

SHEEN ZAR AGRICULTURE TRADING COMPANY

COMPREHENSIVE POLICY HANDBOOK

2025 Edition | Version 1.0

"Happy Agriculture, Happy Life"

45 Policies | HR Templates & Contracts | 23 Forms | 8 Annexes

DOCUMENT CONTROL

Field	Details
Document Title	Comprehensive Policy Handbook
Version	1.0
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Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
AISA License	D-25621
Founder	Dr. Muhammad Kabeer Kuchi
CEO / Managing Director	M. Bashir Arian
Approved By	Board of Directors
Next Review	01 May 2027

EXECUTIVE SUMMARY

SHEEN ZAR AGRICULTURE TRADING COMPANY, established in 1992 by Dr. Muhammad Kabeer Kuchi and led by CEO M. Bashir Arian, is committed to the highest standards of governance, transparency, and professional excellence across all 34 provinces of Afghanistan. This Comprehensive Policy Handbook establishes the complete organizational framework for management, operations, financial integrity, human resources, safeguarding, risk management, compliance, and community engagement.

The handbook contains four parts:

- Part I: 45 Standard Policies covering Governance (6), Human Resources (8), Safeguarding (4), Finance and Procurement (5), IT and Data (4), Risk and Safety (4), Community and Environment (4), and New Essential Policies (10) including Anti-Terrorism Compliance, Disability Inclusion, Business Continuity, Fleet Management, Inventory Management, Gift and Hospitality, Language, CSR, Internal Staff Complaints, and Intellectual Property.
- Part II: 5 HR Templates and Contracts including Employment Contract, Volunteer/Intern Agreement, Consultant Contract, Offer Letter, and Non-Disclosure Agreement.
- Part III: 23 HR Forms and Checklists covering onboarding, leave, travel, performance, incidents, safeguarding, vendor registration, and more.
- Part IV: 8 Annexes including Afghan Laws Reference, International Standards, Organizational Chart, Vendor Code of Conduct, Data Breach Response Plan, Emergency Contacts, Policy Amendment Log, and Glossary of Terms.

All policies are aligned with Afghan national laws (Labour Law 2007, Commercial Law, Anti-Corruption Law, EVAW Law, Child Rights Law, Disability Rights Law, Environment Law, and others) and international standards required by FAO, WFP, UNDP, UNICEF, and IOM.

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PART I: STANDARD POLICIES

45 Policies Aligned with Afghan Law and International Standards

POLICY 1: Internal Statutes and Bylaws

Field	Details
Policy Number	SZA-POL-001
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To define the legal foundation, governance structure, and internal operational rules under which SHEEN ZAR AGRICULTURE TRADING COMPANY is organized and governed, ensuring compliance with Afghan laws and international good practices.

2. Scope

This policy applies to the Board of Directors, Executive Management, Legal Advisors, and all legally designated stakeholders of SHEEN ZAR AGRICULTURE TRADING COMPANY.

3. Definitions

- Statutes: Legal documents establishing the existence, legal identity, and core functions of the company as registered with Afghan authorities.
- Bylaws: Internal rules and procedures adopted by the company to regulate its governance, decision-making, and operational affairs.

4. Legal Framework

This policy is governed by the following Afghan and international legal instruments:

- Afghanistan Commercial Law (Qanoon-e-Tejarat), Articles 1-22
- Afghanistan Investment Support Agency (AISA) Licensing Regulations
- Afghanistan Private Investment Law (2003, amended 2005)
- International best practices from UNDP and FAO governance frameworks

5. Policy Statement

- SHEEN ZAR AGRICULTURE TRADING COMPANY shall be governed by formally registered statutes and bylaws in compliance with Afghan company law.
- These documents define the company purpose, objectives, governance bodies, decision-making authority, meeting protocols, voting rights, and amendment procedures.
- All operations and management actions must align with the governing statutes and bylaws.
- Certified copies of statutes shall be maintained and made available to regulatory bodies upon request.

6. Roles and Responsibilities

- Board of Directors: Approve, amend, and ensure compliance with statutes and bylaws.
- CEO / Managing Director (M. Bashir Arian): Ensure operational adherence to statutes in daily management.
- Legal Advisor: Review amendments and ensure alignment with Afghan law.
- Company Secretary: Maintain records of all governance documents.

7. Procedures

- Review statutes and bylaws at least every 3 years or upon major organizational change.
- Proposed amendments must be presented to the Board with at least 30 days advance notice.
- Amendments require approval by a two-thirds (2/3) majority vote of the Board.
- Legal filings must be updated with AISA and relevant government bodies within 30 days of any amendment.
- Hard copies and electronic versions must be securely stored and backed up.

8. Monitoring and Compliance

Annual internal governance audits will verify compliance with statutes and bylaws. The Compliance Officer shall report findings to the Board. Non-compliance will be escalated to the Managing Director for corrective action.

9. Review and Update

This policy and the underlying statutes shall be reviewed every three (3) years or as needed following major regulatory or organizational changes.

10. Cross-References

- SZA-POL-002 Legal Compliance Policy
- SZA-POL-003 Board Governance Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 2: Legal Compliance Policy

Field	Details
Policy Number	SZA-POL-002
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure that all activities of SHEEN ZAR AGRICULTURE TRADING COMPANY comply with applicable Afghan national laws, international trade regulations, donor requirements, and contractual obligations.

2. Scope

This policy applies to all employees, departments, contractors, consultants, and activities of the company.

3. Definitions

- Compliance: Adherence to all applicable laws, regulations, standards, and contractual obligations.
- Regulatory Body: Any government authority or agency responsible for oversight and enforcement of laws.

4. Legal Framework

This policy is governed by:

- Constitution of the Islamic Republic of Afghanistan (2004), fundamental rights and obligations
- Afghanistan Commercial Law (Qanoon-e-Tejarat)
- Afghanistan Tax Law and Revenue Code
- Afghanistan Labour Law (2007, amended 2009)
- Afghanistan Anti-Money Laundering and Proceeds of Crime Law (2014)
- International donor compliance requirements (FAO, WFP, UNDP, UNICEF)
- International trade and sanctions compliance frameworks

5. Policy Statement

The Company shall strictly adhere to the laws of Afghanistan, international agreements applicable to its business operations, and donor requirements. Ignorance of the law shall not be an acceptable excuse for non-compliance. All employees are expected to familiarize themselves with laws relevant to their duties.

6. Roles and Responsibilities

- Compliance Officer: Monitor legal updates, conduct compliance reviews, and ensure company practices are aligned with laws.
- All Managers: Ensure departmental compliance and report issues to the Compliance Officer.
- All Employees: Know and comply with relevant legal obligations pertaining to their roles.
- Legal Advisor: Provide legal guidance and interpret new regulations.

7. Procedures

- New laws and regulations must be reviewed within 30 days of issuance and necessary operational changes made.
- Compliance training shall be mandatory for all staff annually.
- Maintain a Legal Compliance Register documenting applicable laws and compliance status.
- Report any legal violations to the Compliance Officer within 48 hours of discovery.

8. Monitoring and Compliance

The internal compliance committee will conduct quarterly compliance audits. Compliance reports shall be submitted to the Board annually.

9. Review and Update

This policy shall be reviewed every two (2) years or upon significant legal changes affecting operations.

10. Cross-References

- SZA-POL-001 Internal Statutes and Bylaws
- SZA-POL-006 Anti-Fraud and Anti-Corruption Policy
- SZA-POL-036 Anti-Terrorism and Sanctions Compliance Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 3: Board Governance Policy

Field	Details
Policy Number	SZA-POL-003
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To establish the roles, responsibilities, conduct, and governance standards expected of the Board of Directors of SHEEN ZAR AGRICULTURE TRADING COMPANY.

2. Scope

This policy applies to all Board Members, including the Chairperson and any advisory committee members.

3. Definitions

- Governance: The system by which an organization is directed, controlled, and held accountable.
- Fiduciary Duty: The legal obligation to act in the best interest of the company.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, provisions on corporate governance
- Afghanistan Private Investment Law (2003)
- AISA Licensing and corporate governance requirements
- OECD Principles of Corporate Governance (international reference)

5. Policy Statement

- The Board shall exercise fiduciary duties responsibly and act in the best interests of the company.
- Board members shall maintain independence, avoid conflicts of interest, and ensure transparent decision-making.
- The Board provides strategic guidance and oversight, not daily operational management.
- Board meetings shall be properly documented with detailed minutes.

6. Roles and Responsibilities

- Chairperson: Lead Board meetings, set agendas, and ensure effective governance.

- Board Members: Attend meetings, review policies, monitor company activities, and exercise oversight.
- Company Secretary: Coordinate Board meetings, prepare agendas, and maintain records.

7. Procedures

- Hold at least four (4) Board meetings annually, with additional emergency meetings as needed.
- Meeting agendas distributed at least 7 days in advance.
- Maintain detailed Board meeting minutes signed by the Chairperson.
- Conduct annual Board performance evaluations.
- Board members must declare conflicts of interest at the beginning of each meeting.

8. Monitoring and Compliance

Annual Board performance evaluations. Governance compliance reports submitted to stakeholders.

9. Review and Update

Reviewed every three (3) years or upon major organizational restructuring.

10. Cross-References

- SZA-POL-001 Internal Statutes and Bylaws
- SZA-POL-004 Conflict of Interest Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 4: Conflict of Interest Policy

Field	Details
Policy Number	SZA-POL-004
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To prevent conflicts between personal interests and the interests of SHEEN ZAR AGRICULTURE TRADING COMPANY, ensuring transparency and integrity in all decisions.

2. Scope

All employees, managers, Board members, consultants, and contractors.

3. Definitions

- Conflict of Interest: A situation where an individual has competing personal, financial, or other interests that could improperly influence their professional duties.
- Disclosure: The act of formally declaring a conflict of interest.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, Articles on fiduciary duties
- Afghanistan Anti-Corruption Law
- UN Secretary General Bulletin on Staff Regulations
- FAO and WFP vendor integrity requirements

5. Policy Statement

All personnel must disclose actual, potential, or perceived conflicts of interest. Failure to disclose may result in disciplinary action, contract termination, or legal proceedings. Disclosed conflicts will be managed through recusal, reassignment, or other appropriate measures.

6. Roles and Responsibilities

- Compliance Officer: Maintain the Conflict of Interest Register and advise on management of conflicts.
- Managers: Report and monitor conflicts within their teams.
- All Employees: Disclose conflicts immediately using the prescribed form.

7. Procedures

- Complete annual Conflict of Interest Declaration forms.
- Update declarations when any new conflict arises during the year.
- Conflicted individuals must recuse themselves from related decisions.
- Maintain a confidential Conflict of Interest Register.

8. Monitoring and Compliance

Quarterly reviews of the Conflict of Interest Register. The Compliance Officer shall report trends to management annually.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-006 Anti-Fraud and Anti-Corruption Policy
- SZA-POL-041 Gift and Hospitality Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 5: Whistleblower Protection Policy

Field	Details
Policy Number	SZA-POL-005
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To provide a safe, confidential mechanism for employees and stakeholders to report misconduct, fraud, or policy violations without fear of retaliation.

2. Scope

All employees, contractors, volunteers, partners, and beneficiaries.

3. Definitions

- Whistleblower: A person who reports in good faith any misconduct, illegal acts, or breaches of policy.
- Retaliation: Any adverse action taken against a person for making a good-faith report.

4. Legal Framework

This policy is governed by:

- Afghanistan Anti-Corruption Law (2018)
- Afghanistan Access to Information Law
- UN Convention Against Corruption (UNCAC) Article 33
- ILO standards on worker protections

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY encourages the reporting of misconduct and will protect whistleblowers from retaliation. Reports may be made anonymously. All reports shall be treated confidentially and investigated promptly. Retaliation against whistleblowers is strictly prohibited and will result in disciplinary action.

6. Roles and Responsibilities

- Whistleblower Protection Officer: Receive reports, maintain confidentiality, and ensure investigations.
- All Staff: Required to report any misconduct they witness or become aware of.
- Management: Ensure a culture of openness and protect reporters from retaliation.

7. Procedures

- Multiple reporting channels: email, phone hotline, confidential meetings, sealed written reports.
- All reports acknowledged within 48 hours and investigated within 30 days.
- Identity of the whistleblower protected throughout the process.
- Investigation findings and actions taken documented and securely stored.

8. Monitoring and Compliance

Bi-annual whistleblower program audits. Incident reports summarized and presented to the Board annually.

9. Review and Update

Reviewed every two (2) years or after any significant incident.

10. Cross-References

- SZA-POL-006 Anti-Fraud and Anti-Corruption Policy
- SZA-POL-044 Internal Staff Complaints Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 6: Anti-Fraud and Anti-Corruption Policy

Field	Details
Policy Number	SZA-POL-006
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To prevent, detect, and respond to fraud, bribery, and corruption within SHEEN ZAR AGRICULTURE TRADING COMPANY, promoting the highest standards of integrity.

