

# Safety & Security Policy

## Contents

Document Control.....	1
Revision History .....	1
Related Policies and Procedures.....	1
Introduction .....	2
Policy Statement .....	2
Scope.....	2
Exclusions.....	2
Objectives .....	2
Definitions.....	3
Policy in Action.....	3
Safety and Security Framework (Framework) .....	3
Key components of the Framework.....	3

## Document Control

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## Revision History

Version Number	Status	Date	Author	Authorised By	Remarks
1.0	Draft	27/11/19	Nina von Stebut	Board	New Policy

## Related Policies and Procedures

- Organisational Code of Conduct
- Employee Handbook, incl. Travel Procedures (Country specific versions)
- International SOS portal
- DFAT Smarttraveller portal
- Safety Management Plan (Country specific versions)
- Emergency Procedures (Country specific versions)
- WHS Policy & Procedure
- Visitor Guides (Country specific versions)
- Travel to ChildFund Alliance Offices & non-ChildFund Locations
- Company Owned Motor Vehicle/Cycle Policy (Country specific versions)

## Introduction

The safety and security of ChildFund Australia (ChildFund) People is of paramount importance. ChildFund works in many challenging governance and security environments across the world that may present heightened safety and security risks to People who work in and travel to these locations.

The safety and security of our People is managed through a number of policies, procedures and guidelines. The purpose of this Safety & Security Policy is to capture the overall framework within which ChildFund adopts a pro-active risk management approach to ensuring the safety and security of its People.

ChildFund recognises and acknowledges its responsibility and duty of care in ensuring the safety and security of its People. There is also an onus on our People to be pro-active in making themselves aware of safety and security risks and to take all possible measures to ensure the safety of themselves and others. ChildFund's Organisational Code of Conduct has the following commitment: *"I will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and beneficiaries"*.

This Policy directs all offices to ensure they have well-defined and up to date local procedures to ensure the safety and security of all Staff and People related to ChildFund activities.

## Policy Statement

ChildFund places the security and safety of its People at the forefront of its operations and will take all practicable steps to ensure their wellbeing. A consistent approach to the identification and mitigation of safety and security risks is mandated within the overall Safety and Security Framework. Local management in our countries of operation must ensure that location-specific measures are in place and up to date, and that awareness of such procedures is communicated to ChildFund's People, including visitors.

Safety and Security related topics within the ChildFund Staff Handbooks – as defined in each ChildFund office – form part of this Policy. Relevant sections include; Travel, Security, Safety & Wellbeing at work.

## Scope

This Policy and Procedure applies to all People as defined below.

## Exclusions

Nil.

## Objectives

This Policy aims to:

- ensure the safety and security of all ChildFund's People;
- enable ChildFund's People to work as effectively as possible in all locations necessary to achieve the organisation's mission and strategy;
- ensure ChildFund operates within a consistent Safety & Security Framework.

ChildFund expects that our Staff understand this Policy and adhere to safe and secure practices to safeguard their own safety and that of all People.

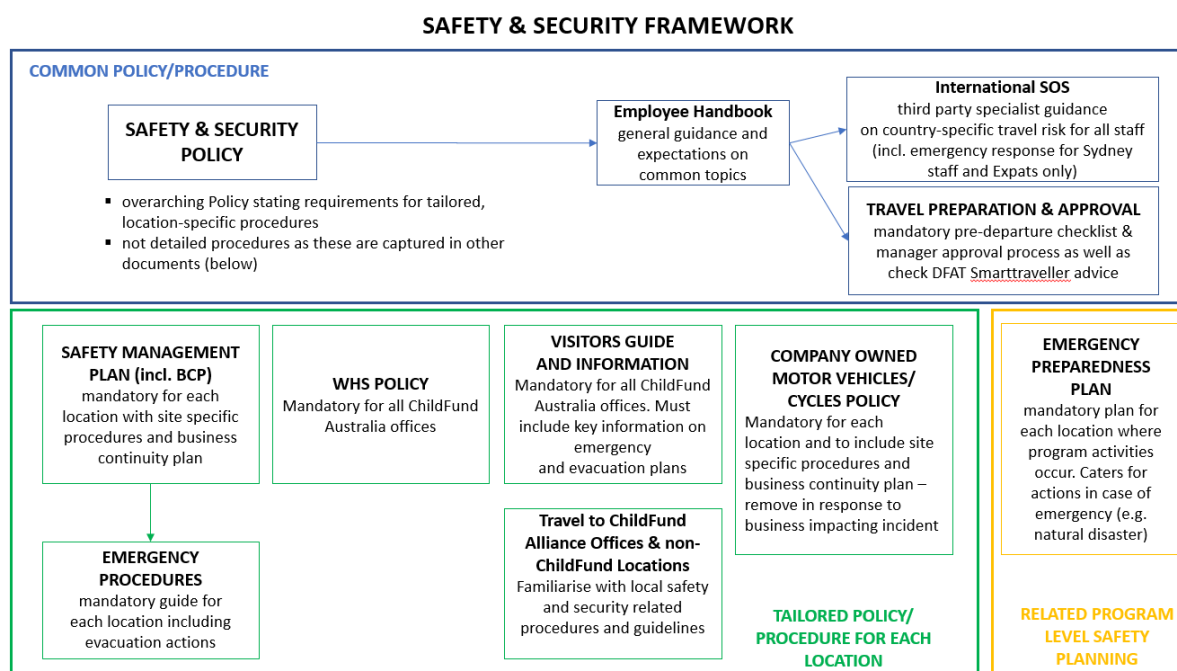
## Definitions

**Staff** refers to permanent or contract employees of ChildFund.

**People/Person** refers to all Staff, interns, volunteers, directors, contractors and consultants, and visitors to ChildFund offices and program implementation locations.

