



**Pharmanza Herbal Pvt. Ltd.**  
Plot No 214, Borsad Tarapur Road, Kaniya - 388430

## Bachelors' Sharing Accommodation Policy

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Pharmanza Herbal Pvt. Ltd.

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## 1. OVERVIEW

Pharmanza Herbal Pvt. Ltd. has committed to ensuring that all company-provided accommodations are safe, well-maintained, and free of harassment, discrimination, violence, and illicit substances. In conjunction with other company policies, the following rules and guidelines apply to all employees staying at company-provided accommodations. Any breaches of this policy will be grounds for disciplinary action, up to and including termination.

## 2. SCOPE

- This Policy is applicable to all employees of Pharmanza Herbal Pvt. Ltd.
- Company provided sharing accommodation to the bachelor's only who are shifted from the hometown and committed at the time of Interview.

## 3. POLICY

### 3.1 RULES & REGULATION

#### 1. PERSONAL CONDUCT:

Employees must treat other occupants with respect, dignity, and courtesy. Each employee should respect the privacy and rights of all other occupants. Violence, fighting, harassment, sexual harassment, discrimination, verbal abuse, insults, physical or psychological threats and intimidation to others is unacceptable.

#### 2. ILLICIT DRUGS:

The use and possession of illicit drugs is prohibited in company provided accommodation. Having possession of, being under the influence of, using, consuming, transferring, selling, or attempting to sell or transfer any form of illicit drugs is strictly prohibited. Misuse or abuse of prescription drugs (including medical marijuana) is also prohibited.



**3. WEAPONS/ EXPLOSIVES:**

Weapons including but not limited to pellet guns, paintball guns, knives, swords, explosives, and dangerous/hazardous substances are not permitted at company provided accommodations.

**4. PETS:**

No pets are allowed at any company-provided accommodations. Any exceptions may be made with the written authorization of company management.

**5. GUESTS:**

Company-provided accommodations are to be used by employees only. Guests and/or relatives are not allowed to stay at these locations. Any exceptions may be made with the written authorization of company management.

**6. MAINTENANCE AND CLEANLINESS:**

Employees are jointly responsible for the care of company-provided accommodation. Employees shall keep facilities in a good state of preservation and cleanliness. All garbage/trash must be removed promptly and disposed of properly. Employees are responsible for the cleanliness and proper usage of all appliances and utilities. Problems with these appliances or utilities should be reported to the appropriate personnel in a timely manner.

**7. SEARCHES:**

PHPL respects employee privacy and property while staying at company-provided accommodation. Searches will only be conducted in case of reasonable suspicion that this policy has been violated. PHPL reserves the right to search employee property for drugs, or drug paraphernalia while at company provided accommodation.



Employees who refuse a search or are found to have tampered with a search violate this policy and will be subject to appropriate disciplinary action, up to and including termination.

**8. PERSONAL PROPERTY:**

PHPL is not responsible for the theft or loss of any personal property. The company is not liable for damage to employee's property caused by acts of nature by failing plumbing, electric, gas, water or fixtures, or damage arising from other employees or occupants' acts.

**9. DAMAGES:**

Each employee will be responsible for any damage they cause to company-provided accommodation. The cost to repay such damage will be assessed and may be deducted from the employee's pay. The employee that causes any damage to company-provided accommodation will be subject to disciplinary action, up to and including termination.

10. Any exception to the rule would be authorized by the Plant Manager / Director.

**3.2 APPLICABILITY**

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This Policy will be applicable from 1<sup>st</sup> April 2022.