

1. Organization & Workplace	
1.1. Dynamic & Collaborative Workplace Policy	
Owner	Real Estate & Administration
Approved By	CPO, CFO, CEO
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1.1. Dynamic & Collaborative Workplace Policy

Features

1.1.1 Hot Desking

1.1.1.1. Workspaces at Jazz are open and flexible to provide you with an opportunity to collaborate and achieve more. Workspaces are available on a 'first come first' serve basis. Jazz offices provide refreshment options to freshen up and connect with your colleagues. Coffee/Tea machines installed at all main offices allow self-service, while support staff is available for your convenience during meetings with external stakeholders.

1.1.1.2. Prayers may only be offered at designated prayer areas are available at office locations.

1.1.2 Clean, Clear and Secure Workplace

1.1.2.1 It is advised to secure all your sensitive and confidential information on digital mediums and in the workspace (including electronic and hardcopy). When leaving Jazz premises or when absent from workspace for a prolonged period of time, you are required to take along all your belongings or keep them in your lockers.

The following measures are suggested to be taken:

- While disposing, restricted and sensitive documents should be shredded in the official shredder bins.
- Whiteboards containing restricted and sensitive information should be erased.
- Storage devices such as CDs, USB drivers or external hard drives to be treated as sensitive material and must therefore be placed in lockers when not in use.
- Desktops/Laptops screen must be locked when left unattended.
- Portable devices such as laptops and tablets when not in use should have a lock screen password in place. Moreover, devices that stay overnight in the office should be turned off and stored out of sight.

1.1.2.2 You are required to carry your employee access card at all times to ensure a secure workplace. Visitors and consultants will also be provided with temporary access cards.

1.1.2.3 To avoid discomfort for others, you are requested to keep your workspaces clean.

1.1.2.4 You are encouraged to have conversations away from your desks to avoid disturbance for your colleagues.

1.1.2.5 Smoking and vaping is strictly prohibited within Jazz premises as all offices are completely smoking-free, with no designated smoking areas. This is applicable to all smoking-related devices and complementary accessories.

1.1.2.6 Use of smoking-related devices, complementary accessories and/or contraband substance at office premises results in strict disciplinary measures.

1.1.3. Meeting Rooms

1.1.3.1 Common meeting rooms are available for use to live a collaborative lifestyle at Jazz.

1.1.3.2 Meeting rooms can be booked from Admin E Serve and Jazz People App.

1.1.4. Printing & Photocopying

1.1.4.1. Jazz believes in a completely paperless environment. However, while recognizing that a critical need may arise to take prints, you can utilize shared 'Printing Hub' areas available at multiple office locations.

1.1.4.2. Print outs that may contain any restricted or sensitive information should be immediately removed from the printer to limit visibility.

1.1.5. Official Subscriptions

1.1.5.1. Being a digital company, digital/e-newspapers are encouraged. You can procure any specific subscriptions through the defined process.

Useful Notes

1.1.6. To enable collaboration and synergies, functional teams are allocated specified floors. Members from other teams are welcome to join based on availability for increased collaboration and idea generation.

1.1.7. Employees with specific job needs (including mail distribution, security desk, etc.) and/or personal requirements (physical limitations) can be allocated defined desks. The dedicated workspaces should also follow the clear desk guidelines to enable usage by others when available.