



# CODE OF CONDUCT POLICY

**Company Name:**

**Waheed Zia Construction Company  
WZCC**

**Date: 2026**

## 1. POLICY STATEMENT

Waheed Zia Construction Company (WZCC) is committed to maintaining professional, ethical, respectful, and safe working environments throughout all company operations and project activities.

This Code of Conduct establishes the standards of behavior and professional responsibilities expected from:

- Employees
- Supervisors
- Engineers
- Drivers and operators
- Daily laborers
- Subcontractors
- Consultants
- Site visitors

All personnel representing WZCC are expected to conduct themselves with integrity, professionalism, respect, accountability, and compliance with company policies and project requirements.

This policy applies to all company offices, project sites, transportation activities, temporary facilities, and work-related interactions.

---

## 2. PURPOSE OF THE POLICY

The purpose of this Code of Conduct Policy is to:

- Promote professional behavior and ethical standards
  - Maintain respectful and safe workplaces
  - Prevent misconduct, harassment, and corruption
  - Protect company reputation and project integrity
  - Establish clear behavioral expectations
  - Support compliance with donor and project requirements
-

### 3. COMPANY VALUES

WZCC expects all personnel to work in accordance with the following company values:

- Integrity
- Professionalism
- Respect
- Accountability
- Teamwork
- Safety
- Transparency
- Responsibility

All personnel shall represent the company in a professional and respectful manner at all times.

---

### 4. PROFESSIONAL BEHAVIOR

All employees and workers are expected to:

- Perform duties professionally and responsibly
- Treat colleagues and communities with respect
- Maintain discipline at project sites and offices
- Follow instructions from authorized supervisors
- Maintain honesty and accountability in all work activities
- Avoid behavior that may damage company reputation

Unprofessional behavior, abusive language, threats, intimidation, or misconduct shall not be tolerated.

---

### 5. WORKPLACE RESPECT AND NON-DISCRIMINATION

WZCC is committed to maintaining respectful workplaces free from:

- Harassment
- Bullying
- Intimidation
- Discrimination
- Abuse
- Offensive behavior

All workers and employees shall:

- Respect cultural and social values
- Treat others fairly and professionally
- Avoid insulting or discriminatory behavior
- Promote positive teamwork and cooperation

Discrimination based on race, ethnicity, language, religion, disability, or social background shall not be tolerated.

---

## 6. ANTI-HARASSMENT AND ABUSIVE BEHAVIOR

Harassment, bullying, intimidation, threats, or abusive behavior toward:

- Employees
- Workers
- Community members
- Beneficiaries
- Women
- Children

is strictly prohibited.

Examples of prohibited behavior may include:

- Verbal abuse
- Threats or intimidation
- Offensive comments
- Physical aggression
- Humiliating behavior
- Unwanted inappropriate conduct

Violations may result in disciplinary action, suspension, or termination.

---

## 7. HEALTH AND SAFETY COMPLIANCE

All personnel shall comply with company Health & Safety requirements.

Employees and workers are required to:

- Use required PPE
- Follow site safety procedures
- Report unsafe conditions
- Participate in toolbox talks and safety trainings

- Avoid unsafe work practices

Intentional violation of safety procedures shall be considered misconduct.

---

## 8. ETHICS AND INTEGRITY

All personnel shall maintain high standards of honesty and integrity.

Employees and representatives of WZCC shall:

- Avoid dishonest behavior
- Protect company reputation
- Avoid conflicts of interest
- Maintain confidentiality where required
- Use company resources responsibly

Any fraudulent or unethical activity shall be reported immediately to company management.

---

## 9. ANTI-CORRUPTION AND BRIBERY

WZCC maintains zero tolerance toward:

- Bribery
- Corruption
- Fraud
- Theft
- Misuse of company resources
- Illegal payments or benefits

Employees and representatives shall not:

- Offer or accept bribes
- Manipulate procurement activities
- Abuse company authority
- Misuse project funds or materials

All procurement and financial activities shall be conducted transparently and professionally.

---

## 10. COMMUNITY RELATIONS

WZCC personnel shall maintain respectful behavior toward local communities and beneficiaries.

Employees and workers shall:

- Respect local customs and traditions
- Avoid conflicts with community members
- Maintain professional communication
- Protect community property and public areas
- Avoid behavior that may create community complaints

Good community relations shall be maintained throughout project implementation.

---

## 11. USE OF COMPANY PROPERTY AND EQUIPMENT

Company property, vehicles, tools, materials, and equipment shall be used responsibly and only for authorized purposes.

Employees shall:

- Protect company property from damage or theft
- Report damaged or missing equipment
- Avoid misuse of company resources
- Follow equipment operating procedures

Unauthorized use or theft of company property is prohibited.

---

## 12. DRUGS, ALCOHOL, AND WEAPONS

Possession or use of the following during working hours or at company/project sites is strictly prohibited:

- Alcohol
- Illegal drugs
- Narcotics
- Weapons not authorized by management

Employees under the influence of drugs or alcohol shall not be permitted to work.

Violations may result in immediate disciplinary action or removal from the workplace.

---

## 13. CONFIDENTIALITY

Employees and representatives shall protect confidential company and project information.

Confidential information may include:

- Company documents
- Financial information
- Procurement information
- Project data
- Personnel records

Unauthorized sharing of confidential information is prohibited.

---

## 14. REPORTING MISCONDUCT

All employees and workers are encouraged to report:

- Misconduct
- Harassment
- Corruption
- Unsafe conditions
- Theft or fraud
- Violations of company policies

Reports may be made to:

- Supervisors
- Project Managers
- Company Management
- HR or designated personnel

WZCC shall treat reported concerns seriously and confidentially where reasonably possible.

Retaliation against individuals reporting concerns in good faith shall not be tolerated.

---

## 15. DISCIPLINARY ACTIONS

Violation of this Code of Conduct may result in:

- Verbal warning
- Written warning
- Suspension
- Removal from project sites
- Termination of employment
- Legal action where applicable

Disciplinary measures shall depend on the seriousness of the violation.

---

## 16. TRAINING AND AWARENESS

WZCC shall conduct awareness sessions regarding:

- Professional behavior
- Workplace ethics
- Safety responsibilities
- Respectful workplace behavior
- Anti-corruption requirements
- Community conduct

All new employees and workers shall receive orientation regarding this Code of Conduct before starting work activities.

---

## 17. POLICY COMPLIANCE

All employees, workers, subcontractors, and representatives of WZCC are required to comply with this Code of Conduct Policy.

Managers and supervisors are responsible for:

- Promoting compliance
- Addressing misconduct
- Supporting professional workplace standards

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

---

## 18. CONTINUOUS IMPROVEMENT

WZCC is committed to continuously improving workplace professionalism, ethical standards, and worker conduct through:

- Awareness programs
- Supervision and monitoring
- Regular communication
- Corrective actions
- Lessons learned reviews

The company shall review and improve this policy whenever necessary.

---

## 19. CONCLUSION

Waheed Zia Construction Company (WZCC) is committed to maintaining professional, respectful, ethical, and safe workplaces throughout all company operations and project activities.

Through strong professional standards, integrity, accountability, respectful behavior, and compliance with company policies, WZCC aims to promote a positive working environment and maintain the trust of clients, communities, and project stakeholders.