## Policy in Action

### Safety and Security Framework (Framework)



The enclosed schematic illustrates the overall Safety & Security Framework. The Framework outlines the various policies, procedures and guidelines that are in place to ensure the safety and security of our People. The Framework recognises location specific plans/procedures. Local management in our countries of operation are responsible for the development and application of these location specific plans which must be updated as risks evolve or circumstances change.

### Key components of the Framework

#### 1. Employee Handbook

The Staff Handbooks – as defined in each ChildFund office – are a key reference document for staff. Specific components of the Handbook relate to Safety and Security and all Staff must comply with the various procedures and guidelines. The relevant sections of the Handbook form part of this Framework.

#### 2. International SOS (ISOS)

ChildFund partners with International SOS, an international organisation that provides medical and travel security assistance. A dedicated ISOS portal is accessible to all ChildFund Australia staff and it provides real time information and assessments on travel and security locations. All travelling staff should download their APP and activate the respective travel alerts. For Sydney staff and Expats ISOS offers in addition pre-departure briefings and they can get support in emergency situations and any incidents occurring during travel, including any dealings with our travel insurance.

### **3. Travel preparation and approval**

Located within the ISOS portal is the pre-travel checklist. This is a mandatory checklist that must be completed by each traveller in advance of company related travel. Depending on the responses to certain questions, staff may be directed to additional pre-departure steps (e.g. a pre-departure medical examination). This checklist must be reviewed and approved by the traveller's manager, in advance of any travel. Sydney staff are also advised to check the DFAT Smarttraveller website.

→ In situations where a specific incident or emergency occurs in the country of intended travel, the traveller and manager should reconsider the necessity for travel and consider alternative options.

### **4. Insurance**

It is important that adequate insurance is in place for all locations where our People are working or visiting, in the event of an incident occurring. Sydney staff and expatriate staff are insured under the Sydney travel policy and can access support during travel via International SOS. All country staff have access to their Country Office specific travel insurance.

### **5. Security Management Plan (SMP) (incorporating Business Continuity Plan (BCP))**

The SMP focuses on the planning in advance of any incident that risks the continuity of ChildFund's business operations. The SMP outlines continuity and recovery actions for people, premises, systems and protection of assets. The SMP must include detailed emergency procedures including the initiation of an Emergency Management Team.

A comprehensive BCP is required for the Australian location (given that some functions only reside at this central location), and each ChildFund Country/Regional Office must have a local version that is tailored for country-specific actions.

The BCP incorporates components outlining:

- Risk Management planning;
- Business Impact analysis;
- Incident Response planning; and
- Business Recovery planning.

The BCP is predominately check-list and action plans that are initiated once an incident occurs. To ensure that all topics are covered, a detailed business impact analysis is undertaken to identify critical business processes that could be impacted.

### **6. Work Health & Safety (WHS)**

WHS Policy predominately governs the health and safety of Staff whilst undertaking their work activities.

### **7. Visitors Guides and Information**

While Staff who are domiciled in a location are usually aware of location-specific safety and security aspects, this is often not the case for visitors to that location. Apart from providing general information (e.g. location of closest transport, etc.), any local advice on safety and security aspects must be included. Visitor Guides must be regularly reviewed to ensure they are as relevant and up to date as possible. A safety and security briefing/meeting with visitors should be undertaken as soon as possible upon arrival at the ChildFund office by the Country Director or a nominated colleague, ideally the location's safety and security focal point.

**8. Company Owned Motor Vehicles/ Cycles**

In many locations there are ChildFund motor vehicles with employed drivers to transport Staff and visitors. All offices must have a Policy on the use and maintenance of such vehicles including the criteria for the capability and competence of drivers, security and tracking devices (where applicable) and lock-up requirements.

**9. Travel to ChildFund Alliance Offices and non-ChildFund Locations**

ChildFund Australia is a member of the ChildFund Alliance with a global network of 11 organisations with a presence in over 60 countries. ChildFund Australia staff are often required to travel and visit ChildFund Alliance offices as well as other locations where ChildFund does not have a direct presence. In such instances, Staff should still adhere to ChildFund Australia's safety and security procedures as well as ensuring that they are also aware of the safety and security protocols of those Alliance partners or partner organisations.

**10. Emergency Preparedness Plan (EPP)**

The EPP articulates how ChildFund will programmatically respond to a local humanitarian crisis or disaster in their country of operation. Each ChildFund location must have a dynamic EPP in place and keep it regularly updated. In the event of an emergency occurring, the EPP should be activated and the relevant policies, procedures and guidelines within this Framework will also be applied, particularly if ChildFund operations are directly impacted.