

CODE OF ETHICS

Daira Sabz (DS) Consulting and Engineering Group
Your Strategic Partner for Development and Sustainability

1) Purpose

Daira Sabz Consulting and Engineering Group (“Daira Sabz”) is committed to ethical conduct, professionalism, and responsible business practices in all countries where we operate. This Code of Ethics defines the minimum standards of behaviour expected from all Daira Sabz employees, consultants, managers, directors, partners, and suppliers working on our behalf.

This Code supports our integrated management approach aligned with **ISO 9001 (Quality)**, **ISO 14001 (Environment)**, and the principles of **ISO 26000 (Social Responsibility)**.

2) Scope

This Code applies to:

- All employees, consultants, interns, and volunteers of Daira Sabz
- The CEO/Managing Director, senior management, and board/shareholders where applicable
- Subcontractors, suppliers, and partners when acting on behalf of Daira Sabz or delivering services under Daira Sabz contracts
- All operations in Germany, Afghanistan, and other project locations

3) Core Ethical Principles

Daira Sabz commits to the following principles:

1. **Integrity** – We act honestly and do what we say we will do.
2. **Professional competence** – We provide services with appropriate skills, due diligence, and evidence-based methods.
3. **Accountability** – We take responsibility for our decisions, actions, and deliverables.
4. **Respect and fairness** – We treat people with dignity, avoid discrimination, and respect cultural contexts.
5. **Transparency** – We communicate clearly, manage conflicts of interest, and maintain accurate records.
6. **Do no harm** – We avoid and mitigate environmental and social harm in our operations and advisory work.
7. **Confidentiality** – We protect client and stakeholder information and use data responsibly.
8. **Compliance** – We comply with applicable laws, regulations, contracts, and relevant standards.

4) Standards of Conduct

4.1 Compliance with Laws and Contracts

- We comply with all applicable legal, regulatory, and contractual obligations in the countries where we operate.
- Where local requirements conflict with internationally recognized ethical principles, we seek lawful, ethical solutions and escalate concerns to management.

4.2 Anti-Corruption and Bribery

- Daira Sabz has **zero tolerance** for bribery, corruption, fraud, facilitation payments, or embezzlement.
- Employees and representatives must not offer, give, request, or accept improper benefits of any kind.
- Gifts and hospitality must be modest, transparent, and compliant with our internal rules and client requirements.

4.3 Conflicts of Interest

- All personnel must avoid situations where personal interests could improperly influence professional judgement.
- Any actual or potential conflict of interest must be disclosed promptly to management.
- Decisions involving procurement, hiring, and subcontracting must be objective and documented.

4.4 Professional Behaviour and Quality of Work

- We commit to producing accurate, reliable, and well-documented outputs.
- We do not falsify data, misrepresent qualifications, or plagiarize.
- We communicate limitations, uncertainties, and risks transparently in technical work.

4.5 Respect, Non-Discrimination, and Harassment Prevention

- Daira Sabz provides an inclusive and respectful work environment.
- Discrimination based on gender, ethnicity, nationality, disability, religion, age, or any protected characteristic is not tolerated.
- Harassment, intimidation, bullying, and exploitation are prohibited.

4.6 Safeguarding and Duty of Care

- We respect the dignity and safety of communities, especially vulnerable groups.
- Fieldwork and stakeholder engagement must be conducted ethically, with informed consent where relevant.
- Any suspicion of abuse, exploitation, or serious harm must be reported immediately.

4.7 Health, Safety, and Security

- All personnel must comply with HSS/OH&S requirements and demonstrate safe behaviours.
- We support “Stop Work Authority”: any person may stop work if an unsafe condition is present.
- Security protocols must be followed, especially in high-risk environments.

4.8 Environmental Responsibility

- We minimize environmental impacts of our operations and promote sound environmental management in projects.
- We support pollution prevention, resource efficiency, and climate-aware practices.

4.9 Data Protection and Confidentiality

- Confidential information must be protected and shared only with authorized persons.

- Data must be collected and stored responsibly, and used only for legitimate business and project purposes.
- Personal data must be handled with care and in compliance with applicable privacy requirements (including GDPR where applicable).

4.10 Fair Procurement and Responsible Supply Chain

- Procurement decisions must be fair, transparent, and value-for-money.
- We avoid suppliers and partners associated with corruption, forced labour, child labour, or serious environmental harm.
- We expect suppliers and subcontractors to comply with this Code when working under Daira Sabz contracts.

5) Reporting, Whistleblowing, and Non-Retaliation

- Anyone may report suspected misconduct, unethical behaviour, corruption, harassment, safety incidents, or other violations of this Code.
- Reports can be made to the CEO/Managing Director or a designated Ethics/Compliance focal point.
- Daira Sabz prohibits retaliation against anyone who reports concerns in good faith.

6) Investigation and Corrective Action

- Reported concerns will be reviewed promptly, confidentially, and fairly.
- Violations may result in corrective actions, including retraining, disciplinary measures, contract termination, or legal reporting where required.

7) Training and Awareness

- All personnel receive induction on this Code and related policies.
- Periodic refreshers are provided, particularly for high-risk roles (procurement, field teams, project management).

8) Review and Continuous Improvement

This Code is reviewed at least annually or when significant changes occur in operations, risk context, or client requirements.

9) Endorsement

This Code of Ethics is approved by top management and is binding for all personnel and partners acting on behalf of Daira Sabz.

Issued by: Mustafa Hasani, CEO / Managing Director

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