



WZCC

PROCUREMENT & ETHICS POLICY

Company Name:
Waheed Zia Construction Company
WZCC

Date: 2026

PROCUREMENT & ETHICS POLICY

Waheed Zia Construction Company (WZCC)

1. POLICY STATEMENT

Waheed Zia Construction Company (WZCC) is committed to conducting all procurement and purchasing activities in a professional, transparent, fair, and ethical manner.

The company recognizes that effective procurement management is essential for:

- Maintaining project quality
- Ensuring fair supplier competition
- Preventing fraud and corruption
- Promoting accountability and transparency
- Supporting donor and client compliance requirements

WZCC maintains zero tolerance toward:

- Bribery
- Corruption
- Fraud
- Kickbacks
- Supplier favoritism
- Misuse of company resources

All procurement activities shall be conducted with honesty, integrity, accountability, and professionalism.

2. PURPOSE OF THE POLICY

The purpose of this Procurement & Ethics Policy is to:

- Establish ethical procurement standards
- Promote transparent and accountable procurement practices
- Prevent corruption and unethical conduct
- Ensure fair supplier selection and competition
- Protect company reputation and project integrity
- Support compliance with donor and project requirements

This policy applies to:

- Company management
 - Procurement personnel
 - Project managers
 - Engineers and supervisors involved in procurement
 - Storekeepers
 - Consultants and representatives
 - Suppliers and subcontractors working with WZCC
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3. PROCUREMENT PRINCIPLES

WZCC procurement activities shall be based on the following principles:

- Transparency
- Fair competition
- Accountability
- Professionalism
- Integrity
- Value for money
- Compliance with project requirements
- Ethical decision-making

All procurement decisions shall be made objectively and in the best interest of the company and project requirements.

4. ETHICAL CONDUCT

All employees and representatives involved in procurement activities are expected to:

- Act honestly and professionally
- Avoid conflicts of interest
- Maintain confidentiality of procurement information
- Treat suppliers fairly and respectfully
- Avoid misuse of company authority or resources
- Follow approved procurement procedures

Employees shall avoid any activity that may damage company reputation or compromise procurement integrity.

5. ANTI-BRIBERY AND CORRUPTION

WZCC maintains zero tolerance toward:

- Bribery
- Corruption
- Fraudulent activities
- Illegal commissions
- Kickbacks
- Unethical payments or benefits

Employees and representatives shall not:

- Offer or accept bribes or gifts intended to influence decisions
- Manipulate supplier selection processes
- Favor suppliers unfairly
- Misuse procurement authority
- Approve false invoices or procurement documents

Any suspected corruption or unethical activity shall be reported immediately.

6. CONFLICT OF INTEREST

Employees and representatives involved in procurement activities shall avoid situations where personal interests may influence procurement decisions.

Examples of conflicts of interest may include:

- Personal relationships with suppliers
- Financial interests in supplier companies
- Receiving personal benefits from suppliers
- Favoritism toward friends or relatives

Employees are required to disclose any actual or potential conflict of interest to company management.

Procurement decisions shall be based on project requirements, supplier capability, quality, pricing, and performance.

7. SUPPLIER SELECTION AND FAIRNESS

WZCC is committed to fair and transparent supplier selection processes.

Supplier evaluation may consider:

- Quality of materials and services
- Delivery capability
- Technical compliance
- Previous performance
- Reliability
- Safety and environmental practices
- Competitive pricing

Suppliers shall be treated fairly and without discrimination.

Unethical favoritism or unfair supplier preference is prohibited.

8. PROCUREMENT TRANSPARENCY

Procurement activities shall be documented appropriately and maintained in an organized manner.

Procurement transparency measures may include:

- Procurement records
- Quotations and supplier evaluations
- Purchase orders
- Delivery records
- Material approval documentation
- Inventory records

Authorized personnel shall review procurement activities where required.

9. CONFIDENTIALITY

Employees and representatives shall maintain confidentiality regarding:

- Supplier quotations
- Pricing information
- Procurement evaluations

- Commercial information
- Company procurement records

Confidential procurement information shall not be shared without authorization.

Unauthorized disclosure of procurement information is prohibited.

10. PROCUREMENT RESPONSIBILITIES

10.1 Company Management

Company management shall:

- Promote ethical procurement practices
 - Support transparency and accountability
 - Monitor procurement compliance
 - Address procurement violations appropriately
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10.2 Procurement Personnel

Procurement personnel shall:

- Follow approved procurement procedures
 - Conduct supplier evaluations fairly
 - Maintain procurement records
 - Avoid unethical conduct
 - Protect procurement confidentiality
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10.3 Project Managers and Engineers

Project Managers and Engineers shall:

- Support technical review of procurement activities
 - Verify material quality and compliance
 - Coordinate with procurement and QA/QC teams
 - Prevent unauthorized purchasing activities
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10.4 Storekeepers

Storekeepers shall:

- Maintain inventory records
 - Verify received materials
 - Report shortages or irregularities
 - Support material accountability procedures
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11. FRAUD PREVENTION

WZCC shall implement practical measures to prevent:

- False procurement documentation
- Theft or misuse of materials
- Unauthorized purchasing
- Duplicate payments
- Material manipulation
- Procurement fraud

All employees are expected to support fraud prevention and accountability measures.

12. REPORTING VIOLATIONS

Employees, suppliers, subcontractors, and stakeholders are encouraged to report:

- Corruption
- Bribery
- Fraud
- Procurement irregularities
- Conflicts of interest
- Unethical conduct

Reports may be made to:

- Supervisors
- Procurement management
- Company management
- Authorized focal persons

Reports made in good faith shall be treated seriously and confidentially where reasonably possible.

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

13. DISCIPLINARY ACTIONS

Violation of this Procurement & Ethics Policy may result in:

- Verbal or written warning
- Suspension
- Removal of procurement responsibilities
- Termination of employment or contracts
- Legal action where applicable

Serious ethical violations may result in immediate disciplinary action.

14. TRAINING AND AWARENESS

WZCC shall promote procurement ethics awareness through:

- Staff orientations
- Procurement briefings
- Awareness sessions
- Internal meetings and supervision

Employees involved in procurement activities shall understand:

- Procurement procedures
 - Ethical responsibilities
 - Reporting obligations
 - Anti-corruption requirements
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15. COMPLIANCE WITH REQUIREMENTS

WZCC shall conduct procurement activities in accordance with:

- Applicable Afghanistan laws and regulations
 - Donor procurement requirements
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- Project specifications
- Company procedures and policies

All personnel involved in procurement activities are required to comply with this policy.

16. CONTINUOUS IMPROVEMENT

WZCC is committed to continuously improving procurement and ethical practices through:

- Monitoring and supervision
- Internal reviews
- Lessons learned
- Corrective actions
- Awareness and training activities

The company shall review and improve procurement procedures whenever necessary.

17. CONCLUSION

Waheed Zia Construction Company (WZCC) is fully committed to conducting procurement activities with transparency, integrity, fairness, and accountability.

Through ethical procurement practices, supplier fairness, anti-corruption measures, proper documentation, and continuous monitoring, WZCC aims to maintain professional standards and protect the integrity of all company operations and project activities.