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**Forum for Protection of Public Interest (Pro Public)
Safety and Security Guideline**

Propose

Pro Public recognizes the potentiality of dangerous environments and has therefore created this safer and security statement with a view to maintaining the safest possible working conditions at Pro Public. Pro Public believes that staffs comprise the most important resource and the communities we serve. Effective safety and security policies and procedures are designed to ensure that the work of Pro Public can continue even in challenging environments. Pro Public believes that safety and security exist when staffs are enabled to pursue their tasks without undue risk to health or life.

Coverage of this policy

This policy covers all staff employed by Pro Public (including international and local staff and their dependents, independent contractors and official non-employee visitors).

Authority and responsibility for Safety and Security

Individual: Staff members at all levels have the authority and responsibility to improve safety and security procedures wherever these are inadequate. In order to ensure that the security guidelines are successful, there must be clear delimitation of responsibility at every level of the organization. All staff should comply with the Pro Public' Code of Conduct and should not behave in any way that could present a risk to themselves, others or the organization. Failure to follow security guidelines and procedures may be treated as a disciplinary matter.

Irrespective of the organization's judgment of risks in a particular situation, any staff member may decline to work in an insecure area, and may withdraw, having first informed their supervisors. If the risks are constant, continuation of employment will be reviewed, in line with organizational procedure.

Managers/Project Heads: All managers are responsible for the security of the staff they manage, and are, in turn, under the responsibility of their subordinates. This responsibility follows the line management structure with ultimate responsibility resting with the department head/project head. The manager is responsible for managing staff security, including: delegating security management tasks; ensuring an appropriate security management system and plan is developed; inducting/briefing all new staff and visitors on the security situation and security measures available in the office buildings and also in the hotel or any other places where program activities have been planned. The Program Manager/ Training Coordinator/ Event Coordinator should brief all the participants on the

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security and safety situation and available in the venue of the event. Security management is demanding and adequate time must be allocated to it.

Organization: Executive Director of Pro Public has overall responsibility for safety and security. Policy and Standard Operating Procedures will be determined through a consultative process between staff members and senior management. The Security officer/Administration Officer will determine the extent and nature of the overall policy. Field coordinators/officers have authority and responsibility to design and implement operating procedures deemed appropriate to specific environments. In addition to reviewing and monitoring this policy the Office of Administration will provide guidance and assistance to field based staffs who are charged with developing local safety and security plans on specific issues that are pertinent to that context.

Risk Rating System

All Programme Offices are rated according to the assessed level of risk. The risk rating categories will be made available to all Programme Managers/ coordinators. Programme Security Plans will be designed in the context of the assigned risk rating for that location. Security Plans will be flexible enough to cope with changes in risk ratings from time to time.

Budget

Funding for security and safety will come from a variety of sources. The core funds account will meet all costs associated with the Office of Security Management. All training costs will also be met from this budget. Programme Offices will be expected to share costs where possible. Project proposals will include line item requests for some costs associated with safety and security. Administrative Management will provide training for enhancing access to donor funding for this purpose.

Security Management Plan

Each Programme Unit will have a written security management plan. This plan will comprise all the key elements of safety and security listed below. The security plan will be approved by the Executive Director and will be reviewed on an annual basis, or more frequently as the context warrants. The security plan will be designed using both local and international sources being sure to make maximum use of local knowledge and expertise. Should the country situation change according to the Security Rating Criteria Programme Managers/ coordinators will consult with the Executive Director to update the operational components as required.

Training

All staff will have access to personal security training. This training will be coordinated through Executive Director of Pro Public. All the central level staffs will attend training events and will be expected to ensure field based training occurs for all their field staffs.

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Performance Management

Performance evaluation should include management of security. This can be at the individual level, i.e. displaying awareness of personal security issues the impact of own actions on the security of self, others and agency. It can also be more formal in terms of the safety and security concern of the specific role that is being undertaken.

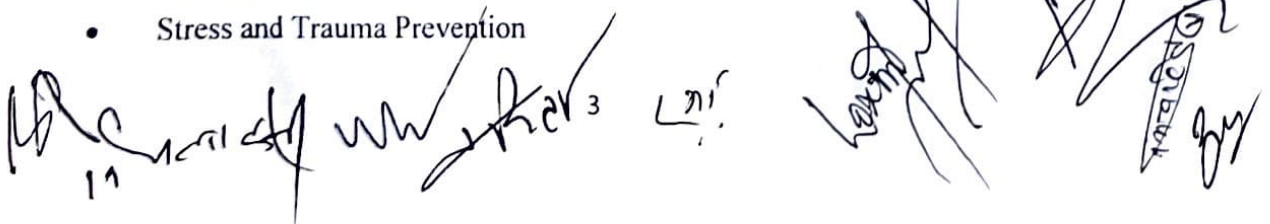
Insurance Cover

Pro Public will provide health and accident insurance cover for all staffs from its staff as per personnel policy. Field Coordinators are expected to seek local insurance options for local staff where possible.

