



WZCC
ANTI-HARASSMENT & WORKPLACE RESPECT
POLICY

Company Name:
Waheed Zia Construction Company
WZCC

Date: 2026

ANTI-HARASSMENT & WORKPLACE RESPECT POLICY

Waheed Zia Construction Company (WZCC)

1. POLICY STATEMENT

Waheed Zia Construction Company (WZCC) is committed to maintaining professional, respectful, and safe workplaces free from harassment, bullying, intimidation, discrimination, and abusive behavior.

The company believes that all employees, workers, supervisors, managers, subcontractors, and representatives have the right to work in an environment based on:

- Respect
- Dignity
- Professionalism
- Fair treatment
- Teamwork
- Safety

WZCC maintains zero tolerance toward:

- Workplace harassment
- Bullying
- Intimidation
- Threatening behavior
- Verbal abuse
- Discrimination
- Retaliation against individuals reporting concerns

This policy applies to:

- Company offices
 - Construction sites
 - Temporary facilities
 - Transportation activities
 - Work-related meetings and communications
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2. PURPOSE OF THE POLICY

The purpose of this Anti-Harassment & Workplace Respect Policy is to:

- Promote respectful workplace behavior
 - Prevent harassment and workplace misconduct
 - Protect employees and workers from abusive behavior
 - Establish reporting and response procedures
 - Support professional and positive work environments
 - Improve teamwork and communication
 - Support compliance with donor and company requirements
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3. COMPANY COMMITMENT

WZCC is committed to:

- Promoting respectful communication
- Preventing workplace harassment and bullying
- Addressing workplace concerns professionally
- Supporting fair treatment for all workers
- Maintaining safe and professional work environments
- Protecting employees from retaliation for reporting concerns

All personnel are expected to behave professionally and respectfully during all company and project activities.

4. WORKPLACE RESPECT

All employees and workers shall:

- Treat others respectfully and professionally
- Maintain positive workplace behavior
- Support teamwork and cooperation
- Avoid offensive or abusive language
- Respect cultural and social values
- Communicate professionally with colleagues and communities

Professional behavior is expected at all company offices, project sites, and work-related activities.

5. HARASSMENT AND PROHIBITED CONDUCT

Harassment in any form is strictly prohibited.

Examples of prohibited conduct may include:

- Verbal abuse
- Insults or humiliation
- Threats or intimidation
- Bullying behavior
- Offensive comments
- Disrespectful treatment
- Repeated unwanted behavior
- Aggressive or hostile conduct
- Harassment related to gender, ethnicity, language, religion, disability, or social background

Such behavior may create unsafe or unhealthy workplaces and shall not be tolerated.

6. NON-DISCRIMINATION

WZCC is committed to equal and fair treatment of all employees and workers.

Discrimination based on:

- Ethnicity
- Language
- Religion
- Disability
- Social background
- Gender
- Age

is prohibited.

Employment-related decisions shall be based on:

- Qualifications
 - Skills
 - Experience
 - Work performance
 - Project requirements
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7. RESPONSIBILITIES

7.1 Company Management

Company management shall:

- Support implementation of this policy
 - Promote respectful workplace culture
 - Address workplace concerns appropriately
 - Monitor compliance with company standards
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7.2 Managers and Supervisors

Managers and Supervisors shall:

- Promote professional behavior
 - Prevent harassment and bullying
 - Address workplace issues promptly
 - Support fair treatment of workers
 - Encourage respectful communication
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7.3 Employees and Workers

All employees and workers shall:

- Behave respectfully and professionally
 - Avoid harassment or abusive conduct
 - Report workplace concerns appropriately
 - Cooperate during workplace investigations
 - Support positive workplace environments
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8. REPORTING WORKPLACE CONCERNS

Employees and workers are encouraged to report:

- Harassment
- Bullying
- Intimidation
- Threats
- Discrimination
- Offensive behavior
- Workplace misconduct

Reports may be made to:

- Supervisors
- Project Managers
- Company Management
- HR or designated focal persons

All reports shall be treated seriously and handled professionally.

9. CONFIDENTIALITY AND PROTECTION FROM RETALIATION

WZCC shall treat workplace complaints confidentially as much as reasonably possible.

The company prohibits:

- Retaliation
- Threats
- Victimization
- Punishment for reporting concerns in good faith

Employees reporting workplace concerns shall be protected from unfair treatment related to reporting activities.

10. INVESTIGATION AND RESPONSE

Reported workplace concerns shall be reviewed and addressed appropriately.

Response procedures may include:

- Initial review of concerns
- Confidential discussions or interviews
- Corrective actions
- Workplace mediation where appropriate
- Disciplinary action where necessary

The company shall take reasonable steps to maintain fair and respectful investigation procedures.

11. DISCIPLINARY ACTIONS

Violation of this policy may result in:

- Verbal warning
- Written warning
- Suspension
- Removal from project sites
- Termination of employment or contracts

Serious misconduct or repeated violations may result in immediate disciplinary action.

12. TRAINING AND AWARENESS

WZCC shall promote workplace respect awareness through:

- Employee orientation
- Toolbox talks
- Meetings and briefings
- Workplace awareness sessions

Awareness activities may include:

- Respectful communication
- Workplace professionalism
- Harassment prevention
- Reporting procedures
- Teamwork and cooperation

All new employees and workers shall receive basic orientation regarding workplace conduct expectations.

13. POLICY COMPLIANCE

All employees, workers, subcontractors, consultants, and representatives of WZCC are required to comply with this policy.

Managers and supervisors are responsible for:

- Supporting implementation
- Promoting respectful workplaces

- Monitoring compliance
- Addressing misconduct appropriately

Failure to comply with this policy may result in disciplinary action.

14. CONTINUOUS IMPROVEMENT

WZCC is committed to continuously improving workplace culture and professional behavior through:

- Awareness activities
- Monitoring and supervision
- Workplace communication
- Corrective actions
- Lessons learned reviews

The company shall review and improve workplace procedures whenever necessary.

15. CONCLUSION

Waheed Zia Construction Company (WZCC) is fully committed to maintaining respectful, professional, and safe workplaces free from harassment, bullying, intimidation, discrimination, and abusive behavior.

Through professional communication, fair treatment, accountability, awareness, and positive workplace culture, WZCC aims to promote productive and respectful working environments throughout all company operations and project activities.