

	Pharmanza Herbal Pvt. Ltd. Plot No 214, Borsad - Tarapur Road, Kaniya - 388430
Title	General Rules of Conduct

As a Company, we want to ensure the rights and safety of you and your coworkers. Because we work closely together and rely on each other's work, we must observe certain requirements that will benefit the group as a whole. The following is a list of the most important requirements that all employees are expected to follow. Failure to abide by these and any other Company requirements or standards may result in disciplinary action up to possible discharge.

The Company requires total honesty. We will not accept:

- Any acts of dishonesty, including, but not limited to, falsification of any Company records, documents or information provided concerning you or other employees.
- Stealing or having in your possession the property of the Company or of other employees without prior permission. (Property includes both physical property as listed on the inventory as well as supplies, and intellectual property).
- Reviewing files labeled as confidential without authority from the appropriate department.
- Gambling on Company premises.
- Smoking or chewing tobacco products.

The Company requires a non-abusive environment. We will not accept:

- Fighting or any other acts of physical abuse towards anyone on Company property.
- Misusing, defacing, damaging or destroying the Company's or another employee's property.
- Racial, sexual or any other verbal harassment including obscene or abusive language, threats, intimidation or coercion.
- Possession of a weapon on Company property at any time.
- Being under the influence of alcohol or controlled substances on Company property at any time.

The Company requires a safe environment. We will not accept:

- Failure to follow Company established standard operating policies and procedures or any other unsafe conduct.
- Failure to maintain proper personal hygiene and/or follow required sanitary manufacturing practices; failure to wear proper uniforms (when applicable) and clothing.
- Failure to cooperate with management in the investigation of accidents, efficiencies, meeting quality or quantity standards, or any other matter dealing



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with improving the means and methods of production and/or improving the quality of our product and work environment.

- Failure to promptly report or in accord with proper procedures a work connected injury.

The Company requires a team effort. We will not accept:

- Insubordination--Refusal to obey a reasonable direct order from your manager, or any other member of management.
- Deliberately restricting production output; malingering, loitering, or sleeping during working time, or interfering with another employee in the performance of his/her job.
- Excessive tardiness or unauthorized absences from scheduled work.

To be filled by employee/Trainee

I, _____, have read and fully understand the Pharmanza Herbal Pvt. Ltd. general employee rules of conduct on _____, and I agree to adhere to the above. I understand that job termination and/or legal action may result should any of the rules above not be observed.

Signature of employee/Student: _____