2. Scope

All employees, Board members, partners, vendors, consultants, and anyone acting on behalf of the company.

3. Definitions

- **Fraud:** Any deliberate act of deception for personal or organizational gain, including falsification of records, misappropriation of funds, or misrepresentation.
- **Corruption:** Abuse of entrusted power for private gain, including bribery, kickbacks, and extortion.
- **Bribery:** Offering, giving, receiving, or soliciting something of value to influence a business decision.

4. Legal Framework

This policy is governed by:

- Afghanistan Anti-Corruption Law (2018)
- Afghanistan Penal Code, provisions on economic crimes
- UN Convention Against Corruption (UNCAC)
- FAO and WFP vendor integrity requirements
- International Anti-Bribery Standards

5. Policy Statement

The company maintains a zero-tolerance approach to fraud and corruption. All allegations will be thoroughly investigated, and appropriate disciplinary and legal action will be taken. Employees are protected when reporting fraud in good faith.

6. Roles and Responsibilities

- **Compliance Officer:** Lead fraud investigations and maintain anti-fraud controls.

- Finance Department: Implement financial controls to prevent and detect fraud.
- All Staff: Report suspected fraud or corruption immediately.

7. Procedures

- Mandatory anti-fraud and anti-corruption training for all employees annually.
- Investigations must commence within 7 days of any reported allegation.
- Establish and maintain segregation of duties in financial processes.
- Conduct annual fraud risk assessments and update controls accordingly.
- Suspected criminal activity shall be referred to law enforcement authorities.

8. Monitoring and Compliance

Annual fraud risk assessments. Compliance Officer reports on fraud prevention activities to the Board quarterly.

9. Review and Update

Reviewed every two (2) years or following a major incident.

10. Cross-References

- SZA-POL-005 Whistleblower Protection Policy
- SZA-POL-041 Gift and Hospitality Policy
- SZA-POL-036 Anti-Terrorism and Sanctions Compliance Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 7: Human Resource and Recruitment Policy

Field	Details
Policy Number	SZA-POL-007
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To establish a fair, transparent, and merit-based recruitment and human resource management system that ensures the best-qualified candidates are selected.

2. Scope

All hiring processes, employment decisions, and HR activities across the company.

3. Definitions

- Recruitment: The systematic process of attracting, screening, and selecting the best-qualified candidates.
- Probation: A trial period at the beginning of employment to assess suitability.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007, amended 2009), Articles on employment, contracts, and worker rights
- Afghanistan Constitution (2004), Article 48 on the right to work
- ILO Conventions ratified by Afghanistan
- AISA employment regulations for licensed businesses

5. Policy Statement

Recruitment shall be competitive, transparent, inclusive, and based on qualifications, experience, and merit. Employment decisions shall be free of bias, nepotism, and discrimination. All positions shall be advertised openly, and selection panels shall include multiple interviewers.

6. Roles and Responsibilities

- HR Manager: Oversee all recruitment processes, maintain personnel files, and ensure policy compliance.
- Hiring Managers: Define job requirements, participate in interviews, and recommend candidates.

- CEO / Managing Director: Approve final hiring decisions for senior positions.

7. Procedures

- All vacancies publicly advertised for minimum 7 calendar days.
- Job descriptions clearly outline qualifications, responsibilities, and terms.
- Selection panels include at least two interviewers.
- Background and reference checks completed before final offer.
- Employment contracts signed before start date.
- New employees undergo 3-month probationary period per Afghan Labour Law Article 30.

8. Monitoring and Compliance

Quarterly HR recruitment audits. Recruitment data analyzed for diversity and inclusion metrics.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-008 Equal Employment Opportunity Policy
- SZA-POL-037 Disability Inclusion Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 8: Equal Employment Opportunity (EEO) Policy

Field	Details
Policy Number	SZA-POL-008
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To promote a diverse and inclusive workplace free from discrimination, ensuring all individuals have equal access to employment opportunities.

2. Scope

All employees, applicants, interns, volunteers, and contractors.

3. Definitions

- **Discrimination:** Unfair treatment of an individual based on protected characteristics.
- **Equal Opportunity:** Ensuring fair treatment in hiring, promotion, training, compensation, and all employment decisions.

4. Legal Framework

This policy is governed by:

- Afghanistan Constitution (2004), Articles 22 and 48 on equality and right to work
- Afghanistan Labour Law (2007), provisions on non-discrimination
- UDHR, Articles 2 and 23
- ILO Convention No. 111 on Discrimination
- UN Disability Inclusion Strategy (UNDIS)

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY prohibits discrimination based on race, religion, ethnicity, gender, disability, nationality, age, marital status, or any other protected status. The company actively promotes diversity and inclusion, including employment of persons with disabilities.

6. Roles and Responsibilities

- **HR Department:** Monitor compliance with EEO principles and handle discrimination complaints.
- **All Managers:** Promote diversity, inclusion, and fair treatment within their teams.
- **All Employees:** Treat colleagues with respect and report discriminatory behavior.

7. Procedures

- Mandatory diversity and inclusion training for all staff annually.
- Complaints of discrimination investigated within 14 days.
- Reasonable accommodations provided to persons with disabilities.
- Recruitment processes designed to encourage diverse applicant pools.

8. Monitoring and Compliance

Annual diversity and inclusion audit. Workforce demographics data analyzed and reported to management.

9. Review and Update

Reviewed every three (3) years.

10. Cross-References

- SZA-POL-037 Disability Inclusion Policy
- SZA-POL-017 GESI Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 9: Employee Code of Conduct and Ethics

Field	Details
Policy Number	SZA-POL-009
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To establish clear standards of behavior, ethical conduct, and professional integrity expected from all employees and representatives.

2. Scope

All employees, management, Board members, consultants, and representatives acting on behalf of the company.

3. Definitions

- Code of Conduct: A set of rules outlining professional, ethical, and legal standards of behavior.
- Ethics: Moral principles that govern professional behavior and decision-making.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), employee duties and obligations
- Afghanistan Penal Code, provisions on professional misconduct
- FAO and WFP Code of Conduct for vendors and implementing partners

5. Policy Statement

Employees must act with integrity, professionalism, honesty, and respect at all times. Conflicts of interest must be avoided, confidential information protected, and company values upheld. Violations may result in disciplinary action including termination.

6. Roles and Responsibilities

- All Employees: Read, understand, and uphold the Code of Conduct.
- Supervisors: Monitor adherence and address violations promptly.
- HR Department: Administer the Code, provide training, and manage disciplinary processes.

7. Procedures

- Mandatory ethics training upon hiring and annually.
- Employees sign the Code of Conduct upon hiring and annually.
- Report misconduct through confidential channels.
- Progressive disciplinary action: verbal warning, written warning, suspension, termination.

8. Monitoring and Compliance

Annual ethics compliance audits. Staff surveys on workplace culture conducted annually.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-004 Conflict of Interest Policy
- SZA-POL-041 Gift and Hospitality Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 10: Staff Performance Management Policy

Field	Details
Policy Number	SZA-POL-010
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To support employee growth, recognize contributions, identify development needs, and address performance issues through systematic and transparent evaluation.

2. Scope

All full-time and part-time employees.

3. Definitions

- Performance Management: An ongoing process of communication, feedback, goal-setting, and evaluation.
- PIP: Performance Improvement Plan, a structured plan to help underperforming employees improve.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), Articles on employee evaluation and termination grounds
- International best practices on performance management systems

5. Policy Statement

All staff will undergo regular performance evaluations based on pre-established goals, competencies, and job requirements. Recognition programs and improvement plans will be implemented based on results.

6. Roles and Responsibilities

- HR Department: Coordinate evaluations, maintain records, and provide guidance.
- Managers/Supervisors: Conduct performance appraisals objectively and develop improvement plans.
- Employees: Participate actively in evaluations and development activities.

7. Procedures

- Set clear performance goals at beginning of each evaluation cycle.
- Mid-year reviews and end-of-year comprehensive evaluations.
- PIPs for underperforming staff with 60-90 day timelines.
- High performers recognized through awards, bonuses, or advancement.

8. Monitoring and Compliance

Annual review of performance management effectiveness. HR compiles performance data for management review.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 11: Training and Development Policy

Field	Details
Policy Number	SZA-POL-011
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To enhance employee skills, knowledge, and professional capabilities through continuous learning aligned with organizational needs.

2. Scope

All full-time and part-time employees.

3. Definitions

- Training: Organized learning activities to impart specific knowledge and skills.
- Professional Development: Activities building capacity for current and future professional responsibilities.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), provisions on vocational training
- ILO Convention No. 142 on Human Resources Development
- FAO and WFP capacity-building requirements

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY will provide regular professional development opportunities aligned with strategic goals and career aspirations. Training shall be needs-based, inclusive, and documented.

6. Roles and Responsibilities

- HR Department: Conduct training needs assessments, plan programs, and track participation.
- Managers: Nominate staff for relevant training and support skill development.
- Employees: Actively participate in assigned training and apply skills learned.

7. Procedures

- Conduct annual training needs assessments in all departments.
- Minimum one mandatory training session per employee per year.
- Maintain training records for all employees.
- Evaluate training impact through post-training assessments.

8. Monitoring and Compliance

Training attendance records and impact evaluations after each program.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 12: Leave and Attendance Policy

Field	Details
Policy Number	SZA-POL-012
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To define employee leave entitlements and attendance expectations in compliance with Afghan Labour Law.

2. Scope

All employees of SHEEN ZAR AGRICULTURE TRADING COMPANY.

3. Definitions

- Leave: Authorized absence from work, either paid or unpaid.
- Attendance: Regular and timely presence at the designated place of work.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), Articles 64-80 on leave entitlements
- Afghanistan Labour Law, Article 54 on working hours
- Afghan Government Official Public Holidays Calendar

5. Policy Statement

Employees are entitled to annual leave, sick leave, maternity/paternity leave, and public holidays per Afghan Labour Law. Timely and regular attendance is mandatory. Unauthorized absences may result in disciplinary action.

6. Roles and Responsibilities

- HR Department: Track leave balances, maintain attendance records, process leave requests.
- Managers: Approve leave requests promptly and monitor attendance.
- Employees: Submit leave requests in advance and maintain regular attendance.

7. Procedures

- Submit leave requests at least 5 working days in advance (except emergencies).

- Sick leave over 2 consecutive days requires medical certificate.
- Annual leave: 20 working days per year (Article 66).
- Sick leave: 20 days per year with pay (Article 71).
- Maternity leave: 90 days (30 before, 60 after delivery, Article 75).
- Monthly attendance reports reviewed by HR.

8. Monitoring and Compliance

Monthly attendance and leave balance reports. HR reviews patterns of absenteeism quarterly.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 13: Volunteer and Intern Management Policy

Field	Details
Policy Number	SZA-POL-013
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure a structured, fair, and supportive approach to managing volunteers and interns.

2. Scope

All volunteers and interns working with the company.

3. Definitions

- Volunteer: A person offering services without financial compensation.
- Intern: A person in a temporary position providing practical training and experience.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), provisions on apprenticeships and training
- International best practices for volunteer and internship management

5. Policy Statement

Volunteers and interns shall be selected fairly, assigned clear roles, given proper orientation, and supported through supervision and feedback. They must adhere to all company policies.

6. Roles and Responsibilities

- HR Department: Recruit, onboard, and maintain records for volunteers/interns.
- Supervisors: Provide mentorship, guidance, and performance feedback.

7. Procedures

- Sign volunteer/internship agreements prior to engagement.
- Provide orientation on company policies, safety, and expectations.
- Issue certificates of completion at end of service.
- Background checks for those working with vulnerable populations.

8. Monitoring and Compliance

Biannual review of volunteer/internship programs.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 14: Termination and Exit Policy

Field	Details
Policy Number	SZA-POL-014
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To manage employee separations in a fair, transparent, and legally compliant manner.

2. Scope

All employees of SHEEN ZAR AGRICULTURE TRADING COMPANY.

3. Definitions

- Termination: The end of an employee's work relationship with the company.
- Resignation: Voluntary termination initiated by the employee.
- Dismissal: Involuntary termination initiated by the employer.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), Articles 40-52 on termination
- Afghanistan Labour Law, Article 41 on notice periods
- Afghanistan Labour Law, Article 44 on grounds for dismissal
- Afghan Penal Code, provisions on wrongful termination remedies

5. Policy Statement

Termination may be voluntary or involuntary. All terminations must comply with Afghan Labour Law, including proper notice periods and final settlement of dues. Exit interviews shall be conducted for all departing employees.

