

1. Organization & Workplace	
1.31. Onboarding Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
Version 1.0	01/04/2019

1.31. On-boarding Policy

Features

This policy applies to all employees who receive and accept an offer of employment from Jazz following talent acquisition process

- 1.31.1** Upon finalization, candidate will receive a "conditional job offer" hence communicating our offer to the applicant with a condition that he/she clears the organisation's screening process
- 1.31.2** All new hires have to follow a mandatory Onboarding Cycle/Calendar during the first 3 weeks for confirmation
- 1.31.3** Reference Checks are initiated on the date of Induction Binder completion and conducted during the probation period
- 1.31.4** In case documentations provided by the employee are fake and/or forged, this will result in termination. In case of any concerns/red flags, Compliance Function will take necessary action
- 1.31.5** Employee has to declare Conflict of Interest ("COI") by signing off on People Hub on the date of joining. In case of concerns/red flags, Compliance Function will take necessary action
- 1.31.6** Conflict of interest disclosure includes sharing details about the following:
 I. Parents, spouse, children, other close relatives (working at Jazz)
 II. If the candidate has been an employee or official of a government agency or state-owned enterprise within the last five (05) years
- 1.31.7** All external (and internal where required) new joiners will be required to submit mandatory documents required for verification within the below mentioned timelines. Payroll will be blocked after 40 Calendar days until the respective documents are provided:
- Within 2 days of completing the Induction Binder
- CNIC/Passport copy
 - Experience Letter/Resignation Approval
 - Last two Salary slips (if previously employed)
- Within 90 days of joining
- Final Degree (Bachelors/Masters)
 - Final Transcripts (Bachelors/Masters)
- 1.31.8** All new external hires will be required to serve a probation period of minimum 90 days, with maximum extension to up to 180 days
- 1.31.9** Upon completion of probation, People Experience will seek Line Manager's feedback to confirm employment, extend probation or terminate employment. The Line Manager will confirm status or reject within 5 working days from receipt of intimation

1.31.10 In case an employee fails to provide the mandatory documentations within 90 days of joining, Jazz reserves the right to terminate employment

Useful notes:

- Employee's status will be confirmed after receiving Line Manager feedback
- Final confirmation is subject to clearance of reference checks
- Employee integrity and Reputation Due Diligence will be applicable for all employees across the board
- People Experience team performs Background Checks to verify professional skills, exclude potential security risks, exclude reputational, corruption and political exposure risks, and mitigate potential conflicts of interest by verifying:
 - University degrees, Certificates, Diplomas etc.
 - Professional Credentials
 - Previous Employment
 - NADRA verification
 - Criminal Checks (Litigation search, Global Risk Database, White collar crimes, Local Criminality & Fraud Database)

