

1. Organization & Workplace	
1.30. Jazz Flex Policy	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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1.30. Jazz Flex Policy

Jazz Flex Philosophy

Jazz enables an inclusive, collaborative, and progressive work environment for its people spelling flexibility, productivity, and employee wellbeing.

Defining the future of work, Jazz is employing hybrid ways of working to foster agility, efficiency, and healthy work-life integration. Whilst ensuring to make our workplace more engaging and safer.

With futuristic approach to work, we intend to allow our people to reconnect and experience our new ways of hybrid working for resilience and enduring flexibility.

Features

Jazz Flex empowers employees to define their working schedule encompassing two remote days and three days on-premises per week.

Fridays will be **mandatory work-from-home days**. Employees can select **01 additional day** between Monday and Thursday as a work-from-home day, after alignment with their Line Managers.

1.30.1 Applicability

All employees are eligible for Jazz Flex, where business allows, without impacting delivery of key objectives and role responsibilities; other than the roles required for on-site or on-field presence, as classified by business.

1.30.2 Flex Schedule

Every people manager needs to manage workforce segregation translating into above guidelines with adequate office presence of their teams at any given time.

Further guidelines to ensure this are as follows:

- a) Effective scheduling for efficiently managing on-premises and remote days among team.
- b) Employees to manage their weekly/monthly schedules in Jazz Flex System in alignment with their line manager.

1.30.3 Work Hours in Hybrid Arrangement

- a) A workday at Jazz comprises of 9 hours, inclusive of 1-hour lunch break.

- b) The common working hour window is between 09:00hrs to 16:00hrs which requires compliance from all employees in terms of being available and setting up meetings.

1.30.4 Accessibility and Support

- a) Employees can avail the following enhanced connectivity support through Pit-Stop: *(for official use and need-only basis, contingent upon HOD approval)*
- An additional Jazz Super 4G Data SIM capped at 50 GB to support business connectivity and virtual engagements.
 - If existing business machine does not support data sim, employee may alternatively request a Jazz USB Wingle with a preloaded data SIM.
 - In case of weak coverage areas, employees can claim a reimbursement up to PKR 3,000 per month for alternate internet arrangements.
- b) Employees are expected to exercise responsibility in line with Jazz values and ways of working.

1.30.5 Momentum - Phase Back Support (Returning Mothers)

In order to support and facilitate post maternity smooth transition to work, all returning mothers are eligible for phased return; an arrangement where returning mothers can align their line managers on a staggered approach to return to work rather than resuming the work on full time basis right away.

Under the phase back support, returning mothers are eligible for 06-months phased program which includes:

- a) Complete work from home for first three (03) months with reduced hours and workload after completion of maternity leave.
- b) For the subsequent three (03) months flexible working options can be availed with line manager's alignment, without impacting business continuity. (details in Annexure A)

Useful notes

- Any exceptions to flex schedule to be approved by HOD, as necessitated by business i.e., more on-premises presence or vice versa.
- Employees must log their Jazz Flex schedule on People Hub or People App.
- Employees can change their schedule in alignment with their line manager without impacting required hybrid days.
- HODs to ensure adherence of these guidelines (02 remote days and 03 on-premises days) for external consultants/third party vendors personnel to fully embed hybrid ways of work.
- Consultants/vendors will not exceed 10% of the total population at any Jazz office building, subject to availability of space.
- Employees must always adhere to workplace health and safety guidelines.
- Female employees can avail flexible working options in case of medical complications / high risk pregnancy or during the third trimester, subject to line manager's alignment.
- In case of security or law & order situation in the city, the work from home arrangement offered by the company will be accounted for as Jazz Flex.

Annexure A (Flexible Working Options)

DYF – Design Your Own Flexible Work Pattern*

No.	Available Options	Descriptors
1	Hybrid, Full-time and Fully Flexible Working	You fix two locations (e.g., Home and Office), and the number of hours, but agree the specific hours and days in each location periodically
2	Hybrid, Full-time and Fixed Hours	You would specify the two locations and specific hours per week (either standard or non-standard)
3	Part-time	You work reduced hours in a day, reduced days in a week or a combination of both, in comparison to the full-time equivalent number of hours for the same role (this option will have impact on the compensation, details of which can be discussed with People Experience team)
4	Work Permanently from Home	Work from home as part of your normal working pattern either with fixed hours or fully flexible
5	Work Permanently from the Office	Work from the office as part of your normal working pattern

*Conditional to nature of job/role requirements