6. Roles and Responsibilities

- HR Department: Guide the termination process, ensure documentation, and process final payments.
- Managers: Conduct exit interviews and ensure clearance formalities.
- Finance Department: Calculate and process final dues within legal timelines.

7. Procedures

- Notice period as per employment contract or Labour Law (minimum 1 month).
- Exit interviews conducted for all departing employees.
- All company property returned before final payment.
- Final salary, accrued leave, and entitlements settled within 15 days.
- Termination for cause documented with evidence and approved by HR and senior management.

8. Monitoring and Compliance

Quarterly review of termination reasons and trends. Exit interview data analyzed to improve retention.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 15: Child Safeguarding Policy

Field	Details
Policy Number	SZA-POL-015
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To protect children from abuse, exploitation, neglect, and harm within all operations and activities of SHEEN ZAR AGRICULTURE TRADING COMPANY.

2. Scope

All employees, contractors, volunteers, partners, and any person associated with the company who may come into contact with children.

3. Definitions

- Child: Any person under the age of 18 years.
- Child Abuse: Physical, emotional, sexual abuse, or neglect of a child.
- Child Safeguarding: Measures and actions taken to protect children from harm.

4. Legal Framework

This policy is governed by:

- Afghanistan Constitution (2004), Article 54 on protection of children
- Afghanistan Penal Code, provisions on crimes against children
- Afghanistan Law on Protection of Child Rights (2019)
- UN Convention on the Rights of the Child (CRC)
- UNICEF Child Safeguarding Standards
- FAO and WFP Safeguarding Requirements

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY upholds a zero-tolerance approach to child abuse and exploitation. Child safeguarding is the responsibility of all staff. The company shall take proactive measures to prevent harm and respond swiftly to all concerns.

6. Roles and Responsibilities

- Child Safeguarding Officer: Lead safeguarding initiatives, receive reports, and coordinate responses.
- All Staff: Mandatory reporting of any suspicion or knowledge of child abuse.

- HR Department: Conduct background checks for employees working with children.

7. Procedures

- Background and reference checks mandatory for all employees with access to children.
- All staff complete child safeguarding training during onboarding and annually.
- Safe, confidential reporting channels for child safeguarding concerns.
- Allegations investigated within 72 hours and reported to relevant authorities.
- Risk assessments shall include child safety considerations.

8. Monitoring and Compliance

Annual safeguarding audits. Incident data reviewed to strengthen protections.

9. Review and Update

Reviewed annually or after any reported incident.

10. Cross-References

- SZA-POL-016 PSEA Policy
- SZA-POL-018 Workplace Harassment Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 16: Prevention of Sexual Exploitation and Abuse (PSEA) Policy

Field	Details
Policy Number	SZA-POL-016
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To ensure a safe environment by preventing and responding to sexual exploitation, abuse, and harassment in all activities and operations, aligned with UN standards and Afghan law.

2. Scope

All employees, contractors, consultants, partners, volunteers, and any person representing or working with SHEEN ZAR AGRICULTURE TRADING COMPANY, including in interactions with beneficiaries and communities.

3. Definitions

- Sexual Exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes.
- Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

4. Legal Framework

This policy is governed by:

- Afghanistan Penal Code, provisions on sexual offenses
- Afghanistan Elimination of Violence Against Women (EVAW) Law (2009)
- UN Secretary General Bulletin ST/SGB/2003/13
- IASC Minimum Operating Standards on PSEA
- FAO, WFP, UNDP, UNICEF PSEA requirements
- Universal Declaration of Human Rights

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY adopts a strict zero-tolerance policy toward sexual exploitation, abuse, and harassment. All allegations will be thoroughly

investigated and may lead to immediate disciplinary action including termination and referral to law enforcement.

6. Roles and Responsibilities

- PSEA Focal Point: Receive complaints, ensure confidentiality, coordinate investigations, and provide survivor support referrals.
- Senior Management: Promote a culture of dignity, respect, and zero tolerance.
- All Staff: Undergo PSEA training, report concerns, and uphold PSEA standards.
- HR Department: Integrate PSEA into hiring, training, and disciplinary processes.

7. Procedures

- All staff undergo mandatory PSEA training during onboarding and annually.
- Confidential, safe, and accessible reporting mechanisms established.
- All reports acknowledged within 24 hours and investigated within 30 days.
- Survivor-centered approach: immediate support, referrals, and survivor safety.
- Strict confidentiality maintained throughout investigation.
- Staff found to have committed SEA face immediate termination and referral to authorities.
- All staff sign a PSEA Code of Conduct annually.

8. Monitoring and Compliance

PSEA audits conducted annually. Incident data reviewed semi-annually. Annual PSEA compliance report to management and donors.

9. Review and Update

Reviewed annually or following any major incident.

10. Cross-References

- SZA-POL-015 Child Safeguarding Policy
- SZA-POL-018 Workplace Harassment Policy
- SZA-POL-017 GESI Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 17: Gender Equality and Social Inclusion (GESI) Policy

Field	Details
Policy Number	SZA-POL-017
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To promote gender equity, women's empowerment, and social inclusion of marginalized groups in all operations and programs.

2. Scope

All operations, programs, procurement processes, and internal management practices.

3. Definitions

- Gender Equality: Equal rights, responsibilities, and opportunities for all genders.
- Social Inclusion: Ensuring marginalized and disadvantaged groups can participate fully in economic and social life.

4. Legal Framework

This policy is governed by:

- Afghanistan Constitution (2004), Article 22 on equality
- Afghanistan National Action Plan on UNSCR 1325 (Women, Peace and Security)
- CEDAW
- UN SDGs, particularly SDG 5 on Gender Equality
- FAO Gender Equality Policy

5. Policy Statement

The company promotes a work environment and program design that actively supports gender equality and inclusion of persons with disabilities, ethnic minorities, and other marginalized groups.

6. Roles and Responsibilities

- GESI Focal Point: Oversee GESI strategy implementation and provide technical guidance.
- All Staff: Integrate GESI principles into daily work.

- Program Managers: Ensure GESI analysis conducted for all major projects.

7. Procedures

- Gender and inclusion analysis in all major projects.
- Set annual GESI performance targets.
- Ensure representation of women and persons with disabilities in decision-making.
- Include GESI criteria in partner and vendor selection.

8. Monitoring and Compliance

Annual GESI evaluations conducted and reported. Staff diversity data tracked.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-008 EEO Policy
- SZA-POL-037 Disability Inclusion Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 18: Workplace Harassment and Bullying Policy

Field	Details
Policy Number	SZA-POL-018
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To foster a safe, respectful, and harassment-free workplace for all employees and associated personnel.

2. Scope

All employees, volunteers, interns, contractors, and visitors.

3. Definitions

- Harassment: Unwelcome conduct that demeans, humiliates, threatens, or intimidates an individual.
- Bullying: Repeated offensive, abusive, intimidating, or threatening behavior creating a hostile work environment.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), provisions on worker dignity and safety
- Afghanistan EVAW Law (2009)
- ILO Convention No. 190 on Violence and Harassment

5. Policy Statement

Zero tolerance for harassment and bullying in any form. All complaints investigated promptly. Violators subject to disciplinary action up to and including dismissal.

6. Roles and Responsibilities

- HR Department: Receive and investigate complaints confidentially.
- Managers: Promote respectful workplace behavior.
- All Employees: Treat colleagues with respect and report harassment.

7. Procedures

- Immediate reporting through confidential channels.

- Investigation completed within 14 working days.
- Protective measures provided to complainants during investigation.
- Disciplinary action for substantiated complaints.

8. Monitoring and Compliance

Annual workplace climate surveys. Anti-harassment training provided annually.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-016 PSEA Policy
- SZA-POL-044 Internal Staff Complaints Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 19: Financial Management and Budgeting Policy

Field	Details
Policy Number	SZA-POL-019
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To ensure financial accountability, transparency, proper stewardship of resources, and compliance with applicable standards.

2. Scope

All departments, programs, and activities handling financial resources.

3. Definitions

- Budget: A financial plan for a defined period outlining expected income and expenditures.
- Financial Management: Planning, organizing, directing, and controlling financial activities.

4. Legal Framework

This policy is governed by:

- Afghanistan Tax Law and Revenue Code
- Afghanistan Commercial Law, financial reporting requirements
- International Financial Reporting Standards (IFRS)
- FAO, WFP, UNDP financial management requirements

5. Policy Statement

Financial operations must be transparent, accurate, and compliant with Afghan law and international accounting standards. Budgets prepared annually, approved by the Board, and monitored regularly.

6. Roles and Responsibilities

- Finance Manager: Prepare budgets, oversee financial operations, produce reports.
- Department Heads: Operate within approved budgets.
- CEO / Managing Director: Authorize major expenditures and approve budgets.
- Board of Directors: Approve annual budgets and review financial reports.

7. Procedures

- Annual budgets prepared and approved before fiscal year.
- Monthly financial reports reviewed by senior management.
- All expenditures above USD 500 require dual authorization.
- Financial records maintained for minimum 7 years.
- Separate accounts for donor-funded projects.

8. Monitoring and Compliance

Internal financial audits every six months. Monthly reconciliation of all accounts.

9. Review and Update

Reviewed annually.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 20: Procurement and Asset Management Policy

Field	Details
Policy Number	SZA-POL-020
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure transparent, efficient, competitive procurement and proper management of company assets.

2. Scope

All staff involved in procurement, purchasing, and inventory management.

3. Definitions

- Procurement: The process of acquiring goods, services, or works.
- Asset: Any tangible or intangible property owned by the company.

4. Legal Framework

This policy is governed by:

- Afghanistan Procurement Law (2017)
- Afghanistan Commercial Law
- FAO, WFP, UNDP procurement guidelines

5. Policy Statement

Procurement must be conducted through open, competitive processes ensuring fairness, transparency, and best value for money. All assets properly recorded, maintained, and safeguarded.

6. Roles and Responsibilities

- Procurement Officer: Manage purchasing, vendor selection, and contract administration.
- Asset Controller: Maintain asset registers, conduct inventories, track lifecycle.
- Procurement Committee: Review and approve procurements above thresholds.

7. Procedures

- Direct purchase up to USD 1,000; competitive quotation USD 1,000-5,000; formal tender above USD 5,000.

- All procurement above USD 5,000 requires minimum 3 quotations.
- Procurement committee approval for expenditures above USD 10,000.
- Annual physical inventory of all company assets.
- Asset register updated within 48 hours of acquisition/disposal.
- All vendors sign integrity and anti-corruption declarations.

8. Monitoring and Compliance

Annual procurement and asset audits. Quarterly asset register review.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-040 Inventory and Warehouse Management Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 21: Financial Audit Policy

Field	Details
Policy Number	SZA-POL-021
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure independent verification and assurance of financial operations, internal controls, and compliance.

2. Scope

All financial activities, records, and systems.

3. Definitions

- Internal Audit: Independent assessment of internal controls by internal staff.
- External Audit: Independent examination by an accredited third-party auditor.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, audit requirements
- Afghanistan Tax Law
- International Standards on Auditing (ISA)
- Donor audit requirements (FAO, WFP, UNDP, UNICEF)

5. Policy Statement

The company shall conduct annual external audits and periodic internal audits. Management shall cooperate fully with auditors and implement recommendations within agreed timelines.

6. Roles and Responsibilities

- Finance Department: Prepare records and provide full access to auditors.
- Audit Committee / Board: Oversee audit process and review findings.
- External Auditor: Conduct independent audits per professional standards.

7. Procedures

- Appoint external auditor annually through competitive process.
- Internal audits conducted semi-annually.

- Audit recommendations tracked and implemented within 90 days.
- Audit reports shared with Board and donors as required.

8. Monitoring and Compliance

Track audit findings, management responses, and resolution status.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 22: Travel and Per Diem Policy

Field	Details
Policy Number	SZA-POL-022
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To regulate business travel and per diem allowances in a consistent, fair, and cost-effective manner.

2. Scope

All employees traveling on official company business.

3. Definitions

- Per Diem: Daily allowance for lodging, meals, and incidental expenses during travel.
- Travel Authorization: Prior written approval for business travel.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), provisions on work-related travel
- Company financial management guidelines
- Donor travel and per diem rate schedules (FAO, WFP, UNDP)

5. Policy Statement

All business travel must be approved in advance, conducted cost-effectively, and properly documented.

6. Roles and Responsibilities

- Finance Department: Set per diem rates, process advances, review expense reports.
- Travelers: Submit authorization forms before and expense reports after travel.
- Supervisors: Approve travel requests and ensure business necessity.

7. Procedures

- Travel Authorization Form approved before any travel.
- Travel advances cleared within 15 working days post-travel.
- Use most economical and safe travel options.

- Per diem rates reviewed annually.
- All expenses supported by receipts.

8. Monitoring and Compliance

Quarterly travel expense reviews. Annual cost analysis for budget optimization.

