

1. Organization & Workplace	
1.19. Recognition Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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Version 2.0	01/02/2018
Version 3.0	01/03/2019
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1.19. Recognition Policy

Features

- Jazz Recognition focus on providing performance-based recognition for individuals, teams & business achievements.
- It involves recognizing and appreciating you for your positive contributions, significant achievements and demonstrated commitment to Jazz while you live the values every day.
- The framework ensures a transparent, consistent, and systematic approach for all tools and processes of recognition.

Recognition at Jazz has three main segments targeting all Jazz Family members

1.19.1 Recognition on the Go

It enables immediate and frequent recognition across all levels of the company based on the demonstration of values through [Recognition on the Go](#) via online portal.

1.19.1.1 You will be able to recognize maximum number of colleagues throughout the year.

1.19.1.2 Each recognition will be published at Facebook @ Work / Workplace to appreciate your commitment to living and championing the values.

1.19.2 Business Achievement

1.19.2.1 Focuses on recognizing the achievement of business targets and measurable KPIs for individuals and teams on a quarterly basis. This includes:

- Business Achievement Awards as per Commercial and Technical KPI Targets: MBU of the Quarter, Experience Center of the Quarter and Region of the Quarter.
- Divisional Champs shall be announced and rewarded keeping in view the performance 'What' and behavioral 'How' aspects as determined by Head of Department and finalized by respective CXO through P&O Business Partners.

1.19.2.2 Project based Recognition rewards are given to employees for their contributions towards success or achievement of a particular project. Nominations for such rewards are finalized by the Divisional Head or CXO who is managing the project. Such rewards are given in the form of an electronic gadget or local holiday, whichever is approved by ELT.

- 1.19.2.3 All forms of recognition and appreciation-based rewards (including KPI based competitions, B2C/B2B promos) are governed under this policy.
- 1.19.2.4 Under no circumstances, a reward/gift can be awarded to employee(s) by line manager/HOD or coworkers, other than the scope covered in this policy. This is applicable for any monetary or non-monetary awards, including but not limited to: *(with exemption of modest gifts like branded merchandise)*
- Electronic Gadgets
 - Cash or Cash equivalents
 - Any form of lavish or extravagant item (above PKR 25,000)
- 1.19.2.5 Any exception to the above is only allowed subject to CPO and CEO approval.

Useful Notes

- All recognition and reward tools are devised to develop and sustain a culture of appreciation and celebration.
- All awards will be utilized within defined validity period.
- All rewards and recognition under any of the above prescribed categories are meant for appreciation and encouragement without any bearing on annual performance review or related aspects.
- Management reserves the right to alter, include, replace, suspend or cancel any category permanently or for any duration of time at it deems fit.
- Decision of the Management with respect to amount of reward, mode of payment and any other ancillary matter shall be full and final.