
	Pharmanza Herbal Pvt. Ltd. Plot No 214, Borsad - Tarapur Road, Kaniya - 388430
Title	Model code of conduct

(A) Applicability: -

This model code of conduct is applicable to all part times, full time regular employee of Pharmanza Herbal Pvt. Ltd. This comes in to force from the date of release of this document.

(B) General:-

1. To attend the duty as per shift specified by your superior/ s. Your duty timings are the time at which you are required to be on duty at your place of work and not the punching or presence register entry timing. Your duty may be rotational basis or in night duty hours depending on the requirement of the management / your superior /s.
2. We all are at the service of the customers. Hence be polite, courteous with visitors as well as superior/s, sub-ordinates and peers. Develop quality consciousness so that we can provide highest quality goods & services to our customers in the highly competitive market scenario.
3. Gifts in cash or kind are not to be accepted from any of the suppliers or their relatives. In case, it is given to your house during your absence with their identity or without their identity revelations, please submit such gifts within 2 days to the office of the undersigned.
4. Before proceeding on leave, you are required to get the sanction of your leaves from your superior/s. Just or mere submission of the leave application form is not to be treated as sanction of your leaves.
5. Not following the established, unstated but widely accepted work practices, systems, procedures or culture prevailing in the organization is considered to be a misconduct of a serious nature.
6. You are required to work in any of the department/s and or location/s or places where management of Pharmanza Herbal Pvt. Ltd. decides from time to time and issue instructions accordingly.
7. Whenever issued, you will use Uniform and or Apron and Identity Card. Identity Card is to be displayed properly to prove your identity and to be shown to authority whenever asked for.
8. Even after completion of duty hours, handing over the charge, wherever applicable, to the next shift in charge / colleague is mandatory and compulsory. In case he /she does not turned up for duty; to contact the superior/s is a prime responsibility of an employee on duty at that time. After such contact with superior/s, employee is bound to follow the instructions/ directives/orders given for the next entire shift or part thereof.

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9. Performance of all the confirmed employees will be reviewed at predetermined interval for the period as decided by the management of Pharmanza Herbal Pvt. Ltd. According to the rated performance, employees will be appreciated / rewarded, as per the decision of the management.
10. Register your entry at security Office.
11. All visitors required to follow Dos and donts for the visitor entering in company premises.
12. Switch off your mobiles in area where you are required to do so or requested to do so. Only Authorized Persons are allowed to use Mobile phone
13. Cooperate for security check (physical frisking).
14. Do not wander in the company premises unattended.
15. Photography and smoking is strictly prohibited within the building.
16. Do not chew tobacco, tobacco products, beetle nuts, beetle leaves (pan) or gum in any form.
17. Staff has to be in Formal Dress only for Saturday there is an exemption.