9. Review and Update

Reviewed annually.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 23: Cash Handling and Bank Reconciliation Policy

Field	Details
Policy Number	SZA-POL-023
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To manage cash and bank transactions securely, accurately, and transparently.

2. Scope

Finance and administration teams handling cash and banking transactions.

3. Definitions

- Petty Cash: Small cash amount kept on hand for minor daily expenses.
- Bank Reconciliation: Comparing company records with bank statements for accuracy.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, financial record-keeping provisions
- Afghanistan Anti-Money Laundering Law (2014)
- International accounting standards for cash management

5. Policy Statement

Cash and bank transactions must be recorded immediately, reconciled monthly, and subject to regular verification. Dual authorization required for significant transactions.

6. Roles and Responsibilities

- Cashier: Handle daily cash operations, maintain ledger, conduct daily counts.
- Finance Manager: Review reconciliations monthly and approve significant transactions.

7. Procedures

- Daily cash counts and ledger updates.
- Monthly bank reconciliations within 5 working days of month-end.
- Surprise cash counts conducted quarterly.
- Petty cash limit: AFN 20,000 (or equivalent).

8. Monitoring and Compliance

Monthly reconciliation reviews. Surprise cash counts quarterly. Annual cash management audit.

9. Review and Update

Reviewed annually.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 24: Document and Record Management Policy

Field	Details
Policy Number	SZA-POL-024
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To ensure organized, secure, accessible, and efficient management of all company documents and records.

2. Scope

All departments and staff creating, handling, or storing documents.

3. Definitions

- Record: Any documented information created, received, or maintained during business operations.
- Retention Period: Minimum time a record must be kept before disposal.

4. Legal Framework

This policy is governed by:

- Afghanistan Archives Law
- Afghanistan Commercial Law, record-keeping requirements
- Donor document retention requirements (7-10 years)

5. Policy Statement

All records must be properly classified, stored, protected, and disposed of per requirements. Both electronic and hardcopy records must be backed up regularly.

6. Roles and Responsibilities

- Records Officer / Admin: Maintain document repositories, classification systems, disposal schedules.
- All Staff: Classify and store records appropriately.

7. Procedures

- Classify documents: Public, Internal, Confidential, Restricted.
- Electronic and hardcopy records backed up monthly.

- Documents retained minimum 7 years.
- Disposal requires written authorization and documentation.

8. Monitoring and Compliance

Annual records audit. Storage systems reviewed for security.

9. Review and Update

Reviewed every three (3) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 25: Data Protection and Privacy Policy

Field	Details
Policy Number	SZA-POL-025
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To protect personal and sensitive information from unauthorized access, disclosure, alteration, or misuse.

2. Scope

All personal and sensitive data collected, stored, processed, or transmitted by the company.

3. Definitions

- Personal Data: Any information relating to an identified or identifiable individual.
- Data Breach: Unauthorized access to, disclosure of, or loss of personal data.

4. Legal Framework

This policy is governed by:

- Afghanistan Telecommunications Regulation Authority (ATRA) guidelines
- Afghanistan Access to Information Law (2018)
- UN General Data Protection principles
- GDPR (as international reference standard)

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY is committed to protecting privacy and personal data. Data collection shall be lawful, limited, and based on informed consent. Breaches must be reported immediately.

6. Roles and Responsibilities

- Data Protection Focal Point: Lead privacy initiatives, respond to breaches.
- IT Department: Implement technical safeguards.
- All Staff: Handle data responsibly and report breaches.

7. Procedures

- Obtain informed consent before collecting personal data.

- Encrypt sensitive digital data at rest and in transit.
- Restrict access on need-to-know basis.
- Report breaches within 24 hours.
- Conduct data protection impact assessments for new projects.

8. Monitoring and Compliance

Annual data privacy audits. Staff compliance checked periodically.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-026 IT and Cybersecurity Policy
- SZA-POL-045 Data Breach Response Plan

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 26: IT and Cybersecurity Policy

Field	Details
Policy Number	SZA-POL-026
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To protect information systems, data, and digital infrastructure against cybersecurity threats.

2. Scope

All users of company IT infrastructure.

3. Definitions

- Cybersecurity: Protection of systems, networks, and data from digital attacks.
- IT Infrastructure: Hardware, software, networks enabling company operations.

4. Legal Framework

This policy is governed by:

- Afghanistan Telecommunications and Internet Policy
- ISO 27001 (international reference)

5. Policy Statement

All IT systems must be secured with up-to-date protections. Users must adhere to cybersecurity best practices. Unauthorized access is prohibited.

6. Roles and Responsibilities

- IT Manager/Officer: Oversee IT security, manage systems, respond to incidents.
- All Employees: Protect passwords, use systems responsibly, report suspicious activities.

7. Procedures

- Strong passwords (min 8 characters with complexity) and two-factor authentication.
- Monthly system updates, patches, vulnerability assessments.
- Regular data backups (daily incremental, weekly full).
- Report cybersecurity incidents immediately.
- No unauthorized software installation.

8. Monitoring and Compliance

Quarterly cybersecurity audits. Annual incident response drills.

9. Review and Update

Reviewed annually.

10. Cross-References

- SZA-POL-025 Data Protection Policy
- SZA-POL-038 Business Continuity Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 27: Communications and Social Media Policy

Field	Details
Policy Number	SZA-POL-027
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To guide internal and external communications, ensure brand integrity, and manage the company's public image.

2. Scope

All staff representing the company through any communication channel.

3. Definitions

- Official Communication: Any message representing the company's views or positions.

4. Legal Framework

This policy is governed by:

- Afghanistan Mass Media Law (2009)
- Afghanistan Access to Information Law (2018)

5. Policy Statement

All communications must be professional, accurate, and consistent with company values. Unauthorized public statements prohibited.

6. Roles and Responsibilities

- Communications Officer: Manage public relations, media, and social media.
- All Staff: Maintain professionalism when discussing company matters.
- CEO / Managing Director: Authorize major public statements.

7. Procedures

- No public statements without management approval.
- Official branding templates used for external materials.
- Social media posts about company approved before publication.
- Media inquiries directed to Communications Officer.

8. Monitoring and Compliance

Monthly review of public communications. Annual media training.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 28: Internal Control Framework Policy

Field	Details
Policy Number	SZA-POL-028
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To establish systems ensuring operational efficiency, financial reliability, and fraud prevention.

2. Scope

All operations, departments, and financial activities.

3. Definitions

- Internal Controls: Procedures providing assurance on operational effectiveness, financial reliability, and compliance.
- Segregation of Duties: Dividing responsibilities among individuals to reduce risk.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, internal governance requirements
- COSO Internal Control Framework
- Donor internal control requirements

5. Policy Statement

The company implements strong internal controls based on segregation of duties, authorization requirements, reconciliations, physical safeguards, and risk assessments.

6. Roles and Responsibilities

- Internal Audit / Compliance: Monitor, test, and report on controls.
- Finance Department: Implement financial controls and segregation.
- All Staff: Follow control procedures and report weaknesses.

7. Procedures

- Segregation of duties in all financial and procurement processes.
- Dual authorization for significant transactions.
- Regular reconciliation of financial records.

- Physical safeguards for assets and documents.
- Quarterly risk assessments and control updates.

8. Monitoring and Compliance

Semi-annual internal control audits. Control deficiencies resolved within 60 days.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 29: Risk Management Policy

Field	Details
Policy Number	SZA-POL-029
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To identify, evaluate, mitigate, and monitor risks affecting operations, reputation, assets, or personnel.

2. Scope

All departments, projects, programs, and activities.

3. Definitions

- Risk: The effect of uncertainty on achieving objectives.
- Risk Register: Tool for tracking identified risks, likelihood, impact, and mitigation.

4. Legal Framework

This policy is governed by:

- ISO 31000 International Standard for Risk Management
- FAO and WFP risk management frameworks

5. Policy Statement

The company adopts proactive risk management practices. A Risk Register shall be maintained and updated. Risk management integrated into all planning and decision-making.

6. Roles and Responsibilities

- Risk Management Officer: Lead risk assessments, maintain Register, coordinate mitigation.
- All Managers: Identify and report risks in their areas.
- Board of Directors: Review risk reports and approve major strategies.

7. Procedures

- Maintain and update Risk Register quarterly.
- Comprehensive risk assessments at project inception.
- Quarterly risk review meetings.

- Escalate high-severity risks to Board immediately.
- Develop mitigation plans for all high-priority risks.

8. Monitoring and Compliance

Quarterly risk review meetings. Annual enterprise risk report to Board.

9. Review and Update

Reviewed annually.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 30: Occupational Health and Safety Policy

Field	Details
Policy Number	SZA-POL-030
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure a safe and healthy working environment for all employees, contractors, and visitors.

2. Scope

All company premises, project sites, and activities.

3. Definitions

- OHS: Occupational Health and Safety - measures to prevent workplace accidents and illnesses.
- PPE: Personal Protective Equipment to reduce exposure to hazards.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), Articles 104-122 on OHS
- ILO Convention No. 155 on Occupational Safety and Health

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY prioritizes employee safety and health. The company shall comply with all laws, provide safety equipment, conduct inspections, and maintain a safe environment.

6. Roles and Responsibilities

- Health and Safety Officer: Implement safety programs, conduct inspections.
- All Staff: Follow safety protocols, use PPE, report hazards.
- Management: Allocate resources for safety initiatives.

7. Procedures

- Monthly workplace safety inspections.
- PPE provided for specific roles.
- Safety drills at least twice annually.

- Report workplace injuries within 24 hours.
- First aid kit at all company locations.

8. Monitoring and Compliance

Health and safety audits twice annually. Incident tracking reported quarterly.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 31: Emergency Preparedness and Response Policy

Field	Details
Policy Number	SZA-POL-031
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To provide clear guidelines for emergency prevention, preparedness, response, and recovery.

2. Scope

All employees, premises, and operational activities.

3. Definitions

- Emergency: Unforeseen event posing immediate risk to life, health, property, or environment.
- ERT: Emergency Response Team, designated personnel trained for emergency coordination.

4. Legal Framework

This policy is governed by:

- Afghanistan National Disaster Management Authority (ANDMA) guidelines
- Afghanistan Labour Law (2007), workplace safety provisions
- Sphere Standards (international humanitarian reference)

5. Policy Statement

The company shall establish, maintain, and regularly test emergency mechanisms to protect employees, assets, and operations.

6. Roles and Responsibilities

- Emergency Response Team (ERT): Develop, implement, and lead emergency plans and drills.
- All Employees: Participate in drills and follow procedures.
- Management: Allocate resources and ensure continuity.

7. Procedures

- At least two emergency drills annually.

- Emergency contact lists updated quarterly.
- Evacuation plans displayed at all locations.
- Assembly points designated and communicated.
- Emergency supply kits maintained.

8. Monitoring and Compliance

Annual emergency preparedness audits. Post-drill evaluations.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-038 Business Continuity and Disaster Recovery Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 32: Community Feedback and Grievance Redress Policy

Field	Details
Policy Number	SZA-POL-032
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure communities and stakeholders have accessible, safe means to provide feedback and receive timely responses.

2. Scope

All projects, programs, and operations involving community engagement.

3. Definitions

- Grievance: A concern, complaint, or dissatisfaction raised by a stakeholder.
- Feedback: Any input from community members or stakeholders.

4. Legal Framework

This policy is governed by:

- Afghanistan Civil Code, dispute resolution provisions
- Core Humanitarian Standard (CHS)
- FAO, WFP, UNDP accountability requirements
- IASC Commitments on Accountability to Affected Populations

5. Policy Statement

SHEEN ZAR AGRICULTURE TRADING COMPANY will respond promptly and fairly to all community feedback and grievances. Safe, confidential feedback channels shall be established.

6. Roles and Responsibilities

- Grievance Redress Officer: Manage feedback system, track complaints, ensure responses.
- Program Teams: Promote feedback channels and educate communities.
- Management: Review reports and address systemic issues.

7. Procedures

- Multiple safe, confidential feedback channels (phone, box, in-person, email).
- Acknowledge complaints within 5 working days.
- Investigate and respond within 30 working days.
- Maintain confidential Grievance Log.
- Communicate outcomes to complainants.

8. Monitoring and Compliance

Monthly feedback reports. Quarterly trend analysis.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 33: Environmental and Social Safeguards Policy

Field	Details
Policy Number	SZA-POL-033
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To minimize negative environmental impacts and ensure social responsibility in all operations.

2. Scope

All projects, facilities, procurement, and supply chain activities.

3. Definitions

- Environmental Safeguards: Measures to protect the environment from operational degradation.
- EIA: Environmental Impact Assessment.

