



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

Work From Home Policy  
Pharmanza Herbal Pvt. Ltd.

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Pharmanza Herbal Pvt. Ltd.



## 1. OVERVIEW

### 1.1 PURPOSE/OBJECTIVE

1. To regularize attendance while an employee is working from home.
2. Work from Home (WFH) arrangement is to make sure that working from home is beneficial to our employees and Pharmanza Herbal Pvt. Ltd.
3. To ensure through appropriate monitoring, that “occasional” work from home does not inadvertently become a regular feature of the employees’ working arrangements.

### 1.2 SCOPE

This policy is applicable for all Employee (staff) of Pharmanza Herbal Pvt. Ltd.

## 2. POLICY

### 2.1 RULE AND APPLICABILITY

1. At Pharmanza Herbal Pvt. Ltd., we do recognize that occasionally our employees may need to work from home.
2. Reasons for WFH that could demand telecommuting include but are not limited to:
  - i. Parenting
  - ii. Bad weather
  - iii. Emergencies
  - iv. Medical reasons
  - v. Work-life balance
  - vi. Other reasons for working from home depend on employees and managers’ judgement.
3. However, it is not possible to allow all employees at all levels of Pharmanza Herbal Pvt. Ltd. to work from home The reasons for that are: -
  - i. The requirement of jobs may not be suitable for such arrangement.
  - ii. People are more productive, collaborative, and innovative when they work in team(s) in the office environment.
  - iii. Employees may get hit with bad internet connection; slower VPN connection that makes application slow down.
  - iv. It’s hard for manager to see and resolve problems of employees working from home.
  - v. It takes lot more time to organize and monitor effective virtual teamwork.



- vi. It requires a much greater effort to ensure that the communication has passed as expected since misunderstanding is more likely to occur.
- vii. Speed and quality are often sacrificed when employee work from home.

## 2.2 PROCEDURE

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1. Before proceeding on planned WFH, the employee must apply for WFH in advance through email or else in the Prescribed form duly approved by the DIC (Head of Department) and the same needs to be submitted to HR immediately.
2. The employee should make this request to their DIC (Head of Department), **three days** before actual WFH.
3. In case of, The Employees who are doing permanent or partially WFH on a regular basis with approval of concerned DIC (HEAD OF DEPARTMENT), they must send attendance report to their DIC (HEAD OF DEPARTMENT) on a weekly basis for approval and the approved attendance report to be submitted to HR immediately.
4. Employees who need to work from home for unforeseen reasons (e.g., illness or temporary difficulty in commute) or the reasons listed above, they should file their WFH request as soon as possible, so DIC (HEAD OF DEPARTMENT) can consider and approve it.
5. Serious consideration will be given to all WFH requests.
6. Pharmanza Herbal Pvt. Ltd. reserves right to withdraw their employee's approval for WFH if they believe its use is being abused or for any other reasonable needs of Pharmanza Herbal Pvt. Ltd., to carry out its business.
7. If any employee will fail to submit approved WFH attendance report to HR department before end of the month, salary will not be process for the period of pending WFH attendance report.

## 2.3 WORKING ARRANGEMENT

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### 1. Workload, Reporting and Monitoring:

- i. All arrangements for monitoring, supervision, setting workloads, etc., will be agreed with the employee's DIC (HEAD OF DEPARTMENT) in line with normal procedures.
- ii. For planned WFH, the precise project or task must be agreed beforehand.

### 2. Equipment:

- i. Employees who are required to work from home would not be provided with any equipment unless already assigned to them.
- ii. If any equipment {exception case(s) based on Business need} is provided by Pharmanza Herbal Pvt. Ltd. for the purpose of working at home, will be inspected, and maintained by the Pharmanza Herbal Pvt. Ltd.
- iii. The employee is required to take reasonable care of all equipment, to keep it secure and to use it in accordance with operating instructions.



- iv. Employee must ensure that any such equipment additionally provided is returned at the end of the arrangement in good condition.
- v. Any equipment must not be left unattended in any vehicle at any time.
- vi. If it is found that the equipment assigned to employee for working from home is in bad condition or is not in working condition, then the cost of equipment should be procured from employee responsible.

**3. Confidentiality and Access:**

- i. Equipment and files should only be accessible to the employee and safeguarded from access by other members of the household and visitors.

**4. Compliance:**

- i. Failure to comply with any aspect of this policy during WFH may lead to a disciplinary action.

**3. WFH APPLICATION FORM**

**WORK FROM HOME APPLICATION**

Name of Employee: \_\_\_\_\_

Employee Code: \_\_\_\_\_

I will be Working from Home from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
on (Day & Date) \_\_\_\_\_

**OR** from (Date) \_\_\_\_\_ to \_\_\_\_\_

Reason for Work from Home \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Approved by (Signature)

Name of Manager: \_\_\_\_\_ Date: \_\_\_\_\_



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#### 4. WFH ATTENDANCE REPORT

Work From Home - Attendance Report		
Name: -		
Department: -		
Designation: -		
Month: -		
Date	Details of Work	Remarks

Pharmanza Herbal Pvt. Ltd.