



Pharmanza Herbal Pvt. Ltd.
Plot No 214, BorsadTarapur Road, Kaniya-388435

“Reporting Policy” -
Pharmanza Herbal Pvt. Ltd.

	Verified By	Approved By
Signature		
Date	01/08/2023	01/08/2023
Name	Vinit Thakkar	Dr. Lal Hingorani
Designation	HR Manager	Technical Director



1. INTRODUCTIONS

Pharmanza Herbal Pvt. Ltd. is committed to maintaining a productive and fair work environment that values the contributions of our employees. This Overtime Policy outlines the guidelines and procedures regarding the payment and utilization of overtime hours worked by our employees. Overtime is defined as hours worked beyond an employee's regular work schedule and is subject to federal, state, and local labor laws.

2. POLICY

Pharmanza Herbal Pvt. Ltd. has adopted a policy on reporting of concerns regarding accounting and other matters. This policy is designed to provide a channel of communication for employees and others who have concerns about the ETI code of conduct in Pharmanza Herbal Pvt. Ltd. or any of its people, including with respect to the firm's accounting controls or auditing matters. Such concerns may be communicated, in a confidential or anonymous manner, through the firm's reporting hotline. Concerns regarding accounting, internal accounting controls and other auditing matters (including confidential, anonymous submissions by the people of Pharmanza Herbal Pvt. Ltd.) will be communicated to the Chair of the Pharmanza Herbal Pvt. Ltd. Audit Committee. Other concerns, depending on the nature of the matter, will be communicated to the Pharmanza Herbal Pvt. Ltd. Lead partner and/or an appropriate non-management partner, or to appropriate personnel within the firm. Such non accounting concerns expressed by the people of Pharmanza Herbal Pvt. Ltd. will be communicated in accordance with the firm's policies and procedures. The firm strictly prohibits any retaliation for reporting a possible violation of law, ethics or firm policy, no matter whom the report concerns. The firm's reporting on below contact number (available 24 hours a day, 7 days a week) is:

Sr. No	Designation	Name	Contact No.
1.	Plant Manager	Mr. N.K.Patil	9427312027
2.	Factory Manager	Mr. Brijmohan Birthria	8511893116
3.	HR Manager	Mr. Vinit Thakkar	8487050016
4.	HR Manager (T&D)	Ms. Nikeeta Mulani	7043838090

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4. Applicable

This policy will be effective from 1st of August 2023.

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Designation	HR Manager	Technical Director