

1. Organization & Workplace	
1.2. Attendance & Working Hours Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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1.2. Attendance & Working Hours Policy

Features

1.2.1. Workday

- 1.2.1.1. Your default workday is for nine (09) hours from 9 AM to 6 PM (Monday to Friday).
- 1.2.1.2. In case you are working in front end roles requiring operations beyond the default workday, your workday and timings will be defined by the roster.
- 1.2.1.3. The regular workday includes one (01) hour lunch break with additional thirty (30) minutes of prayer break on Fridays.

1.2.2. Flexi Hours & Work from Home

- 1.2.2.1 Working hours at Jazz are flexible, whereby you have to complete 9 hours, which includes 1 hour lunch break.
- 1.2.2.2 Fridays will be considered mandatory work-from-home for all office-based employees.
(please refer to Jazz Flex policy for details)
- 1.2.2.3 The flexible working window starts from 0700hrs till 1800hrs during which you have to complete your working hours. You can arrive anytime between the working window with the following options:
 - 0700hrs till 1600hrs
 - 0730hrs till 1630hrs
 - 0800hrs till 1700hrs
 - 0830hrs till 1730hrs
 - 0900hrs till 1800hrs
- 1.2.2.4 If you are a working mother, Flex schedule will be applicable in line with the Jazz Flex Policy.

Useful Notes

- 1.2.3 If you are required to work on public or gazette holidays, you will be compensated as per the Extra Duty Allowance.
- 1.2.4 For Ramadan timings and public holidays, People & Organization team will keep you informed as and when required.
- 1.2.5 If you work on a shift-based roster, your workweek will be managed as per your defined workdays and off days.