding Data Science (DDS)

DDS is a Dubai-based academy, consulting practice, and community focused on data science, AI, and applied generative AI. We operate with a global mindset and a high trust culture—shipping practical outcomes while supporting each other.

This handbook explains workplace expectations, benefits, and policies. If any local law conflicts with this handbook, applicable law prevails.

2. Company Values & Ways of Working

- Build with clarity: define the user, problem, inputs/outputs, and definition of done.
- Bias for action: ship small, iterate fast, measure outcomes.
- Respect and inclusion: disagreement is allowed; disrespect is not.
- Data integrity: be precise with claims; cite sources; protect confidential information.
- Learning culture: continuous improvement is part of the job.

3. Employment Classification (Synthetic Example)

DDS may engage team members as:

- Full-time employees (UAE employment contract).
- Part-time employees (limited hours as per contract).
- Contractors / freelancers (service agreement).

Your offer letter/contract defines your classification, compensation terms, notice periods, and benefits.

4. Equal Opportunity, Anti-Discrimination & Anti-Harassment

DDS is committed to a workplace free from discrimination and harassment. We do not tolerate harassment based on protected characteristics.

- Report concerns to HR or a designated People Partner.
- Reports are handled confidentially to the extent possible.
- Retaliation against anyone raising a concern in good faith is prohibited.
- Investigations may include interviews, review of communications, and documented outcomes.

5. Code of Conduct

All team members are expected to:

- Act professionally with colleagues, partners, and learners.
- Avoid conflicts of interest; disclose them promptly.
- Use company resources responsibly.
- Follow lawful and ethical practices when using AI systems (no plagiarism, no misuse of data).
- Respect intellectual property and licensing obligations.

6. Working Hours & Attendance (Hybrid/Global Teams)

- Standard office hours (Dubai): 9:00–18:00, Monday–Friday.

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- Teams operating across time zones set 'core collaboration hours' (e.g., 12:00–16:00 GST) where meetings may be scheduled.
- Outside core hours, work is flexible and outcome-based.

Attendance expectations:

- Join scheduled meetings on time; inform the host if running late.
- If unexpectedly absent, notify your manager as soon as possible.
- Repeated unexplained absences may trigger a performance/disciplinary process.

7. Breaks, Overtime & Time Off in Lieu (TOIL)

- Breaks should be taken in a way that supports health and productivity.
- For roles where overtime may occur (events, launches), managers may approve TOIL.
- Overtime/TOIL rules depend on local contract terms and applicable labor law.
- Log time in the agreed tracker when required by your team.

8. Probation & Confirmation

New hires may be placed on a probation period as stated in the employment contract.

- During probation, performance expectations are set clearly with weekly check-ins.
- Confirmation occurs after successful completion of probation and required documentation.

9. Performance Management

DDS uses an outcomes-first approach:

- Quarterly goals (OKRs or milestone plans) aligned to the business roadmap.
- Regular 1:1 check-ins with managers.
- Feedback is specific, timely, and actionable.

If performance concerns arise:

- Step 1: Clarify expectations and provide support.
- Step 2: Document a performance improvement plan (PIP) with measurable milestones.
- Step 3: Review outcomes; further action may include role change or termination (per contract/law).

10. Learning, Training & Development

DDS invests in learning because it is core to our mission.

- Team members may receive access to internal courses, recordings, and selected external trainings.
- Sharing learnings is encouraged: short notes, demos, internal talks.
- Training time is scheduled with managers to protect delivery commitments.

11. Confidentiality & Intellectual Property

Confidential information includes (but is not limited to): learner data, pricing, partnerships, product roadmaps, internal docs, and source code.

- Do not share confidential information externally without approval.
- Work created in the course of employment may be owned by DDS as per contract terms.
- Respect third-party IP: do not copy copyrighted content into DDS assets without proper licensing.

12. Data Protection & Privacy (Operational Expectations)

DDS handles personal and business data responsibly.

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- Only collect data that is necessary.
- Store data only in approved systems.
- Apply least-privilege access.
- Never export learner/employee data to personal devices or unapproved tools.
- AI tools: do not paste confidential data into public chatbots unless an approved enterprise environment is in place.

Report suspected data incidents immediately to your manager and the security/IT owner.

13. Acceptable Use of AI Tools

AI is part of our workflows, but must be used safely:

- Verify outputs; do not treat AI as a source of truth.
- Cite sources when producing research or educational content.
- Avoid generating deceptive content or misrepresenting AI-generated work as human work when it matters.
- Use approved model providers and enterprise settings when handling sensitive data.
- For client work, follow client contractual constraints on data/model usage.

14. Communications, Social Media & Public Representation

DDS has a strong public presence; how we communicate matters.

- Be respectful and factual in public channels.
- Do not announce partnerships, pricing, or internal matters without approval.
- If you speak as an individual, clarify that opinions are your own.
- For press/media requests, route to the designated spokesperson.

15. Workplace Safety, Wellbeing & Emergency Procedures

- Follow building safety instructions in offices/event venues.
- Report hazards promptly.
- In emergencies, prioritize people safety and follow local authorities' instructions.
- DDS supports wellbeing through reasonable workloads, clear planning, and respectful collaboration.

16. Disciplinary Process (Simplified)

Depending on severity, DDS may use progressive steps:

- Coaching and verbal warning.
- Written warning with clear expectations.
- Final warning or performance plan.
- Termination (for severe misconduct or repeated issues).

Gross misconduct examples (non-exhaustive): harassment, theft, serious data breach, violence, fraud, or willful policy violation.

17. Grievance & Reporting Channels

If you have a complaint or concern:

- Step 1: Raise it with your manager (if appropriate).
- Step 2: If not resolved or not appropriate, contact HR/People Partner.
- Step 3: Escalate to leadership if needed.

DDS aims to respond quickly, document actions taken, and protect confidentiality.

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18. Policy Governance & Updates

This handbook may be updated as DDS evolves.

- HR communicates material changes.
- The latest version lives in the internal knowledge base.
- Your contract and local labor law remain the governing documents where applicable.