4. Legal Framework

This policy is governed by:

- Afghanistan Environment Law (2007)
- NEPA regulations
- FAO Environmental and Social Management Guidelines
- WFP Environmental Policy

5. Policy Statement

The company commits to sustainable practices, minimizing environmental degradation, and protecting communities affected by operations.

6. Roles and Responsibilities

- Environmental Officer: Lead assessments, monitor compliance.
- Project Managers: Integrate environmental considerations into planning.
- All Staff: Comply with environmental standards.

7. Procedures

- EIA required for projects with significant environmental footprint.
- Waste management and energy-saving practices at all locations.

- Promote sustainable agricultural practices.
- Social impact assessments for projects affecting communities.
- Report environmental incidents within 24 hours.

8. Monitoring and Compliance

Annual environmental and social audits.

9. Review and Update

Reviewed every three (3) years.

10. Cross-References

- SZA-POL-043 Sustainability and CSR Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 34: Partnership and Sub-Grantee Management Policy

Field	Details
Policy Number	SZA-POL-034
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure accountability, transparency, due diligence, and effective collaboration with partners and sub-grantees.

2. Scope

All partnerships, sub-grants, MoUs, and collaborative arrangements.

3. Definitions

- Partner: Organization with a formal collaborative arrangement.
- Sub-Grantee: Organization receiving funds through SHEEN ZAR AGRICULTURE TRADING COMPANY.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, contracts and partnerships
- FAO, WFP, UNDP partnership requirements

5. Policy Statement

Partnerships established through transparent processes with due diligence, clear agreements, regular monitoring, and accountability. Partners must comply with all SHEEN ZAR policies.

6. Roles and Responsibilities

- Partnerships Manager: Conduct due diligence, negotiate agreements, manage relationships.
- Program Teams: Monitor partner activities and compliance.
- Finance Department: Verify partner financial reports.

7. Procedures

- Due diligence assessments before formalizing partnerships.
- Signed MoUs or agreements required before collaboration.

- Partners agree to SHEEN ZAR policies (anti-fraud, PSEA, safeguarding).
- Regular financial and programmatic reporting from partners.
- Quarterly performance reviews and annual evaluations.

8. Monitoring and Compliance

Quarterly partnership reviews. Annual compliance assessments.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 35: Monitoring, Evaluation, Accountability and Learning (MEAL) Policy

Field	Details
Policy Number	SZA-POL-035
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To guide systematic monitoring, evaluation, accountability, and learning across all programs, ensuring data-driven decision-making.

2. Scope

All projects, programs, and interventions.

3. Definitions

- **Monitoring:** Systematic collection and analysis of data to track progress.
- **Evaluation:** Periodic assessment of relevance, effectiveness, efficiency, impact, and sustainability.
- **Accountability:** Obligation to demonstrate work conducted per agreed standards.
- **Learning:** Using evidence to improve future programming.

4. Legal Framework

This policy is governed by:

- FAO Monitoring and Evaluation Guidelines
- WFP Corporate Results Framework
- UNDP Evaluation Policy
- Core Humanitarian Standard (CHS)
- OECD-DAC Evaluation Criteria

5. Policy Statement

The company shall implement robust MEAL systems for data-driven decision-making, accountability, quality assurance, and continuous learning. All programs shall have indicators, baselines, and targets.

6. Roles and Responsibilities

- **MEAL Manager/Officer:** Lead MEAL strategy, develop frameworks, produce reports.

- Program Teams: Collect, verify, and use MEAL data.
- Management: Use MEAL findings for strategic decisions.

7. Procedures

- Develop Logical Frameworks (LogFrames) for all projects.
- Baseline surveys at project inception.
- Regular monitoring visits per M&E plans.
- Midline reviews and endline evaluations.
- Document and share lessons learned.
- Quarterly monitoring and annual evaluation reports.

8. Monitoring and Compliance

Annual MEAL systems audit. Data quality verified through spot checks.

9. Review and Update

Reviewed every two (2) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 36: Anti-Terrorism and Sanctions Compliance Policy

Field	Details
Policy Number	SZA-POL-036
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To ensure that SHEEN ZAR AGRICULTURE TRADING COMPANY does not provide material support, resources, or services to individuals, entities, or countries subject to international sanctions or designated as terrorist organizations.

2. Scope

All employees, Board members, partners, vendors, sub-grantees, and anyone transacting business on behalf of the company.

3. Definitions

- Sanctions: Restrictions imposed by governments or international bodies prohibiting transactions with specified individuals, entities, or countries.
- Designated Entity: An individual or organization listed on a sanctions or terrorist financing list.
- Screening: The process of checking names and entities against sanctions lists.

4. Legal Framework

This policy is governed by:

- Afghanistan Anti-Money Laundering and Proceeds of Crime Law (2014)
- UN Security Council Sanctions Resolutions
- US Executive Orders on Terrorism Financing (OFAC Sanctions)
- EU Sanctions Regulations
- FAO, WFP, UNDP, UNICEF anti-terrorism clauses in partner agreements
- Financial Action Task Force (FATF) Recommendations

5. Policy Statement

- SHEEN ZAR AGRICULTURE TRADING COMPANY shall not knowingly provide support, funds, goods, or services to any individual, entity, or country subject to sanctions or designated as involved in terrorism.
- All vendors, partners, employees, and beneficiaries shall be screened against applicable sanctions lists before engagement.

- The company shall maintain robust due diligence procedures to prevent diversion of resources to sanctioned parties.
- Any suspected violations shall be reported immediately and investigated.

6. Roles and Responsibilities

- Compliance Officer: Conduct sanctions screening, maintain compliance records, and lead investigations.
- Procurement and Finance Teams: Screen vendors and beneficiaries before transactions.
- Partnerships Manager: Ensure partners are screened and compliant.
- All Staff: Report any concerns about potential sanctions violations.

7. Procedures

- Screen all new vendors, partners, employees, and significant beneficiaries against UN, US (OFAC/SDN), and EU sanctions lists.
- Re-screen existing vendors and partners at least annually.
- Include anti-terrorism clauses in all contracts and agreements.
- Maintain a Sanctions Screening Log documenting all checks performed.
- Report any matches or suspected violations to the Compliance Officer within 24 hours.
- Cooperate fully with donor and government investigations.
- Provide annual self-certification to donors as required.

8. Monitoring and Compliance

Quarterly sanctions compliance reviews. Annual self-certification report. Compliance Officer reports to the Board semi-annually.

9. Review and Update

Reviewed annually or upon changes to applicable sanctions regimes.

10. Cross-References

- SZA-POL-002 Legal Compliance Policy
- SZA-POL-006 Anti-Fraud and Anti-Corruption Policy
- SZA-POL-034 Partnership Management Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 37: Disability Inclusion Policy

Field	Details
Policy Number	SZA-POL-037
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure that persons with disabilities have equal access to employment, services, facilities, and opportunities at SHEEN ZAR AGRICULTURE TRADING COMPANY, aligned with the UN Disability Inclusion Strategy (UNDIS).

2. Scope

All employment practices, procurement, program design, facilities, products, and services.

3. Definitions

- **Disability:** A physical, mental, intellectual, or sensory impairment that, in interaction with barriers, may hinder full and effective participation in society on an equal basis.
- **Reasonable Accommodation:** Necessary and appropriate modifications or adjustments to enable a person with a disability to participate on an equal basis.
- **Universal Design:** Design of products, environments, and services to be usable by all people to the greatest extent possible without adaptation.

4. Legal Framework

This policy is governed by:

- Afghanistan Constitution (2004), Article 22 on equality and non-discrimination
- Afghanistan Law on the Rights and Privileges of Persons with Disabilities (2010)
- UN Convention on the Rights of Persons with Disabilities (CRPD)
- UN Disability Inclusion Strategy (UNDIS)
- ILO Convention No. 159 on Vocational Rehabilitation and Employment of Disabled Persons
- WFP Disability-Inclusive Vendor questionnaire requirements

5. Policy Statement

- SHEEN ZAR AGRICULTURE TRADING COMPANY is committed to becoming a disability-inclusive organization across all aspects of operations.
- The company shall actively recruit, hire, and retain persons with disabilities.

- Reasonable accommodations shall be provided to employees, applicants, visitors, and suppliers with disabilities upon request.
- Company premises, communications, and programs shall be progressively made accessible.
- Suppliers and partners shall be encouraged to adopt disability-inclusive practices.
- Persons with disabilities shall be consulted and engaged in program design and service delivery.

6. Roles and Responsibilities

- Disability Inclusion Focal Point: Champion disability inclusion initiatives, track progress, and advise on accommodations.
- HR Department: Implement inclusive recruitment practices and manage accommodation requests.
- Procurement Officer: Include disability-inclusive criteria in vendor assessments.
- All Staff: Foster an inclusive environment and respect the dignity of persons with disabilities.

7. Procedures

- Maintain a Disability Accommodation Request and Status Register.
- Provide reasonable accommodations within 15 working days of request.
- Include disability-inclusive language in all job advertisements.
- Conduct annual accessibility assessment of company premises.
- Incorporate Universal Design principles in new facilities and procurement.
- Track and report disability inclusion metrics (workforce representation, accommodation requests, supplier diversity).
- Include disability-inclusive clauses in vendor and supplier agreements.
- Provide disability awareness training to all staff during onboarding and annually.

8. Monitoring and Compliance

Annual disability inclusion audit. Track workforce disability representation data. Report progress to management and donors annually. Participate in WFP UNDIS vendor questionnaire assessments.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-008 EEO Policy
- SZA-POL-017 GESI Policy
- SZA-POL-020 Procurement Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 38: Business Continuity and Disaster Recovery Policy

Field	Details
Policy Number	SZA-POL-038
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Annually

1. Purpose

To ensure that critical business operations can continue or be rapidly restored in the event of a major disruption, disaster, or crisis.

2. Scope

All business functions, IT systems, data, facilities, and personnel.

3. Definitions

- Business Continuity: The capability to continue essential functions during and after a disaster or disruption.
- Disaster Recovery: The process and strategies for restoring IT systems, data, and operations after a disaster.
- BCP: Business Continuity Plan, a documented plan for maintaining operations during disruptions.
- RTO: Recovery Time Objective, the maximum acceptable time to restore a function.

4. Legal Framework

This policy is governed by:

- Afghanistan National Disaster Management Authority (ANDMA) guidelines
- ISO 22301 Business Continuity Management (international reference)
- Donor operational continuity requirements

5. Policy Statement

- SHEEN ZAR AGRICULTURE TRADING COMPANY shall maintain a Business Continuity Plan (BCP) to ensure critical operations continue during disruptions.
- The BCP shall identify critical functions, establish recovery priorities, and define roles and responsibilities.
- IT disaster recovery shall ensure data is backed up and systems can be restored within defined Recovery Time Objectives.
- The BCP shall be tested and updated regularly.

6. Roles and Responsibilities

- Business Continuity Coordinator: Develop, maintain, and test the BCP.
- IT Manager: Implement IT disaster recovery procedures.
- Department Heads: Identify critical functions and maintain departmental continuity plans.
- All Staff: Follow BCP procedures during disruptions.

7. Procedures

- Conduct annual Business Impact Analysis (BIA) to identify critical functions.
- Develop and maintain the BCP with recovery strategies for all critical functions.
- Establish Recovery Time Objectives (RTO) for each critical function.
- Daily data backups stored off-site or in cloud.
- Test the BCP at least annually through tabletop exercises or simulations.
- Maintain an Emergency Communication Plan for all staff.
- Review and update BCP after every activation or major organizational change.

8. Monitoring and Compliance

Annual BCP test and review. IT disaster recovery tests conducted semi-annually.

9. Review and Update

Reviewed annually.

10. Cross-References

- SZA-POL-031 Emergency Preparedness Policy
- SZA-POL-026 IT and Cybersecurity Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 39: Vehicle and Fleet Management Policy

Field	Details
Policy Number	SZA-POL-039
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure safe, efficient, accountable, and cost-effective management of all company vehicles and transportation resources.

2. Scope

All company-owned, leased, or rented vehicles and all authorized drivers.

3. Definitions

- Fleet: All vehicles owned, leased, or operated by the company.
- Authorized Driver: An employee with a valid driver's license who has been approved to operate company vehicles.
- Vehicle Log: A record of all trips, fuel usage, maintenance, and incidents for each vehicle.

4. Legal Framework

This policy is governed by:

- Afghanistan Traffic Law and Regulations
- Afghanistan Labour Law (2007), provisions on employee safety
- Insurance regulations applicable to commercial vehicles
- Donor asset management requirements

5. Policy Statement

- All company vehicles shall be used exclusively for official business purposes.
- Only authorized drivers with valid Afghan driver's licenses may operate company vehicles.
- All vehicles shall be properly maintained, insured, and inspected regularly.
- Vehicle logs must be maintained for each vehicle documenting all trips, fuel consumption, and maintenance.