Components of a Field Programme Safety and Security Management Plan

Each Programme Office Security Plan will include the following key points. The Office of Executive Director will assist in determining specifics of each section if requested.

- Line of authority
- Risk assessment process
- Security strategy. (protection, deference or acceptance)
- Crisis management strategy
- Personal safety and security
 - Relationships with local community
 - Moving around the local community
 - Residential arrangements
 - Situational awareness
 - Specific security concerns for women
- Standard operating procedures
 - Site selection and security
 - Handling cash
 - Document security
 - Communications
 - Transportation and vehicle maintenance
 - Incident response. Eg, carjacking, robbery, ambush, etc.
 - Incident reporting
 - Landmines and bombs (where appropriate)
 - Evacuation plans
 - Contingency plans
 - Medical emergency
 - Natural disaster
 - Kidnapping
 - Media relations
 - Stress and Trauma Prevention





Reporting incidents

All the security incidents must be reported immediately to the line manager, who is required to report serious incidents to their line manager and up the management line to the Office of Executive Director. Incident analysis must be undertaken, after the immediate event has been dealt with, to determine why the incident happened and how it could be prevented or managed more effectively in the future.

Serious Security Incidents

Depending on the nature and severity of the incident, the Executive Director may assume ultimate decision making authority for managing the response. In addition, in the most serious cases, the decision may be taken to convene an organizational Incident Management Team to lead co-ordination, decision making and delegation of responsibilities.

Involvement with Arms

Pro Public staff must not carry or take up arms under any circumstance and must not use or hire armed personnel either directly or indirectly. Arms and armed personnel must not be allowed in Pro Public premises or vehicles, except if staff are threatened or coerced. Permission to use or hire armed personnel (either directly or indirectly) may only be granted by the Executive Committee in consultation with Local Administration.

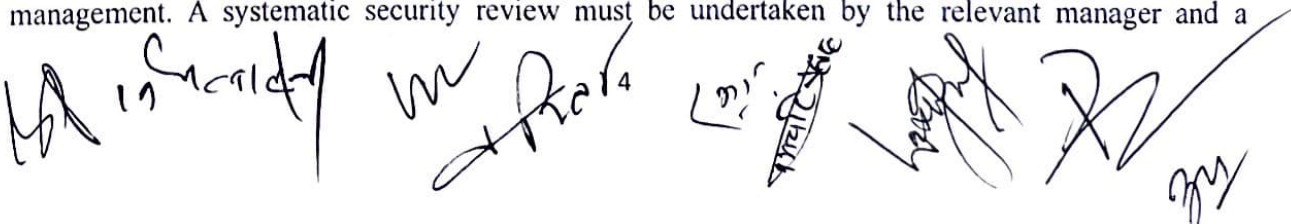
Evacuation

Planning and preparation for evacuation is a key part of any security plan. Preparation should also be made for 'hibernation' – when it is safer to stay in a location rather than to attempt to move.

In an evacuation Pro Public aim is to return staff to their home base, or place of safety. Notwithstanding legal obligations, Pro Public endeavor to undertake, as far as reasonably practicable, to move all staff to a place of safety, if they are at risk. Staff that are evacuated will, as far as practicable, be offered a formal debrief and counseling if deemed appropriate.

Authorization to withdraw from an area, to suspend operations or to temporarily close an office for security reasons, can be given by the local manager with immediate effect and is binding on all staff. Executive Director may direct a team to withdraw, suspend or close an office and may override a local manager's decision to stay, to continue the programme or for an office to remain open, but cannot override a local manager's decision to leave, suspend or temporarily close. The instruction from management will define the specific programme, office, location or staff that the ruling refers to. Pro Public staffs have no right to remain in a location, if they have been directed to withdraw by management.

Authorization to return to an area after evacuation or suspension can only be given by senior management. A systematic security review must be undertaken by the relevant manager and a



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written report, including recommendations, submitted by the Office of Administration/ Security Management for decision-making. The systematic security review should re-consider and revise the existing context and risk analysis and the appropriateness of security strategies and security management plans. Particular emphasis should be placed on how the situation may have changed and what measures should be taken to reflect these changes.

Medical Emergencies

In all locations where Pro Public staff work, the Executive Director must formulate a Staff Health Protocol, which includes a procedure for medical emergencies.

Policy Records

Approved from the Annual General Meeting Held on October 28, 2016

First Revision by the Executive Committee Meeting Held on February 13, 2022

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