

1. Organization & Workplace	
1.20 Bring Your Own Device	
Owner	<ul style="list-style-type: none"> <li>• People &amp; Organization</li> <li>• Technology</li> </ul>
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## 1.20 Bring Your Own Device

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### Context

Pakistan Mobile Communications Limited (“Jazz”) offers a Bring Your Own Device policy (“BYOD Policy”) to its full time employees (“Employees”) that allows the Employees to use their preferred laptops and tablet (“BYOD Device”) to perform work duties.

#### 1.20.1 Application

This policy applies to all Employees who require IT devices for official work purposes.

#### 1.20.2 Financials

- USD 1500 would be given as an allowance to purchase a BYOD Device, and relevant accessories. This allowance can, **ONLY** be used to purchase a device and accessories for official business use.
- Disbursement would be done in Pakistani Rupees converted at the exchange rate applicable as per Finance department on the date of disbursement.
- Receipts for purchase are not required to be presented by the Employee.

#### 1.20.3 Renewal

- The BYOD Policy applies to the Employees who have been using company owned devices for three (03) years or above. Similarly, the BYOD device will be replaced after three (03) years and employee will become eligible for next BYOD allowance.

#### 1.20.4 BYOD Features

##### 1.20.4.1. Hardware

- Employee will be required to purchase a Laptop or Tablet as a BYOD Device.
- BYOD Device must have the below mentioned minimum specifications.
- A preferred supplier list will be provided to employees to purchase their BYOD Devices in cash.

**MINIMUM SYSTEM SPECIFICATIONS:**

<b><u>WINDOWS OS</u></b>	<b><u>MAC/ TABs:</u></b>
<b>Processor:</b> Intel, Core i5, 7th Generation or above [TPM enabled]	<b>Processor:</b> Intel, Core i5, 7th Generation or above
<b>RAM:</b> Minimum 4GB	<b>RAM:</b> Minimum 4GB
<b>Webcam:</b> Integrated Webcam	<b>Webcam:</b> Integrated Webcam
<b>WiFi:</b> WLAN Adapter 802.11 b/g/n	<b>WiFi:</b> WLAN Adapter 802.11 b/g/n
<b>Accessories:</b> All accessories related to asset including convertors for connecting with external display VGA, HDMI & LAN etc.	<b>Accessories:</b> All accessories related to asset including convertors for connecting with external display VGA, HDMI & LAN etc.

It is recommended to have below specifications in the BYOD Device for smooth day to day operations.

<b><u>RECOMMENDED SPECS</u></b>
<b>RAM:</b> 8GB
<b>Hard Disk:</b> 500 GB
<b>Licensing:</b> Windows 10 Professional 64-bit OEM license or MAC licensing
<b>Warranty:</b> Warranty of minimum 1 year is recommended
<b>Insurance Coverage:</b> Avail insurance of your asset for 3 years.

**1.20.4.2 Software**

- Operating System should be either Windows or iOS, however, For non-Windows based devices such as iOS or Android, etc., the Employee will need to get approval from the IT/Line Manager, as some specific roles require usage utilities designed for Windows.
- IT department will provide support for all Windows/ software related concerns (OS, applications & connectivity)

- Employees must present their BYOD devices to the IT department for initial screening and configuration of standard apps, office productivity and security tools, before they can access the network.

#### **1.20.4.3 Warranty**

- It is highly recommended that the BYOD Device should be under warranty for the BYOD term to avoid any issues.

#### **1.20.4.4 Insurance**

- It is highly recommended that Employees get loss/theft insurance for the device.
- Replacement/repair of laptop in case of Loss/Damage will be Employee's responsibility.

#### **1.20.4.5 Device maintenance & replacement**

- Employees are responsible for device maintenance and hardware related issues.

#### **1.20.5 Completion of BYOD Device Life \ Termination of Employment**

1.20.5.1 If Employee leaves Jazz within three (03) Years from the date BYOD option is availed, prorated amount (of remaining months based on Disbursed Amount will be deducted from final settlement of Employee. The deducted amount will be inclusive of sales tax.

1.20.5.2 Upon completion of three (03) years or earlier end of employment, the Company will determine the Fair Market Value (FMV) of the BYOD Device at that time, consider it as taxable perquisite or benefit in the hands of the Employee, and recover appropriate withholding tax in addition to the aforementioned prorated amount deducted.

#### **1.20.6 Ownership of Official Data**

1.20.6.1 Jazz shall be authorized to access all on-network systems including but not limited to the BYOD Device and email servers. Moreover, Jazz shall be authorized to access all official data stored on the BYOD Device at any time.

1.20.6.2 In case, the employee denies access to the official data in any case or the BYOD device in case of an investigation/inquiry, Company will be entitled to initiate disciplinary proceedings and/or legal action against the employee.

#### **1.20.7 Handover/Backup of Official Data**

1.20.7.1 Line managers will ensure custody, backup and handover of official data for resigned/ terminated employees at the time of exit. However, line manager will not to be held responsible in case of non-compliance of these requirements by the Employee.

- 1.20.7.2 In case of resignation\termination of employment, Employee **MUST** present the device to IT to take necessary steps of securing official data.
- 1.20.7.3 IT Team will be responsible to provide technical support for and shall ensure recovery and backup of official data.
- 1.20.7.4 Disbursement of BYOD allowance will be canceled in case the employee resigns or is outplaced after raising the request.

#### **1.20.8 Ownership of machine**

Ownership of machine lies with the Employee, which includes safety and maintenance as well.

#### **1.20.9 Data segregation**

Employees shall keep official and personal data segregated in separate folders/drives with the assistance of IT Help Desk.

#### **1.20.10 Undertaking incorporated on BYOD portal for employees:**

1.20.10.1 Employee will electronically sign an undertaking regarding ownership of official data and access to device on the BYOD portal, which states:

*"I hereby understand, acknowledge and undertake that:*

- *"I have purchased the BYOD device from the amount disbursed by Jazz."*
- *"I have had the BYOD device on board by the Jazz IT Team."*
- *Jazz is the owner of all official data stored on my BYOD device;*
- *Jazz shall be authorized to access all on-network systems including but not limited to the BYOD device and email servers;*
- *Jazz shall be authorized to access all official data stored on my BYOD device at any time;*
- *Jazz shall be authorized to access my BYOD machine and data stored on it in case of any investigation, inquiry etc.;*
- *I will comply with all applicable laws and Jazz internal policies regarding data and information security."*

#### **Useful Notes**

- Device of any brand can be procured given the minimum system specs are met.
- Machine not compliant with minimum system specs will not be registered on Jazz network by IT team and it will be returned to employee.
- All existing and new IT & IT Security policies are applicable to BYOD devices. (e.g. not sharing passwords and business-related information with non-related personals.)
- Jazz will respect the privacy of your personal devices and take all IT Security precautions to keep it private and secure, however it reserves the right to track and request access to the device to perform technical functions and implement security controls

- IT will help create 2 profiles (Official & Personal) on the device and both could be used for required purposes
- Employees must report lost, misplaced or stolen BYOD devices to the IT department within 24 hours to ensure adequate data security measures are undertaken.
- New hire will get the BYOD policy details and minimum system specs in their induction pack. They can use their personal laptop (subject to approval by IT after initial scanning and scrutiny) until they buy the new BYOD device. Employee can get temporary backup machine from IT for a maximum of 2 weeks from date of joining (subject to availability in stock).
- Allowance to be disbursed each time upon completion of three (03) years' for employee(s).
- Disbursement of BYOD allowance would be made to employee's bank account after the specifications submitted by him/her are approved by IT department.