6. Roles and Responsibilities

- Fleet Manager / Admin Officer: Oversee fleet operations, schedule maintenance, track fuel usage, and manage vehicle assignments.
- Authorized Drivers: Operate vehicles safely, maintain logs, report incidents, and conduct pre-trip inspections.
- Finance Department: Monitor fleet costs and process fuel and maintenance payments.

7. Procedures

- Maintain a Fleet Register with details of all vehicles (make, model, registration, insurance, condition).
- Daily pre-trip vehicle inspections by drivers.
- Vehicle Log Books completed for every trip (date, destination, km, fuel, passengers).
- Preventive maintenance schedules followed per manufacturer recommendations.
- Fuel consumption tracked and anomalies investigated.
- All accidents and incidents reported within 24 hours.
- Annual vehicle condition assessments.
- Vehicles not used for personal purposes without written authorization.
- Speed limits and seat belt use enforced at all times.

8. Monitoring and Compliance

Monthly fleet cost reports. Quarterly analysis of fuel consumption and maintenance costs. Annual fleet condition assessment.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-020 Procurement and Asset Management Policy
- SZA-POL-030 OHS Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 40: Inventory and Warehouse Management Policy

Field	Details
Policy Number	SZA-POL-040
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To ensure accurate tracking, safe storage, efficient distribution, and accountability for all inventory and warehouse operations.

2. Scope

All warehouses, storage facilities, inventory of goods (agricultural products, equipment, supplies), and personnel involved in inventory management.

3. Definitions

- Inventory: All goods, materials, equipment, and supplies held by the company for distribution, sale, or operational use.
- Warehouse: Any facility used for storing company inventory.
- Stock Take: Physical count and verification of inventory against records.

4. Legal Framework

This policy is governed by:

- Afghanistan Commercial Law, provisions on goods and merchandise
- FAO, WFP inventory and commodity management guidelines
- International standards for warehouse management

5. Policy Statement

- All inventory shall be recorded in an Inventory Management System upon receipt.
- Goods shall be stored safely, organized systematically, and protected from damage, theft, and deterioration.
- Regular stock counts shall be conducted and reconciled with records.
- Distribution of goods shall be documented with proper authorization and delivery receipts.
- Loss, damage, or theft must be reported immediately and investigated.

6. Roles and Responsibilities

- Warehouse Manager: Oversee all warehouse operations, maintain inventory records, and ensure security.
- Inventory Controller: Track stock levels, conduct reconciliations, and produce inventory reports.
- Receiving Staff: Inspect and record incoming goods.
- Distribution Staff: Process outgoing shipments with proper documentation.

7. Procedures

- Record all incoming goods within 24 hours with quantity, quality inspection, and batch details.
- Organize warehouse using systematic labeling and FIFO (First In, First Out) method.
- Monthly stock reconciliations comparing physical counts to system records.
- Full physical stock take conducted at least quarterly.
- All distributions authorized by management and documented with signed delivery notes.
- Report discrepancies, damages, or losses within 24 hours.
- Maintain temperature, humidity, and pest controls as needed for agricultural products.
- Restrict warehouse access to authorized personnel only.

8. Monitoring and Compliance

Monthly inventory reports. Quarterly full stock counts. Annual warehouse audit.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-020 Procurement and Asset Management Policy
- SZA-POL-019 Financial Management Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 41: Gift and Hospitality Policy

Field	Details
Policy Number	SZA-POL-041
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To regulate the giving and receiving of gifts, hospitality, and entertainment to prevent actual or perceived conflicts of interest, bribery, or corruption.

2. Scope

All employees, Board members, consultants, and anyone acting on behalf of the company.

3. Definitions

- Gift: Any item of value, including cash, goods, services, discounts, or entertainment provided to or by company personnel.
- Hospitality: Meals, travel, accommodation, or entertainment provided in a business context.

4. Legal Framework

This policy is governed by:

- Afghanistan Anti-Corruption Law (2018)
- UN Convention Against Corruption (UNCAC)
- FAO and WFP vendor integrity requirements

5. Policy Statement

- Employees shall not solicit or accept gifts, favors, or hospitality that could influence or appear to influence their professional judgment.
- Gifts of nominal value (below USD 25) may be accepted if culturally appropriate and publicly given.
- All gifts above USD 25 must be declared to the Compliance Officer and recorded in the Gift Register.
- Cash gifts are never permitted under any circumstances.
- Company gifts to external parties require management approval and documentation.

6. Roles and Responsibilities

- Compliance Officer: Maintain the Gift Register and advise on acceptability of gifts.

- All Staff: Declare gifts and avoid situations that could create conflicts.
- Management: Approve company gifts and monitor compliance.

7. Procedures

- Declare all gifts above USD 25 using the Gift Declaration Form within 48 hours.
- Maintain a Gift and Hospitality Register.
- Return or donate unacceptable gifts per Compliance Officer guidance.
- Annual review of the Gift Register by the Compliance Officer.

8. Monitoring and Compliance

Quarterly review of the Gift Register. Annual anti-corruption training includes gift and hospitality scenarios.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-004 Conflict of Interest Policy
- SZA-POL-006 Anti-Fraud and Anti-Corruption Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 42: Language and Translation Policy

Field	Details
Policy Number	SZA-POL-042
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To ensure effective communication in all languages used within the company and with external stakeholders, particularly Dari, Pashto, and English.

2. Scope

All internal and external communications, documents, training, and community engagement activities.

3. Definitions

- Working Languages: The official languages used for company operations: Dari, Pashto, and English.
- Translation: Conversion of written text from one language to another.
- Interpretation: Oral conversion of speech from one language to another in real-time.

4. Legal Framework

This policy is governed by:

- Afghanistan Constitution (2004), Articles 16 and 20 on Dari and Pashto as official languages
- Afghanistan Mass Media Law (2009)
- Donor communication and reporting language requirements

5. Policy Statement

- The company's primary working languages are Dari, Pashto, and English.
- All key policies, contracts, and employee-facing documents shall be available in Dari and Pashto in addition to English.
- External communications with communities shall be in the local language of the community.
- Professional translation services shall be used for legal, contractual, and donor documents.
- Interpretation services shall be provided at meetings involving stakeholders with different language needs.

6. Roles and Responsibilities

- Communications Officer: Coordinate translation needs and maintain a roster of qualified translators.
- HR Department: Ensure employee-facing documents are available in Dari and Pashto.
- Program Managers: Ensure community engagement in appropriate local languages.

7. Procedures

- Maintain a roster of qualified translators and interpreters.
- Budget for translation costs in all project plans.
- Key documents translated within 30 days of approval.
- Quality review of all translations by a second qualified reviewer.
- Include language requirements in community engagement plans.

8. Monitoring and Compliance

Annual review of translation completeness for key documents. Feedback from field staff on language accessibility.

9. Review and Update

Reviewed every three (3) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 43: Sustainability and Corporate Social Responsibility (CSR) Policy

Field	Details
Policy Number	SZA-POL-043
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To integrate sustainability principles and social responsibility into all business operations, promoting positive impact on communities and the environment.

2. Scope

All business operations, supply chains, community engagement, and stakeholder relations.

3. Definitions

- Sustainability: Meeting present needs without compromising the ability of future generations to meet their needs.
- CSR: Corporate Social Responsibility, the company's commitment to managing social, environmental, and economic impacts responsibly.

4. Legal Framework

This policy is governed by:

- Afghanistan Environment Law (2007)
- UN Global Compact principles
- UN Sustainable Development Goals (SDGs)
- ISO 26000 Social Responsibility (international reference)

5. Policy Statement

- SHEEN ZAR AGRICULTURE TRADING COMPANY is committed to operating sustainably and contributing positively to Afghan communities.
- The company shall minimize its environmental footprint through responsible resource use, waste reduction, and sustainable agricultural practices.
- Community development initiatives shall be integrated into business operations.
- Fair labor practices, ethical supply chains, and transparent governance form the foundation of our CSR commitment.
- The company motto 'Happy Agriculture, Happy Life' reflects our dedication to sustainable farming and community wellbeing.

6. Roles and Responsibilities

- CSR Focal Point: Develop and implement CSR initiatives, track progress.
- All Departments: Integrate sustainability considerations into operations.
- Management: Allocate resources for CSR activities and champion sustainability.

7. Procedures

- Develop an annual CSR action plan with measurable targets.
- Conduct annual sustainability assessments.
- Support local community development through agricultural training and education.
- Prioritize local procurement and employment where possible.
- Report on CSR activities in annual company reports.

8. Monitoring and Compliance

Annual CSR performance report. Community feedback on CSR impact.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-033 Environmental and Social Safeguards Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 44: Internal Staff Complaints and Grievance Policy

Field	Details
Policy Number	SZA-POL-044
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 2 years

1. Purpose

To provide employees with a fair, transparent, and timely mechanism for raising workplace complaints, concerns, and grievances internally.

2. Scope

All employees, interns, and volunteers of SHEEN ZAR AGRICULTURE TRADING COMPANY.

3. Definitions

- **Grievance:** A formal expression of dissatisfaction by an employee regarding workplace conditions, treatment, or decisions.
- **Informal Resolution:** Resolving a complaint through direct dialogue or mediation without formal procedures.

4. Legal Framework

This policy is governed by:

- Afghanistan Labour Law (2007), Articles 138-142 on labour dispute resolution
- Afghanistan Labour Law, provisions on worker rights and remedies
- ILO standards on workplace dispute resolution

5. Policy Statement

- All employees have the right to raise complaints and grievances without fear of retaliation.
- The company shall provide both informal and formal complaint resolution mechanisms.
- Complaints shall be handled confidentially, impartially, and within defined timelines.
- Employees may be accompanied by a colleague or representative during formal proceedings.
- If internal resolution fails, employees may escalate to Afghan Labour Courts per Labour Law Articles 138-142.

6. Roles and Responsibilities

- **HR Department:** Manage the complaints process, investigate, and ensure fair resolution.

- Supervisors/Managers: Attempt informal resolution as first step and escalate as needed.
- Grievance Committee: Review formal complaints and recommend resolutions.
- All Employees: Raise concerns constructively and participate in good faith in resolution processes.

7. Procedures

- Step 1 - Informal Resolution: Employee raises concern with direct supervisor within 7 days.
- Step 2 - Formal Written Complaint: If unresolved, submit written complaint to HR within 14 days.
- Step 3 - Investigation: HR investigates and responds within 21 working days.
- Step 4 - Grievance Committee Review: If still unresolved, referred to committee within 14 days.
- Step 5 - External Resolution: If unresolved, employee may refer to Afghan Labour Courts.
- All complaints and resolutions documented in a confidential Grievance Log.
- No retaliation against employees who raise complaints in good faith.

8. Monitoring and Compliance

Quarterly grievance reports to management. Annual review of grievance patterns and systemic issues.

9. Review and Update

Reviewed every two (2) years.

10. Cross-References

- SZA-POL-005 Whistleblower Protection Policy
- SZA-POL-018 Workplace Harassment Policy

11. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

POLICY 45: Intellectual Property and Copyright Policy

Field	Details
Policy Number	SZA-POL-045
Effective Date	01 May 2025
Company	SHEEN ZAR AGRICULTURE TRADING COMPANY
Approved By	Board of Directors / CEO
Review Cycle	Every 3 years

1. Purpose

To protect the intellectual property rights of SHEEN ZAR AGRICULTURE TRADING COMPANY and respect the intellectual property of others.

2. Scope

All employees, consultants, contractors, and partners creating, using, or managing intellectual property.

3. Definitions

- Intellectual Property (IP): Creations of the mind including inventions, designs, brand names, logos, reports, software, and other original works.
- Copyright: Legal right of the creator of an original work to control its reproduction and distribution.
- Trademark: A distinctive sign, symbol, or name identifying the company's products or services.

4. Legal Framework

This policy is governed by:

- Afghanistan Trademarks Law
- Afghanistan Copyright Law
- Afghanistan Patent Law
- World Intellectual Property Organization (WIPO) standards
- Donor IP requirements in grant and contract agreements

5. Policy Statement

- All intellectual property created by employees or consultants in the course of their work for the company is owned by SHEEN ZAR AGRICULTURE TRADING COMPANY unless otherwise agreed in writing.
- The company's trademarks, logos, and brand assets shall be used only as authorized.
- Employees shall not infringe upon the intellectual property rights of third parties.

- Consultant and contractor agreements must include clear IP ownership and usage clauses.
- Company IP shall be protected through appropriate registration, confidentiality measures, and contractual provisions.

6. Roles and Responsibilities

- Legal Advisor / Compliance Officer: Advise on IP matters, manage registrations, and handle infringement issues.
- Communications Officer: Protect and manage company brand assets.
- All Staff: Protect company IP and avoid infringement of others' IP.

