

DDS HR FAQ (Synthetic) v1

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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.

How do I request leave?

Submit a request in the leave system (or the approved tracker) with dates and a short coverage plan. Notify your manager and any stakeholders affected by deadlines.

Typical approval time: 1–3 business days (may vary during peak periods).

What should I do if I'm sick?

Inform your manager as soon as possible. If you will be absent for 2+ consecutive workdays, you may be asked to provide a medical certificate (as allowed by contract/law). Focus on recovery first.

Can I work remotely full-time?

It depends on your role, performance, and operational needs. Discuss with your manager. HR may provide role-based guidelines.

What tools should I use for work?

Use DDS-approved tools for email, documents, chat, project tracking, and file storage. If you're unsure, ask your manager or IT owner.

How do I report harassment or discrimination?

You can contact HR/People Partner directly, or raise it with your manager if appropriate. Confidentiality is respected, and retaliation is prohibited.

Where do I ask case-specific questions?

For personal or case-specific issues (leave exceptions, conflicts, concerns), contact HR directly. DDS will handle your request discreetly.