

1. Organization & Workplace	
1.25 Company Fleet Policy	
Owner	People & Organization
Approved By	CPO, CFO & CEO
Version 1.0	01/Sep/2018

1.25 Company Fleet Policy

Eligibility & Applicability

The policy covers business needs of employees who need to undertake inter/intra city travel through company fleet and/or third party vehicles (Careem), the latter being available in major cities (Karachi, Lahore, Rawalpindi and Islamabad).

Business Needs:

The business needs for which this facility shall be applicable include:

- 1.25.1 Airport pick and drop facility from home/office to airport and back
- 1.25.2 Pick and drop for female employees will be managed as per Female Pick & Drop policy through Pick & Drop vans. In case of unavailability of vans, pool vehicles may be used.
- 1.25.3 Group employees (delegates/guests) arrangements in line with security requirements
- 1.25.4 Commute to/from office on a public holiday/weekend for L1 and L2 employees
- 1.25.5 Commute to/from office for physically challenged employees
- 1.25.6 Commute back home for females in case of late-sitting i.e. after 19:30 hrs
- 1.25.7 For all business related out of city movements, arrangements would be made by Admin as per Travel Policy

The company fleet also includes 4x4 vehicles in all 04 regions and HQ to cater to business needs requiring travel to rough terrains and/or remote locations/long distance rides only with the following guidelines:

- 1.25.8 Priority to be accorded to business needs of Regional Business Heads official visits, followed by commercial division employees and any other function .
- 1.25.9 Vehicles will be parked in office premises (Islamabad, Lahore, Karachi and Multan) as part of admin pool and can be availed through regular TAF process for intercity travel followed by a verification signature after each ride by the user.
- 1.25.10 Intra-city commute requirements will not qualify for 4x4 vehicles utilization unless they are made for a business/market visit.

Useful Notes

- For hardship areas to address safety and security concerns (exceptions to be covered on a separate note), RBHs may use the vehicles to commute to their office destinations and pick and drop from Home
- Admin team will ensure maintenance of pool vehicles and drivers' fitness
- The policy only caters to travel for business purposes; any violation would be dealt with as per code of conduct policy
- Pool cars cannot be used for Genset fueling or any heavy items transportation
- All employees are required to follow the safety guidelines as instructed by HSSE including the use of seat belt.
- Field staff with Fuel / CMA role based entitlements are not eligible to avail admin / third party vehicles (Careem) within their assigned territories and for movements within city
- Technology Pool (228 -vehicle service) to be specifically used for technology division. In case of unavailability of 228 pool vehicles, employees can request for third party pool vehicles (Careem) as well. These include movements within city, between cities/outstation visits, and pick & drop from home and office on holidays / weekends
- While making request through Careem App, employees should follow communicated guidelines as per attached Annexure – A, and mention official purpose clearly
- For Intra city travel Careem services should be availed as first travel priority, however pool cars to be utilized during late hours, after 09:00 PM airport pick and drop.
- Any exception to this policy would need approval from the respective CXO and CPO.

Annexure - A

Third Party Vehicle (Careem) Utilization Guidelines

- Employees can only avail “Go+” or “Business” option available in Careem App for official travel
- The facility may only be utilized for official purpose and by Jazz employees only.
- Employees can also the avail the service while coming to office on weekends / holidays for official purpose
- In case of late sitting (after 1930Hrs) for business requirement, female employees can avail this service, however within peripheries of Islamabad, Rawalpindi, Lahore & Karachi

