

1. Organization & Workplace	
1.9. Total Rewards	
Owner	People & Organization
Approved By	CPO, CFO, CEO
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1.9. Total Rewards Policy

Jazz Rewards Philosophy:

Comprehensive, agile and flexible rewards to attract, engage, recognize and retain talent required for meeting business goals while enabling market competitiveness, internal equity and a performance driven culture.

Features:

Total rewards at Jazz focuses on creating a unique, inspiring and fun Jazz experience for all. It encompasses your direct compensation including gross salary, benefits, incentives, commissions as well as indirect elements including training and development, work environment, challenging opportunities.

1.9.1. Benefits

All Jazz employees are provided with benefits that enable an enriching experience for all its people. This includes but not limited to medical, handset allowance, café, fuel etc. unless stated otherwise in employment contract.

1.9.2. Incentives

Your incentives are driven by your performance against key deliverables, role expectations, company values and company targets.

At Jazz, there are two kinds of incentive plans: 1) Annual Performance Bonus (APB) Plan (payout is on annual basis), 2) Sales Incentive Plan (payout on monthly/quarterly basis). Employees can only be part of one incentive plan at a time.

1.9.2.1 Annual Performance Bonus (APB)

- a) APB is governed under employment contract and thus applicable for those who have short term incentive clause in their contracts. This includes all employees on Regular or Secondment contract.
- b) If you serve the organization for at least three (03) months (Joined before or on 1st working day of October of the respective year) and are onboard on 31st December, then you are eligible for the APB (pro-rated), provided you are not already a part of any other monthly/quarterly incentive schemes.

- c) Company performance as per the business results finalized by Group Compensation Committee and your individual performance throughout the year will determine your APB payout.
- d) APB framework and payout will follow requisite approvals from ELT and PMCL Board of Directors.
- e) Your APB target incentive will be twenty-five (25%) of your annual gross salary unless mentioned differently in your employment contract.
- f) Your monthly gross salary as on 1st working day of October of the related year, will be used for APB calculation.
- g) In the instances of change in incentive plan during the year as a result of role change, pro-rated payout will be made.

1.9.2.2 Monthly/Quarterly Sales Incentive

- a) Payout is based on Monthly/Quarterly achievement on target KPI for defined roles.
- b) The percentage of incentive may vary based on targets and job roles.
- c) Roles entitled for Monthly/Quarterly Incentives are not eligible for Annual APB plan.

1.9.2.3 Compliance Gateway Guidelines

- a) All incentive payouts are subject to adherence to Compliance Gateway guidelines whereby compliant behavior remains a prerequisite for being eligible for company incentives including Annual Performance Bonus (APB), monthly, and any other incentive plans. Non-compliant behavior can impact employee's eligibility and/or respective payouts.
- b) Compliant behavior of any employee is a gateway for incentive payout and is governed through IDC by following conditions:
 - i) **Substantiated Compliance Case:**
 - a. In case of dismissal, no incentive payout will be made.
 - b. In instances of written warning letter, total incentive will be reduced by minimum 25% to up to 100%.
- c) In case any incentive payout is made, and a non-compliant behavior is proven, then payout will be clawed back.

1.9.3. Annual Salary Review (ASR)

- 1.9.3.1. You will be eligible for the Annual Salary Review (ASR) process if you have joined on or before 1st working day of October of the on-going year.
- 1.9.3.2. Any salary revision after the aforementioned eligibility cut-off date will make you ineligible for ASR.
- 1.9.3.3. Annual Salary Review is driven by:
 - a) Salary review budget and possible recommendations around its usage (including but not limited to market & internal equity reference points, business focus areas and performance data points) as recorded in Enable throughout the year.
- 1.9.3.4. In line with Jazz Talent Management Framework in instances of talent placement, salary will be reviewed and aligned with respective HOD, Head of HR Business Partnership and Head of Rewards.

1.9.4. Promotion

Jazz enables a performance driven culture that supports growth and career advancement for you. Promotions recommendations are reviewed and finalized during the Annual Salary Review process.

Promotion to next grade requires to meet the following criteria:

- 1.9.4.1. Consistent performance delivered in the last role and grade for a minimum period of 01 Year
- 1.9.4.2. Completion of at least one (01) year in current grade level across all grades. Any exceptions will be approved by respective CXO, Head of Rewards and CPO.
- 1.9.4.3. ASR Promotion framework includes thorough consideration of work and incumbent driven through:
 - a) **Work Considerations:** Churn Based Vacancy or Work Redesign
 - b) **Incumbent Considerations:** Demonstrated Work Delivery
- 1.9.4.4. A promotion entails one-grade up movement at one time.
- 1.9.4.5. All L4 and above promotions will be calibrated at ELT level. Whereas all L3 & below promotions will be approved by respective CXOs.
- 1.9.4.6. Off-cycle promotions will follow the process and approval mechanism in line with Talent policy.

1.9.5. Off-Cycle review

- 1.9.5.1. Off-cycle reviews are conducted to mitigate the challenges of retention and equity.
- 1.9.5.2. Approvals are sought from CXO and CPO for all divisions except P&O where the approval will be taken from CPO (who is the CXO of P&O) and CEO.

