

2. Benefits	
2.7 Relocation Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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2.7. Relocation Policy

2.7.1. Relocation Occurrence

- 2.7.1.1 You are eligible for relocation benefits when you are required to make a location shift of more than fifty (50) km subject to business requirement, upon being selected for a vacancy or based on personal circumstances substantiated through line manager and HoD alignment.
- 2.7.1.2 The relocation support is for you and your immediate family (spouse and children) to the city of relocation. In case you are single and have your parents as dependents, the relocation support for parents will be covered.
- 2.7.1.3 In case you require facilitation for a different city, the same can be supported as per this policy. You are advised to avail the benefits within twelve (12) months of your relocation date as the benefit would no more be available after that given time (applicable as onetime only)

2.7.2. Relocation Benefits

- 2.7.2.1. Two additional gross salaries as relocation allowance to assist you in your immediate expenses
- 2.7.2.2. Travel to the new location managed through company sponsored air tickets. A road travel will be reimbursed as per the travel policy.
- 2.7.2.3. A fifteen (15) days' hotel/guest house stay with meal allowance (per diem for adults as per travel policy and Rs.500 per child 8 years or below) to enable your comfortable start in the new city. If your family size exceeds 4, an additional room can be arranged for you. In case you want to stay on your own, you can claim a Self-Stay Allowance (Inclusive of Per Diem) for yourself as per Travel Policy entitlement. Per-diem allowance is also applicable for cases where a company managed stay is unavailable.
- 2.7.2.4. If needed, you can claim 45% of your annual basic salary as House Rent Advance which would require a supporting agreement for validation. The advance amount will be recovered from your salary in 12 equal installments. However, if you have to leave Jazz during this period, the outstanding balance on account of such house rent advance shall be deducted from your final Settlement.
- 2.7.2.5. House Rent Advance can be taken during the first two years of relocation to assist employees settle-in at the new location.

- 2.7.2.6. Once you have finalized your new residence, you can claim back the commission you paid to the real estate agent up to one (01) month of the house rent amount with a capping of 45% of your monthly basic salary.
- 2.7.2.7. New Joiners relocating from another location can have the one-way travel (of self and dependent family members i.e. spouse and children in case married, dependent parents in case single) and household goods arranged from origin, either through Admin department or reimbursed through expense claim as per entitlement (applicable on both domestic and international relocations).
- 2.7.2.8. Relocated employees can avail Careem services to commute to work from home/hotel during the first 15 fifteen days of the move (maximum two commutes per day).

2.7.3. Relocation of Household Goods:

- 2.7.3.1. Shifting of your household goods and vehicle to the new destination will be managed through our service providers. If you are single or relocating without spouse, you can move goods up to one 20ft container; an additional 20ft container or one 40ft container will be added to meet your additional needs if you are married and moving with spouse and children or single and moving with dependent parents.
- 2.7.3.2. Where International Relocation is required in case of recruitment, 20ft container will be allowed from origin to Pakistan for moving your household goods.
- 2.7.3.3. If you want to handle your goods' movement on your own, please align the same with the administration department in advance. The cost will be reimbursed on actual basis as per entitlement.
- 2.7.3.4. If business requires you to relocate again before a year lapses, a new assistance payout will be initiated and the earlier one will discontinue.

Useful Notes

- For Business Relocation, line manager and HoD alignment with an approval from respective CXO approval is required based on business requirement.
- All your expenses which need to be claimed back as per the above features, need to be submitted to finance through an Expense Claim Form with supporting receipts and a copy of your relocation letter.
- Spouse, unmarried daughters, dependent children (up to the age of 25 years or widowed, divorced, separated daughters are included in the coverage)
- Allowance for family (spouse and child in case of married employee and dependent parents in case of single employee) can only be claimed if they are being relocated.