

1. Organization & Workplace 1.26 Internship Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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1.26 Internship Policy

Internship at Jazz is a project-based program that develops young talent by providing them with learning opportunities and corporate sector experience.

1.26.1 Eligibility

- 1.26.1.1 You can hire an intern for your function in case of business requirement throughout the year.
- 1.26.1.2 Minimum academic requirement for an intern is completion A levels or equivalent. From HEC recognized University.

1.26.2 Intern Process

- 1.26.2.1 Intern requesting manager will raise requisition on Lever. The requisition will include the internship project details and requirement.
- 1.26.2.2 The requisition will be approved by respective P&O Business Partner, Head of Department (HoD) & CXO.
- 1.26.2.3 Your intern will be selected through the talent acquisition process including job advertisement, interview & selection followed by formal orientation and onboarding plan.

1.26.3 Stipend & Benefits

- 1.26.3.1 All interns will be given a monthly stipend of PKR 20,000 with SIM & Talk Time of PKR 2000/-.
- 1.26.3.2 All interns are entitled to a café meal subsidy as per Jazz cafeteria policy.
- 1.26.3.3 The internship tenure can be minimum four (04) weeks, which can be extended upto 3 months based on the project requirement upon approval from HOD.
- 1.26.3.4 The maximum internship tenure can be 6 months and would require approval from the CXO.
- 1.26.3.5 Laptops/Desktops/software will be provided to the intern in the name of the line manager. Security, safety and return of the machine will be line manager's responsibility.

Useful Notes

- Summer Internship program eligibility criteria & process will be decided & announced at the start of the program
- All interns have to adhere to Jazz policies related to work ethics and discipline, like collaborative workplace, working hours and dress code etc.
- All items issued to the interns (Laptops/Desktops, Access Cards, keys, any documents that they were working on etc) would be done during clearance and ensured by relevant departments and line manager.

