1. Organization & Workplace 1.6. Events & Hospitality Policy	
Owner	Real Estate & Administration
Approved By	CPO, CFO, CEO
Version 1.0	01/04/2017
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1.6. Events & Hospitality Policy

Features

1.6.1. Internal Team Events & Meetings

1.6.1.1. Internal Team events & meetings include events, lunches, dinners and meetings of employees only, within or outside company premises based on business requirements.

1.6.1.2. **Reimburse after self - payment**: You can pay the expense yourself and get it reimbursed subject to your HoD (Direct Report of CXO) approval at the rate of PKR 2500 per head. In case the cost exceeds Rs. 2500 per head limit, CXO approval would be required.

1.6.1.3. All such expenses that you have paid yourself can be submitted for reimbursement through Jazz People app from 'Claim an Expense' under 'Events & Hospitality' option with receipts attached.

1.6.1.4. Internal Events - Arranged through Admin:

1.6.1.4.1   In case you require Admin support for arrangements during an internal event, you can contact the Admin Team with a prior approval from your HoD (Direct Report of CXO) by email.

1.6.1.4.2   The maximum limit for arrangements made through admin for all internal meetings or events would be Rs. 2500 per head.

1.6.1.4.3   For all internal event/meeting arrangements, Admin team would need to be informed through email atleast 3 hours prior to the event/meeting.

1.6.2   Meeting Room Booking through Jazz People app:

1.6.2.1   You can book a meeting room through 'Book a Meeting Room' option on Jazz People app.

1.6.2.2   Pasting paper on doors of meeting rooms with booking details would not be entertained and would be superseded by a booking made through Jazz People App.

1.6.2.3   Approval by HOD would be required if meal or refreshment is required during a meeting.

1.6.3   Large Team Events:

1.6.3.1   Large Team Events include town halls, team off-sites, team building activities, etc. based on business requirement. This category does not include marketing events.

1.6.3.2   All large team events would require prior approval from your respective HoD and CXO.

1.6.3.3   All team events, which cost more than PKR 500,000 would follow approved PO process and would require additional approvals from respective Head of Department (Direct Report of CXO) and CXO, before communication to Admin and Security teams for required arrangements.

1.6.3.4   Reimbursements after self-payments for such events would not be entertained.

1.6.3.5 All arrangements for such events through Admin would require a lead-time of minimum 48 hours.

1.6.3.6 Any request for a large-scale event without prior approval of defined authority shall not be entertained.

1.6.4 External Events & Meetings

1.6.4.1 External events & meetings include events, lunches, dinners, and meetings with **external stakeholders** within or outside company premises based on business requirements. This includes events & meetings with current or potential business partners, clients or vendors, franchises, government officials and Group Delegates (Veon Employees) etc.

1.6.1.5. **Reimburse after self-payment:** You can pay the expense yourself and get it reimbursed subject to your HoD (Direct Report of CXO) approval at the rate of PKR 2500 per head. In case the cost exceeds Rs. 2500 per head limit, CXO approval would be required.

1.6.4.2 All such expenses that you have paid yourself can be submitted for reimbursement through Jazz People app from 'Claim an Expense' under 'Events & Hospitality' option with receipts attached.

1.6.4.3 **Arrange through Admin:** In case you require admin support for arrangements of an external event or meeting, you can contact the Admin Team with prior approval from your HoD (Direct Report of CXO). Admin team needs to be informed through email atleast 2-3 hours prior to an external event/meeting

1.6.1.6. The maximum limit for arrangements made through admin for all external meetings or events would be Rs. 2500 per head

1.6.4.4 All other external events that do not fall in this category and will be managed and arranged in coordination with Admin team, would also be subject to CPO validation.

1.6.4.5 For any event engaging external stakeholders, the **compliance gift and hospitality procedures** will be followed. For any additional queries or support, you can check with your local compliance officer.

1.6.4.6 For events & meetings with Government Officials, registration on compliance portal is mandatory.

Useful Notes

- For recurring events, you can share a complete events calendar (along with requisite approvals and details) with admin in advance.
- Event arrangements (including lunch, dinner, meetings) or any additional support will be provided/ arranged through qualified and well-reputed panel vendors with the support of Admin Team.
- In case of self-payment for lunches, dinners, events or meetings, the most senior employee (grade wise) is recommended to pay off the bill to be reimbursed later as per reimbursement process prescribed above for each category.
- For all large team events like town halls, team off-sites, team building activities etc, Admin will require a lead-time of minimum 48 hours.
- Tips if paid by the employees can be reimbursed upto or at the rate of 10% of total bill paid.