



It starts with vision.

ORBIS INTERNATIONAL SECURITY POLICY

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1. Principles on Safety and Security

The safety and security of our staff and volunteers are a key responsibility of our organisation. As we are committed to accept a duty of care for all staff and volunteers, we are in the process of developing this security policy and related protocols.

The aim of the policy is to increase the security awareness of all staff and volunteers involved so as to create a culture of security, and ultimately, to enable the travels that our work requires.

The key to effective safety and security management is the creation of a culture of security and Orbis International will work to create such an environment. Each staff member and volunteer has a responsibility for their own safety and security and that of others. Furthermore, we believe each staff member and volunteer has a duty to address issues of safety and security – proactively and frankly – at all times.

A definition for safety and security is difficult to pinpoint. As a general definition we apply the following: The state of being protected against (external) threats and the condition of being safe; free from risk or injury.

2. Security strategy

Orbis International is a nongovernmental organisation (NGO). As such it adopts the principals of non-partiality and neutrality that steer the thinking of the majority of organisations in the humanitarian world. These principals are the foundation of a strategy based upon acceptance by the host community. This is a strategy that Orbis International considers most appropriate.

The acceptance strategy can, dependent on the level of risk in a country, be combined with protective measures. We avoid deterrence measures as much as possible. Even though protection measures may be necessary, the centre of gravity rests with an acceptance approach.

3. Design and Implementation of the Security Policy and Protocols

The security policy and protocols are developed by the Director of Operations, in concurrence with all Orbis International staff. The policy and protocols will be reviewed and updated on a yearly basis and when changes in circumstances affecting Orbis International in any way require it. Feedback and suggestions for changes to the policy should be forwarded to the Director of Operations.

The authority to enforce implementation of the policy and protocols rests with the Director of Operations.

4. Extent of the Security Policy and Protocols

All staff and all individuals contracted by Orbis International on a professional or voluntary basis working on a Orbis International activity are covered under this policy and protocols. The policy does not cover family members of the above individuals and staff under contract with other NGOs or institutions. People are the organisation's highest priority. The policy and protocols cover only people, not material and financial assets.

5. Nature of the Security Policy and Protocols

Adherence to the policy and protocols is a requirement. Only in life threatening situations team leaders have the authority to bypass these to a certain extent. Failure to adhere to the policy and protocols may lead to non-employment by Orbis International in the future.

All staff and field team members covered under the policy and protocols as stipulated in chapter 5. Have the right to decline to enter high risk environments without impacting employment. They also have the right to leave locations where their personal assessment is that their safety and security or that of others is being compromised.

When despite of the risk assessment the security situation deteriorates beyond limits of acceptability both Orbis International board as well as Orbis International team leader have the possibility to decide upon evacuation and this decision cannot be overruled. Both scenarios will be under full responsibility of Orbis International as are the costs incurred.

If and when an individual team member within a team does no longer feel comfortable with the security situation, the team member has the right to depart earlier at his own costs and responsibility.

6. Code of Conduct

This Code of Conduct seeks to guard our standards of behaviour. It is not about operational details, such as how one should handle Orbis International finances or use a satellite telephone. Rather, it seeks to maintain the high standards of independence, effectiveness and impact to which Orbis International aspires.

Respect and Care for the Participant/Client

We shall adopt a professional association with participants/clients and respect their culture, beliefs and background. We develop a safe learning environment, where participants/clients feel comfortable to approach us.

Respect for Culture and Custom

We will endeavour to respect the culture, structures and customs of the communities and countries we are working in.

As a team member of Orbis International, one is automatically a representative of the organisation. The team member will act as an “ambassador” as much as he is a trainer or consultant. At the moment the team member travels internationally for Orbis International, his behaviour will be subject to close scrutiny by both the NGO staff as well as the wider public in the “host community”.

Orbis International and its representatives will respect the law and the culture of the host community. This implies that cultural rules concerning expected dress codes, non-use of alcohol and other restrictions are respected to a sensible degree. Before each travel the individual has the obligation to study the context and the cultural laws of the country of destination.

Continuous improvement

We want to improve constantly, maintaining and heightening the standard of our activities. Orbis International’s representatives shall provide feedback to Orbis International and be honest about it. Complaints shall be addressed to Orbis International, not to participants or clients.

7. Protocols

Orbis International considers the following protocols, part of the security policy, to be binding for all individuals covered under the security policy as stated in paragraph 5.

7.1 Briefing

All Orbis International representatives travelling for Orbis International will be briefed before departure, either by email, in person or both. The briefing will contain logistical, content related and security details. Whenever possible and appropriate, Orbis International will arrange security briefings upon arrival in the country of destination.

7.2 Travel – Preparation

Training

Before departure, all team members must complete a eLearning travel safety and security course.

Health and Safety

Every Orbis International team member is obliged to make sure they have all necessary vaccinations and other medical precautionary measures.

Cancellation

Orbis International makes the decision to cancel or continue planning a staff members travels. However, Orbis International stays responsible for continuous monitoring. If changing security situations require cancellation or evacuation, Orbis International has the obligation to do so. With regard to these decisions, Orbis International acknowledges the importance but non-urgent nature of its mission.

7.3 Communication

Before travelling, the Director of Operations will determine the interval of the communication. In case of loss of communications longer then a certain number of hours (also to be determined beforehand) Orbis International will contact the designated security assistance provider. Depending on the situation, Orbis International will activate the crisis plan which is currently in development.

Contact within the team will be preserved at all times. Team members must be aware of the location and communication means of their travel companions. If the team goes separate ways for whichever reason, team leader will ensure that the different parties have means of communication and will determine the interval of the communication.

7.4 Crisis Management

Orbis International defines as a crisis any unstable situation of extreme danger or difficulty, which harmfully affects or can harmfully affect the organisation and/or its representatives.

Evacuation

When during field operations the security situation deteriorates beyond limits of acceptability both Orbis International Board as well as the Director of Operations have the possibility to decide upon evacuation and this decision cannot be overruled. Both scenarios will be under full responsibility of Orbis International.

7.5 Incident Reporting

Orbis International defines as an incident all events, which have caused, are likely to cause or could have caused the low profile of the organisation and/or its representatives to be harmed (e.g. unwanted contacts with or questioning by police, intelligence services or any other authorities).



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All incidents involving Orbis International team members must be reported as soon as possible by all means to the Director of Operations. Ultimately, a full written incident report shall be handed over by the Orbis International team leader with an analysis of the sequence of events, and conclusions and recommendations.