

2. Benefits	
2.4. Official Phone & Connections Policy	
Owner	Commercial and People & Organization
Approved By	CPO, CCO, CFO, CEO
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2.4. Official Phone & Connections Policy

This policy entails the allowances and entitlements for handset, airtime and packages offered to current Employees and Ex-Employees

Handsets

- 2.4.1.** You are entitled to a handset allowance as per your entitlement.
- 2.4.2.** You can also avail company handset offers that are introduced from time to time enabling handset purchase on monthly installments.
- 2.4.3.** In case of entitlement for handset allowance, the respective amount is paid to you through payroll after every two years.

Airtime and Package

2.4.4. Employee Official Package (Current employees)

- 2.4.4.1. You will be allowed to have one (01) official sim activated with a defined monthly airtime limit upon joining for official use.
- 2.4.4.2. CEO and CEO-1 can have two official sims based on business requirements
- 2.4.4.3. In case your airtime limit is surpassed due to business reasons, the same can be waived off after Head of Department (Direct Report of CXO) alignment.
- 2.4.4.4. In case you need to have more than one official sim or an additional data limit for business needs, CXO's approval would be required
- 2.4.4.5. Change of official number can be done on a case by case basis after being assessed by HRBP & Line Manager
- 2.4.4.6. Your official number has the below mentioned package. Grade wise Airtime limits are mentioned in Annexure – A

2.4.4.7. Employee FnF Package (Friends and Family of current employees)

- Upon joining, you can opt for ten (10) subsidized connections for your family and friends (employee family package). You are expected to ensure that the facility is used fairly and there are no outstanding dues.
- For your employee family package, the bill can either be paid off by the beneficiary or adjusted from monthly payroll. In case of resignation, any pending dues are adjusted from your Final Settlement.
Data and Voice services of employee FnF numbers will be blocked upon consumption of free data limit or credit limit, whichever exhausts first.

	Official	Employee FnF
Data	50 GB then PKR 0.10/ MB	25 GB then PKR 0.10/ MB
On-Net	0.04 / min	0.75 / min
Off-Net	0.75/ min	1.5/ min
SMS	Free	Free

Employees will be able to opt for monthly **10 GB Add-On for PKR 500** for over and above usage.

2.4.5. Ex-Employee Package

2.4.5.1 As an ex-employee, who has completed one year of service, you are entitled to retain your official number after conversion to the package mentioned in Annexure A, by paying a security deposit in line with the required credit limit.

2.4.5.2 Ex-Employee FnF Package

- As an ex-employee, who has completed one year of service, you can retain your existing FnF packages, with no new additions to the already existing list provided. Package mentioned in Annexure A
- This package is applicable for the employees who leave or have left after 1st of June 2018

2.4.6. Fixed Term Contract Jazz employees are entitled for official sim package and end of contract packages (ex-employee, fnf).

2.4.7. Vendor contract employees will get business pool sim only, as per business pool sim policy.

2.4.8. To ensure customer privacy, employee can only request for billing information of the FnF numbers which are registered in his/her name.

2.4.9. International Roaming

Official Travel

- Daily limit for IR is Rs. 3000 during the official business trip. Approved TAF would be required for activation and HOD's approval would be required for write off in case of exceeding IR limit.

Personal Travel

- International Roaming for Personal usage will be activated upon request and charges adjusted from salary if the charges exceed monthly credit limit

Useful Note:

- 10 GB Data Add-On at PKR 500 + Tax is available for subscription on Employee and Employee FnF Package.
- Users can subscribe to add-on bundle of 10GB for Rs. 500 to continue using data services. Standard base rate of Rs. 0.10/MB will be charged on employee official and employee FnF numbers in case the add-on bundle is not subscribed to after consumption of free data limit.
- Any new add-on bundles or packages will be announced for employees at Workplace.

Annexure – A

Ex-Employee Package

Incentive	Ex-Jazz Employee (Rates in PKR)
<i>Line Rent</i>	Nil
<i>Free On-net</i>	Nil
<i>Free Off-Net</i>	Nil
<i>Free Data</i>	25 GB
<i>SMS</i>	Free
<i>On-Net PAYG Rate</i>	Rs. 0.50/ 60 Sec
<i>Off-Net PAYG Rate</i>	Rs. 1.25/ 60 Sec
<i>Fixed Line PAYG Rate</i>	Rs. 1.25/ 60 Sec
<i>SMS Rate International</i>	Rs. 5.00
<i>Data Overage per MB</i>	Rs. 2

Ex-Employee FnF Package (Friends and Family)

Incentive	Ex-Employee FnF (Rates in PKR)
<i>Line Rent</i>	Rs. 500
<i>Free On-net</i>	500
<i>Free Off-Net</i>	Nil
<i>Free Data</i>	25 GB
<i>SMS</i>	Free
<i>On-Net PAYG</i>	Rs. 0.75/ 60 Sec
<i>Off-Net PAYG</i>	Rs. 1.5/ 60 Sec
<i>Fixed Line PAYG</i>	Rs. 1.5/ 60 Sec
<i>SMS Rate International</i>	Rs. 5.00
<i>Data Overage per MB</i>	Rs. 2

Mobile and Airtime Entitlements

Category	Handset	Airtime Ceiling Limit (PKR)
L1 – L2	PKR 50,000 every two years transferred to payroll	PKR 5,000/month
L3 – L4	PKR 100,000 every two years transferred to payroll	PKR 5,000/month
L5 – L6	PKR 100,000 every two years transferred to payroll	As per usage