



# **WZCC**

## **SAFEGUARDING / PSEA POLICY**

**Protection from Sexual Exploitation and Abuse (PSEA)**

**Company Name:**  
**Waheed Zia Construction Company**  
**WZCC**

**Date:** 2026

## SAFEGUARDING / PSEA POLICY

# Protection from Sexual Exploitation and Abuse (PSEA)

## Waheed Zia Construction Company (WZCC)

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### 1. POLICY STATEMENT

Waheed Zia Construction Company (WZCC) is committed to maintaining safe, respectful, and professional working environments free from sexual exploitation, abuse, harassment, intimidation, and misconduct.

WZCC maintains a zero-tolerance approach toward:

- Sexual exploitation
- Sexual abuse
- Harassment
- Abuse of authority
- Exploitation of vulnerable individuals
- Inappropriate conduct toward community members, beneficiaries, workers, women, or children

All employees, workers, subcontractors, consultants, drivers, laborers, and representatives of WZCC are required to comply with this policy during all company and project activities.

This policy applies to:

- Offices
  - Construction sites
  - Field activities
  - Transportation activities
  - Community interactions
  - Work-related travel and accommodation
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## 2. PURPOSE OF THE POLICY

The purpose of this Safeguarding / PSEA Policy is to:

- Prevent sexual exploitation and abuse
  - Promote respectful and safe workplaces
  - Protect communities, beneficiaries, workers, women, and vulnerable individuals
  - Establish clear behavioral expectations
  - Define reporting responsibilities and response procedures
  - Support compliance with donor and project safeguarding requirements
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## 3. COMPANY COMMITMENT

WZCC recognizes that construction personnel may work closely with communities and beneficiaries during project implementation.

The company is committed to:

- Promoting dignity and respect for all individuals
- Preventing abuse of authority or power
- Maintaining professional behavior at all times
- Responding seriously to safeguarding concerns
- Protecting confidentiality during reporting and investigations
- Providing awareness and training regarding safeguarding responsibilities

No individual representing WZCC shall misuse their position, authority, or employment for exploitative or abusive purposes.

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## 4. SCOPE OF THE POLICY

This policy applies to:

- Company management
- Engineers and supervisors
- Skilled and unskilled laborers
- Drivers and operators
- Security personnel
- Consultants
- Contractors and subcontractors
- Temporary workers
- Site visitors and company representatives

All personnel are expected to comply with this policy both during working hours and during work-related activities outside normal working hours.

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## 5. DEFINITIONS

### **Sexual Exploitation**

Any actual or attempted abuse of a position of vulnerability, trust, or power for sexual purposes, including receiving benefits, favors, money, services, or opportunities in exchange for sexual activity.

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### **Sexual Abuse**

Any actual or threatened sexual act carried out through force, intimidation, coercion, manipulation, or unequal power relationships.

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### **Harassment**

Any unwanted, offensive, humiliating, intimidating, or abusive behavior directed toward another person.

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### **Safeguarding**

Actions taken to protect workers, beneficiaries, communities, women, and vulnerable individuals from abuse, exploitation, neglect, or harm.

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## 6. PROHIBITED CONDUCT

All WZCC personnel are strictly prohibited from:

- Engaging in sexual exploitation or abuse
- Requesting sexual favors in exchange for employment, assistance, money, or opportunities

- Harassing or intimidating workers or community members
- Using abusive, threatening, or humiliating language
- Engaging in inappropriate relationships that involve abuse of authority
- Exploiting vulnerable individuals or beneficiaries
- Engaging in any form of violence or abusive conduct
- Sharing inappropriate sexual content at workplaces or project sites
- Retaliating against individuals reporting safeguarding concerns

Any form of sexual exploitation, abuse, or serious misconduct shall be treated as a serious disciplinary offense.

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## 7. COMMUNITY PROTECTION

WZCC personnel shall maintain respectful behavior toward:

- Local communities
- Beneficiaries
- Women and children
- Vulnerable individuals
- Community leaders

Personnel shall:

- Respect local customs and traditions
- Avoid inappropriate interactions
- Maintain professional communication
- Avoid conduct that may create fear, intimidation, or exploitation

Construction activities shall be implemented in ways that support community dignity and safety.

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## 8. RESPONSIBILITIES OF EMPLOYEES AND WORKERS

All employees and workers are responsible for:

- Maintaining professional behavior
- Respecting this policy
- Reporting safeguarding concerns immediately
- Cooperating during investigations
- Participating in safeguarding awareness sessions
- Avoiding conduct that may harm others or damage company reputation

Managers and supervisors are additionally responsible for:

- Monitoring worker conduct
  - Addressing concerns promptly
  - Promoting respectful workplace culture
  - Supporting safe reporting mechanisms
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## 9. REPORTING MECHANISM

Any employee, worker, community member, or stakeholder may report concerns related to:

- Sexual exploitation or abuse
- Harassment
- Intimidation
- Abuse of authority
- Inappropriate behavior
- Safeguarding violations

Reports may be made to:

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

All reports shall be treated seriously and responded to appropriately.

WZCC encourages early reporting of concerns to support prevention and safe response.

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## 10. CONFIDENTIALITY

All safeguarding concerns and reports shall be handled confidentially as much as reasonably possible.

Information related to safeguarding incidents:

- Shall only be shared with authorized personnel
- Shall be protected from unnecessary disclosure
- Shall be handled respectfully and professionally

Retaliation, intimidation, threats, or victimization against individuals reporting concerns in good faith shall not be tolerated.

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## 11. INVESTIGATION AND RESPONSE

WZCC shall review and investigate reported safeguarding concerns appropriately and professionally.

Investigation procedures may include:

- Initial review of reported concerns
- Confidential interviews where necessary
- Documentation of findings
- Corrective or disciplinary actions
- Coordination with authorities where required by law

The company shall take appropriate action whenever violations of this policy are confirmed.

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## 12. TRAINING AND AWARENESS

WZCC shall conduct safeguarding and PSEA awareness activities for:

- Employees
- Workers
- Supervisors
- Drivers and operators
- Subcontractors where applicable

Awareness topics may include:

- Respectful behavior
- Safeguarding responsibilities
- Reporting procedures
- Harassment prevention
- Community protection
- Professional conduct expectations

All new workers shall receive basic safeguarding orientation during induction.

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## 13. DISCIPLINARY ACTIONS

Violation of this policy may result in:

- Verbal warning

- Written warning
- Suspension
- Removal from project sites
- Termination of employment or contracts
- Reporting to relevant authorities where required

Serious safeguarding violations may result in immediate termination.

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## 14. POLICY COMPLIANCE

All employees, workers, subcontractors, consultants, and representatives of WZCC are required to comply with this Safeguarding / PSEA Policy.

Managers and supervisors are responsible for:

- Promoting awareness of the policy
- Supporting implementation
- Monitoring compliance
- Addressing misconduct appropriately

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

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## 15. CONTINUOUS IMPROVEMENT

WZCC is committed to continuously improving safeguarding awareness and workplace protection through:

- Awareness sessions
- Supervision and monitoring
- Reporting and corrective actions
- Lessons learned reviews
- Improvement of reporting procedures

The company shall review and improve this policy whenever necessary.

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## 16. CONCLUSION

Waheed Zia Construction Company (WZCC) is fully committed to maintaining respectful, safe, and professional working environments free from sexual exploitation, abuse, harassment, intimidation, and misconduct.

Through strong safeguarding practices, awareness, reporting mechanisms, and accountability measures, WZCC aims to protect workers, communities, beneficiaries, and vulnerable individuals throughout all company operations and project activities.