

1. Organization & Workplace	
1.22 Health & Fitness Centre Policy	
Owner	People & Organization
Approved By	CPO, CFO & CEO
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## 1.22 Health & Fitness Centre Policy

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This policy is designed to promote, protect and regulate the use of Jazz Health & Fitness Centre (“Gym”) and its facilities solely for use by Jazz Employees. Outsiders/Guests are not allowed.

### Operating Hours

- 1.22.1.1 Open from 07:00 hrs till 21:00 hrs Monday through Friday. Ramadhan timings will be announced separately.
- 1.22.1.2 Ladies only timings are mentioned at gym entrance. All other timings are for co-use.

### Gym Attire

- 1.22.2.1 Suitable trainers must be worn; Pumps/Slippers/Boots/Moccasins/Dress Shoes and/or muddy footwear are not allowed.
- 1.22.2.2 Employees using the Gym should be in appropriate Gym attire with no loose fitting clothes etc., for your own safety.

### Guidelines

- 1.22.3.1 You are required to keep the facility clean & tidy at all times. You are expected not to litter, disorganize, or move any equipment from its allocated space.
- 1.22.3.2 Be considerate of other users, while sharing weights, collective workouts and usage of headphones to ensure healthy environment for all users.
- 1.22.3.3 For proper Hygiene, please bring a clean towel to place over seats or benches and wipe down the upholstery after use. This is to ensure that equipment is always dry, free from sweat and usable for next user waiting in line for workout.
- 1.22.3.4 No Smoking / Vaping is allowed inside the Gym. Use of mobile phones is strictly prohibited while using gym equipment for safety reasons.
- 1.22.3.5 Do not bring food or drinks inside the Gym, except water in appropriate plastic water bottles away from electronic equipment.
- 1.22.3.6 Do not keep your belongings anywhere but inside the locker. Changing rooms should be kept empty for others to use after you.
- 1.22.3.7 This Gym is part of office hence code and conduct should be adhered to here as well.

1.22.3.8 Lockers are not to be reserved by any employee. In such cases, belongings will be moved to store room during clean up time and Company will adhere no responsibility to any loss of personal stuff.