7. Procedures

- Register key trademarks and brands with Afghan IP authorities.
- Include IP ownership clauses in all employment and consultant contracts.
- Maintain a register of company intellectual property assets.
- Obtain proper licenses before using third-party copyrighted materials.
- Report suspected IP infringement to the Legal Advisor within 48 hours.

8. Monitoring and Compliance

Annual review of IP register and protection status. Quarterly review of IP clauses in new contracts.

9. Review and Update

Reviewed every three (3) years.

10. Acknowledgement

All relevant personnel must sign an acknowledgement form confirming they have read, understood, and agree to comply with this policy.

PART II: HR TEMPLATES AND CONTRACTS

The following standardized templates support policy implementation. All aligned with Afghan Labour Law and donor requirements.

TEMPLATE A: Fixed-Term Employment Contract

Between SHEEN ZAR AGRICULTURE TRADING COMPANY ('the Employer') and [Employee Full Name] ('the Employee')

1. Position

The Employee is employed as [Job Title], reporting to [Supervisor Title/Name].

2. Term

Fixed-Term Contract for one (1) year from [Start Date] to [End Date]. Renewable based on performance per Afghan Labour Law Articles 23-26.

3. Place of Work

Primary location: [Work Location]. Travel to field locations may be required.

4. Duties

Per attached Job Description (Annex I). Employee shall comply with all company policies including Code of Conduct, PSEA, Child Safeguarding, Anti-Fraud, and Data Protection policies.

5. Working Hours

8:00 AM to 4:00 PM, Sunday to Thursday (40 hours/week) per Afghan Labour Law Article 54. Friday and Saturday are rest days.

6. Salary and Benefits

Gross monthly salary: [Amount AFN/USD], paid by last working day. Benefits: Annual Leave 20 days (Art. 66), Sick Leave 20 days (Art. 71), Maternity Leave 90 days (Art. 75), Public Holidays per government calendar. Taxes withheld per Afghan Tax Law.

7. Probation

Three (3) months per Afghan Labour Law Article 30. Either party may terminate with one week written notice during probation.

8. Confidentiality

Employee shall not disclose confidential information without written consent. Obligation survives termination.

9. Termination

Resignation: one month written notice. Dismissal for cause per Article 44. End of contract without renewal. Final dues settled within 15 days per Article 52.

10. Dispute Resolution

Internal mediation first. If unresolved, Afghan Labour Courts per Articles 138-142.

11. Governing Law

Laws of Afghanistan, including Labour Law (2007) and Commercial Law.

Signatures

For the Employer:

Name: M. Bashir Arian | Title: CEO and Managing Director

Signature: _____ Date: _____

Employee:

Name: _____

Signature: _____ Date: _____

TEMPLATE B: Volunteer / Intern Agreement

Between SHEEN ZAR AGRICULTURE TRADING COMPANY and [Volunteer/Intern Full Name]

1. Role and Duration

Role: [Title]. Supervisor: [Name]. Period: [Start] to [End Date].

2. Scope of Work

Per attached Terms of Reference (Annex I).

3. Status

Not an employee. Not entitled to salary, benefits, or employee rights under Afghan Labour Law.

4. Conduct

Must adhere to Code of Conduct, Child Safeguarding, and PSEA policies.

5. Confidentiality

Maintain confidentiality of all sensitive information.

6. Termination

Either party may terminate with immediate notice.

Signatures: For Employer: M. Bashir Arian, CEO | Signature: _____ Date: _____

Volunteer/Intern: _____ Signature: _____ Date: _____

TEMPLATE C: Consultant / Short-Term Contract

Between SHEEN ZAR AGRICULTURE TRADING COMPANY ('Client') and [Consultant Name] ('Consultant')

1. Services

Consultant provides: [Description]. Deliverables in Annex I.

2. Duration

From [Start] to [End Date], extendable by mutual written agreement.

3. Payment

Total fee: [Amount]. Payable upon deliverable completion. Taxes are Consultant's responsibility per Afghan Tax Law.

4. Independent Contractor

Consultant is not an employee and is responsible for own tax obligations.

5. Compliance

Must adhere to company Code of Conduct, Anti-Fraud, PSEA, and Child Safeguarding policies.

6. Confidentiality and IP

Confidential information protected. All work products are company intellectual property (see SZA-POL-045).

7. Termination

Either party may terminate with 15 days written notice.

Signatures: For Client: M. Bashir Arian, CEO | Signature: _____ Date: _____

Consultant: _____ Signature: _____ Date: _____

TEMPLATE D: Offer Letter

SHEEN ZAR AGRICULTURE TRADING COMPANY

Date: [Insert Date]

To: [Candidate Name] | Subject: Offer of Employment

We are pleased to offer you employment as [Job Title]. Start Date: [Date]. Location: [Office]. Salary: [Amount] gross/month. Contract: Fixed-Term (1 year), renewable. Supervisor: [Name]. Employment subject to successful onboarding, background checks, and policy acceptance. Please confirm by signing and returning by [Date].

Sincerely, M. Bashir Arian, CEO and Managing Director

Candidate Acceptance: I, [Name], accept the terms. Signature: _____ Date:

TEMPLATE E: Non-Disclosure Agreement (NDA)

This Non-Disclosure Agreement is entered into between SHEEN ZAR AGRICULTURE TRADING COMPANY ('Disclosing Party') and [Name] ('Receiving Party').

1. Confidential Information

All non-public information including business plans, financial data, client lists, technical data, trade secrets, procurement strategies, and any information marked as confidential.

2. Obligations

The Receiving Party shall: (a) Keep all Confidential Information strictly confidential; (b) Not disclose to third parties without written consent; (c) Use information only for authorized purposes; (d) Return or destroy all materials upon request or termination of relationship.

3. Duration

This NDA remains in effect for the duration of the relationship and for three (3) years thereafter.

4. Remedies

Breach may result in disciplinary action, contract termination, and legal proceedings under Afghan law.

Signatures: Disclosing Party: M. Bashir Arian, CEO _____ Date: _____

Receiving Party: _____ Signature: _____ Date: _____

PART III: HR FORMS AND CHECKLISTS

FORM 1: Employee Handbook Acknowledgement

I, [Employee Name], acknowledge receipt and understanding of the SHEEN ZAR AGRICULTURE TRADING COMPANY Policy Handbook, including: Code of Conduct, Anti-Fraud Policy, PSEA Policy, Child Safeguarding Policy, and Confidentiality Obligations. I agree to comply fully.

Employee Name: _____

Department: _____

Position: _____

Signature: _____ Date: _____

FORM 2: PSEA Code of Conduct Acknowledgement

I have read and understood the PSEA Policy. I commit to upholding zero tolerance for sexual exploitation and abuse, and understand my obligation to report concerns through designated channels.

Employee Name: _____

Department: _____

Signature: _____ Date: _____

FORM 3: Conflict of Interest Declaration

I hereby declare:

I have no actual, potential, or perceived conflict of interest

I wish to disclose the following conflict of interest: [Description below]

Details of Conflict (if applicable): _____

Employee Name: _____

Signature: _____ Date: _____

FORM 4: Whistleblower Protection Acknowledgement

I acknowledge being informed about the Whistleblower Protection Policy. I understand I can safely report misconduct without fear of retaliation.

Employee Name: _____

Signature: _____ Date: _____

FORM 5: Leave Request Form

Complete this form for all leave requests. Submit at least 5 working days in advance (except emergencies).

Employee Name: _____

Department: _____

Position: _____

Type of Leave (Annual/Sick/Maternity/Other):

Start Date: _____

End Date: _____

Number of Days: _____

Reason for Leave: _____

Remaining Leave Balance: _____

Signature: _____ **Date:** _____

FORM 6: Travel Authorization Form

To be completed and approved BEFORE any official travel.

Employee Name: _____

Department: _____

Destination: _____

Purpose of Travel: _____

Departure Date: _____

Return Date: _____

Estimated Cost: _____

Travel Advance Requested (AFN/USD): _____

Mode of Transport: _____

Signature: _____ Date: _____

FORM 7: Travel Expense Claim Form

Submit within 15 working days of return. Attach all receipts.

Employee Name: _____

Trip Destination: _____

Travel Dates: _____

Travel Advance Received: _____

Total Expenses Incurred: _____

Amount Due to Employee / Company: _____

Itemized Expenses (attach separate sheet):

Signature: _____ Date: _____

FORM 8: Performance Evaluation Form

Evaluation Period: [Start Date] to [End Date]. Rating Scale: 5=Outstanding, 4=Exceeds Expectations, 3=Meets Expectations, 2=Needs Improvement, 1=Unsatisfactory.

Employee Name: _____

Position: _____

Department: _____

Supervisor Name: _____

Goals Achievement (Rating 1-5): _____

Quality of Work (Rating 1-5): _____

Communication (Rating 1-5): _____

Teamwork (Rating 1-5): _____

Initiative (Rating 1-5): _____

Overall Rating: _____

Key Strengths: _____

Areas for Improvement: _____

Development Goals for Next Period: _____

Employee Comments: _____

Supervisor Comments: _____

Signature: _____ Date: _____

FORM 9: Performance Improvement Plan (PIP)

This PIP is issued to address identified performance deficiencies. Duration: [60/90] days.

Employee Name: _____

Position: _____

Supervisor: _____

Date Issued: _____

PIP Duration: _____

Performance Issues Identified: _____

Expected Improvement Standards: _____

Support and Resources to be Provided: _____

Review Dates (Milestone 1, 2, 3): _____

Consequences if Standards Not Met: _____

Signature: _____ Date: _____

FORM 10: Employee Onboarding Checklist

To be completed by HR during new employee onboarding.

- Employment contract signed
- Policy Handbook received and acknowledged
- PSEA Code of Conduct signed
- Child Safeguarding training completed
- Conflict of Interest declaration submitted
- ID card and access credentials issued
- IT equipment and email set up
- Office tour and introductions completed
- Emergency procedures briefing
- Probation review date scheduled
- Job description reviewed and signed
- Bank account details collected for payroll
- NDA signed (if applicable)
- Photo taken for personnel file

Signature: _____ Date: _____

FORM 11: Employee Exit Clearance Form

To be completed by departing employee and relevant departments before final payment.

- Company ID card returned
- Office keys returned
- IT equipment returned (laptop, phone, etc.)
- Email and system access deactivated
- Company vehicle returned (if applicable)
- All files and documents handed over
- Pending advances and loans settled
- Exit interview completed
- Final leave balance calculated
- Final salary and entitlements calculated

Employee Name: _____

Last Working Day: _____

Reason for Departure: _____

HR Clearance Signature: _____

Finance Clearance Signature: _____

IT Clearance Signature: _____

Admin Clearance Signature: _____

Signature: _____ Date: _____

FORM 12: Incident / Accident Report Form

Report all workplace incidents, accidents, and near-misses within 24 hours.

Reporter Name: _____

Date and Time of Incident: _____

Location of Incident: _____

Type (Accident / Near-Miss / Security / Other):

Description of Incident: _____

Persons Involved or Injured: _____

Immediate Actions Taken: _____

Witnesses: _____

Recommended Follow-Up Actions: _____

Signature: _____ Date: _____

FORM 13: PSEA / Safeguarding Incident Report Form (CONFIDENTIAL)

STRICTLY CONFIDENTIAL. For reporting suspected sexual exploitation, abuse, or child safeguarding concerns. Submit to the PSEA Focal Point or Child Safeguarding Officer.

Date of Report: _____

Reporter (may be anonymous): _____

Date and Location of Incident: _____

Description of Incident: _____

Person(s) Involved (if known): _____

Survivor Needs Identified: _____

Immediate Actions Taken: _____

PSEA Focal Point Signature: _____

Date Received: _____

Signature: _____ Date: _____

FORM 14: Training Attendance Record

Completed for all training sessions.

Training Title: _____

Date(s): _____

Trainer/Facilitator: _____

Location: _____

Participant Name | Position | Department | Signature (table rows for 20 participants):

Signature: _____ Date: _____

FORM 15: Daily Attendance / Timesheet

Employee: [Name] | Department: [Dept] | Month: [Month/Year]

Date | Day | Time In | Time Out | Total Hours | Leave Type | Remarks (table rows for 31 days):

Total Working Days: _____

Total Leave Days: _____

Employee Signature: _____

Supervisor Signature: _____

Signature: _____ Date: _____

FORM 16: Asset Handover / Return Form

For issuing or returning company assets.

Employee Name: _____
Department: _____
Asset Description: _____
Asset Tag Number: _____
Serial Number: _____
Condition at Handover: _____
Date of Issue: _____
Date of Return: _____
Condition at Return: _____
Issuing Officer Signature: _____
Employee Signature: _____

Signature: _____ Date: _____

FORM 17: Job Description Template

Standard format for all job descriptions.

