|  |  |
| --- | --- |
| 1. Organization & Workplace   1.5. Cafeteria Policy | |
| Owner | Real Estate & Administration |
| Approved By | CPO, CFO, CEO |
| Version 1.0 | 01/06/2017 |
| Version 2.0 | 01/06/2018 |

**1.5. Cafeteria Policy**

**Features**

* + 1. ***Meal Details*** 
       1. You can avail lunch at the Jazz Cafeteria or Jazz Lounge premises.
       2. Subsidy is available on lunch menu only as per rates presented in Annexure.
       3. The daily lunch menu is defined and available on People Hub.

**Useful Notes**

* + 1. Meal charges, as per usage, are adjusted through the monthly payroll for employees and stipend for interns. Subsidies where applicable are mentioned in Annexure.
    2. Second meal and guest meals would be charged at full rate.
    3. In case you are required to work on gazetted holidays or during Ramadan meal times (Sehri and/or Iftar), you can avail the meal option by informing the Admin team beforehand.
    4. For employees with disabilities, the Cafeteria Team will serve lunch at designated areas to ensure convenience.
    5. Meal Subsidy (where applicable) can be availed once a day only, irrespective of the café or city.