Job Title: _____

Department: _____

Reports To: _____

Location: _____

Grade/Level: _____

Contract Type: _____

Purpose of the Role: _____

Key Responsibilities (numbered list): _____

Qualifications Required: _____

Experience Required: _____

Skills and Competencies: _____

Languages Required: _____

Working Conditions: _____

Approved By: _____

Date: _____

Signature: _____ Date: _____

FORM 18: Interview Evaluation / Scoring Sheet

For use during candidate interviews. Rating: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent.

Candidate Name: _____

Position: _____

Interview Date: _____

Interviewer(s): _____

Qualifications Match (1-5): _____

Relevant Experience (1-5): _____

Technical Skills (1-5): _____

Communication Skills (1-5): _____

Problem-Solving Ability (1-5): _____

Cultural Fit (1-5): _____

Total Score: _____

Recommendation (Hire / Consider / Reject):

Comments: _____

Signature: _____ Date: _____

FORM 19: Reference Check Form

To be completed during the recruitment process.

Candidate Name: _____

Position Applied For: _____

Reference Name: _____

Organization: _____

Relationship to Candidate: _____

Contact Information: _____

Duration of Working Together: _____

Candidate's Role and Performance: _____

Reliability and Professionalism: _____

Any Disciplinary Issues?: _____

Would You Rehire? (Yes/No/Maybe): _____

Additional Comments: _____

Completed By: _____

Date: _____

Signature: _____ Date: _____

FORM 20: Vendor / Supplier Registration Form

All vendors and suppliers must complete this form before engagement.

Company Name: _____

Business Registration Number: _____

Tax Identification Number: _____

Physical Address: _____

Contact Person: _____

Phone / Email: _____

Type of Goods/Services: _____

Years in Business: _____

Bank Name and Account Number: _____

References (3 previous clients): _____

Signature: _____ Date: _____

FORM 21: Vendor Integrity and Anti-Terrorism Self-Certification

I/We, the undersigned, hereby certify that: (a) The organization is not listed on any UN, US, or EU sanctions lists; (b) The organization does not knowingly provide support to terrorist organizations; (c) The organization has not been convicted of fraud, corruption, or bribery; (d) The organization agrees to comply with SHEEN ZAR AGRICULTURE TRADING COMPANY's anti-fraud, anti-corruption, and PSEA policies.

Company Name: _____

Authorized Representative Name: _____

Title: _____

Signature: _____ Date: _____

FORM 22: Gift Declaration Form

All gifts above USD 25 must be declared within 48 hours. See SZA-POL-041 Gift and Hospitality Policy.

Employee Name: _____

Date Gift Received/Given: _____

Description of Gift: _____

Estimated Value (USD): _____

Given By / Received From: _____

Reason / Occasion: _____

Action Taken (Kept / Returned / Donated): _____

Compliance Officer Review and Signature: _____

Signature: _____ Date: _____

FORM 23: Termination Notice Template

NOTICE OF TERMINATION

Date: _____

Employee Name: _____

Position: _____

Effective Termination Date: _____

Reason for Termination: _____

Final Payment Details: _____

Return of Company Property Required By: _____

Signature: _____ Date: _____

PART IV: ANNEXES AND SUPPORTING DOCUMENTS

ANNEX A: Applicable Afghan Laws Reference

Summary of key Afghan laws underpinning this handbook.

Constitution of Afghanistan (2004)

Supreme law. Article 22: equality. Article 48: right to work. Article 54: child protection. Article 16/20: official languages.

Afghanistan Labour Law (2007, amended 2009)

Primary employment law. Contracts (Art. 23-26), Probation (Art. 30), Termination (Art. 40-52), Working hours 40hr/week (Art. 54), Annual leave 20 days (Art. 66), Sick leave 20 days (Art. 71), Maternity 90 days (Art. 75), OHS (Art. 104-122), Dispute resolution (Art. 138-142).

Afghanistan Commercial Law (Qanoon-e-Tejarat)

Company formation, governance, contracts, financial reporting, commercial transactions.

Afghanistan Private Investment Law (2003, amended 2005)

AISA registration, investor protections, business licensing.

Afghanistan Tax Law and Revenue Code

Income tax, withholding taxes, business receipts tax, filing requirements.

Afghanistan Anti-Corruption Law (2018)

Bribery, embezzlement, abuse of authority, whistleblower protections.

Afghanistan Anti-Money Laundering Law (2014)

Due diligence, suspicious transaction reporting, record maintenance.

Afghanistan EVAW Law (2009)

Violence against women, domestic violence, forced marriage, sexual harassment.

Afghanistan Law on Protection of Child Rights (2019)

Child protection from exploitation, abuse, harmful labor. Aligned with CRC.

Afghanistan Environment Law (2007)

NEPA, environmental impact assessments, sustainable resource management.

Afghanistan Procurement Law (2017)

Procurement procedures, transparency, competitive bidding.

Afghanistan Mass Media Law (2009)

Media operations, press freedom.

Afghanistan Access to Information Law (2018)

Right to access government information, transparency.

Afghanistan Archives Law

Management, preservation, disposal of official records.

Afghanistan Trademarks, Copyright, and Patent Laws

Intellectual property protections, registration, enforcement.

Afghanistan Traffic Law

Vehicle operation, driver licensing, road safety regulations.

Afghanistan Law on Rights of Persons with Disabilities (2010)

Rights, accommodations, and protections for persons with disabilities.

ANNEX B: International Standards and Conventions

Universal Declaration of Human Rights (UDHR)

Foundation of international human rights law.

UN Convention on the Rights of the Child (CRC)

Child protection standards.

CEDAW

Elimination of discrimination against women.

UN Convention Against Corruption (UNCAC)

Whistleblower protections (Art. 33), anti-bribery.

UN CRPD

Convention on Rights of Persons with Disabilities.

UN Secretary General Bulletin ST/SGB/2003/13

PSEA standards.

UN Disability Inclusion Strategy (UNDIS)

Disability-inclusive practices.

ILO Conventions

No. 111 (Discrimination), No. 142 (HR Development), No. 155 (OHS), No. 159 (Disability), No. 190 (Violence/Harassment).

IASC Standards

Minimum Operating Standards on PSEA and Accountability to Affected Populations.

Core Humanitarian Standard (CHS)

Quality and accountability in humanitarian action.

OECD-DAC Evaluation Criteria

Relevance, effectiveness, efficiency, impact, sustainability.

ISO 31000

Risk Management.

ISO 27001

Information Security Management.

ISO 22301

Business Continuity Management.

ISO 26000

Social Responsibility.

COSO Framework

Internal Controls.

IFRS

International Financial Reporting Standards.

Sphere Standards

Minimum humanitarian response standards.

FATF Recommendations

Anti-money laundering and terrorist financing.

FAO, WFP, UNDP, UNICEF Partner Requirements

Financial management, PSEA, safeguarding, procurement, reporting.

ANNEX C: Organizational Chart

SHEEN ZAR AGRICULTURE TRADING COMPANY

Founded: 1992 by Dr. Muhammad Kabeer Kuchi | AISA License: D-25621

Position	Name/Details
Founder	Dr. Muhammad Kabeer Kuchi
CEO and Managing Director	M. Bashir Arian
Finance Manager	[Name]
HR Manager	[Name]
Procurement Officer	[Name]
IT Manager/Officer	[Name]
MEAL Manager/Officer	[Name]
Communications Officer	[Name]
Compliance Officer	[Name]
PSEA Focal Point	[Name]
Child Safeguarding Officer	[Name]
GESI Focal Point	[Name]
Disability Inclusion Focal Point	[Name]
Warehouse Manager	[Name]
Fleet Manager / Admin Officer	[Name]
Provincial Agents (450+)	All 34 Provinces

ANNEX D: Vendor Code of Conduct

All vendors, suppliers, and partners of SHEEN ZAR AGRICULTURE TRADING COMPANY must agree to the following standards:

- Comply with all applicable Afghan laws and international standards.
- Maintain zero tolerance for fraud, bribery, and corruption.
- Uphold PSEA standards and report any concerns.
- Protect children from exploitation and abuse.
- Not engage with sanctioned entities or support terrorism.
- Provide fair wages and safe working conditions for workers.
- Respect environmental standards and minimize environmental harm.
- Protect confidential information.
- Cooperate with audits and monitoring visits.
- Declare any conflicts of interest.

Vendor Name: _____

Authorized Representative: _____

Signature: _____ Date: _____

ANNEX E: Data Breach Incident Response Plan

Step 1 - Detection: Any staff member discovering or suspecting a data breach must report to the Data Protection Focal Point within 1 hour.

Step 2 - Containment: IT immediately isolates affected systems to prevent further exposure. Assess scope and severity.

Step 3 - Assessment: Determine type of data affected, number of individuals impacted, and potential consequences.

Step 4 - Notification: Notify management within 4 hours. Notify affected individuals and relevant authorities within 72 hours if significant breach.

Step 5 - Investigation: Conduct thorough investigation to determine root cause and responsible parties.

Step 6 - Remediation: Implement corrective measures to prevent recurrence. Update security protocols.

Step 7 - Documentation: Document the entire incident, response actions, and lessons learned.

Step 8 - Review: After-action review within 30 days. Update Data Protection Policy and IT security measures as needed.

ANNEX F: Emergency Contact Directory Template

Contact Type	Name / Organization	Phone	Email
CEO / Managing Director	M. Bashir Arian	[Phone]	[Email]
PSEA Focal Point	[Name]	[Phone]	[Email]
Child Safeguarding Officer	[Name]	[Phone]	[Email]
IT Manager	[Name]	[Phone]	[Email]
Health and Safety Officer	[Name]	[Phone]	[Email]
Nearest Hospital	[Name]	[Phone]	N/A
Fire Department	Local Fire Dept	[Phone]	N/A
Police	Local Police Station	[Phone]	N/A
ANDMA	National Disaster Mgmt	[Phone]	[Email]

ANNEX G: Policy Amendment Log / Version Control

Record all amendments to the Policy Handbook below.

Version	Date	Section/Policy	Description of Change	Approved By
1.0	01 May 2025	All	Initial release of complete Policy Handbook	Board of Directors

ANNEX H: Glossary of Terms

- AISA - Afghanistan Investment Support Agency
- ANDMA - Afghanistan National Disaster Management Authority
- BCP - Business Continuity Plan
- BIA - Business Impact Analysis
- CEDAW - Convention on Elimination of All Forms of Discrimination Against Women
- CHS - Core Humanitarian Standard
- COSO - Committee of Sponsoring Organizations of the Treadway Commission
- CRC - Convention on the Rights of the Child
- CRPD - Convention on Rights of Persons with Disabilities
- CSR - Corporate Social Responsibility
- EEO - Equal Employment Opportunity
- EIA - Environmental Impact Assessment
- ERT - Emergency Response Team
- EVAW - Elimination of Violence Against Women
- FAO - Food and Agriculture Organization of the United Nations
- FATF - Financial Action Task Force
- FIFO - First In, First Out
- GESI - Gender Equality and Social Inclusion
- IASC - Inter-Agency Standing Committee
- IFRS - International Financial Reporting Standards
- ILO - International Labour Organization
- IOM - International Organization for Migration
- ISA - International Standards on Auditing
- MEAL - Monitoring, Evaluation, Accountability and Learning
- MoU - Memorandum of Understanding
- NDA - Non-Disclosure Agreement
- NEPA - National Environmental Protection Agency
- OECD-DAC - Organisation for Economic Cooperation and Development - Development Assistance Committee
- OFAC - Office of Foreign Assets Control (US Treasury)
- OHS - Occupational Health and Safety
- PIP - Performance Improvement Plan
- PPE - Personal Protective Equipment
- PSEA - Prevention of Sexual Exploitation and Abuse
- RTO - Recovery Time Objective
- SDGs - Sustainable Development Goals
- SDN - Specially Designated Nationals (sanctions list)
- UDHR - Universal Declaration of Human Rights
- UNCAC - United Nations Convention Against Corruption
- UNDIS - United Nations Disability Inclusion Strategy
- UNDP - United Nations Development Programme
- UNICEF - United Nations Children's Fund

- WFP - World Food Programme
- WIPO - World Intellectual Property Organization

APPROVAL AND SIGNATURE PAGE

We, the undersigned, hereby approve the SHEEN ZAR AGRICULTURE TRADING COMPANY Policy Handbook (Version 1.0), effective 01 May 2025. All policies, templates, forms, and annexes have been reviewed and are adopted for official use.

Name	Position	Signature	Date
Dr. Muhammad Kabeer Kuchi	Founder	_____	_____
M. Bashir Arian	CEO and Managing Director	_____	_____
[Board Member Name]	Board Member	_____	_____
[Board Member Name]	Board Member	_____	_____