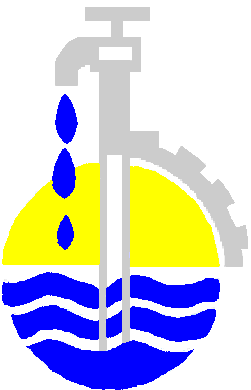
**DABANE TRUST WATER WORKSHOPS**

**SECURITY, SAFETY and RISK POLICY**

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**Initiated March 2015**

1. **Introduction**

The security and safety of Dabane staff and of the Dabane programme assets is of paramount importance. Dabane Water Workshops recognizes that on occasion its staff may in some way encounter security risks and dangers to safety, threats, stresses and shocks that negatively affect them and the organization. In the course of conducting its activities and social engagement programmes Dabane Water Workshops’ staff may encounter risks such as crime, injury, political instability, loss of assets and information. Dabane is committed to the development of procedures and practices aimed at ensuring the security of our staff, volunteers, interns, programme participants, Trustees and the Executive committee.

1. **Purpose of the Security Risk Policy**

The purpose of this policy is to:

* To safeguard the organization, staff, project participants and all who are in contact with, assets and information from possible safety, security risks and threats.
* To be able to identify security risks and threats and mitigation measures including channels of communication and chains of command.

The Security Risk Management policy builds upon the following international, regional and national policies, statues and conventions. Dabane acknowledges and observes the People in Aid ‘Code of best practice for the management and support of aid personnel’ and adapts the codes7 principles annexed in this policy. The African Charter on Human Rights (1986), created to protect the human rights and basic freedoms of people living on the African Continent. At the National level the policy is guided by the Constitution of Zimbabwe (2013), the Labour Relations Act Chapter 28:01, and the Security Enforcement laws being the Public Order and Security Act (1998). These policies, conventions and statutes offer the foundations for purposeful action and commitment by Dabane to the Protection of its Staff and Assets.

1. **Scope of the Policy**

This policy covers the security of staff (interns, employees, and contract staff), staff of partner organisations, consultants and contractors engaged in the work of Dabane. It also deals with the protection of programmes, information, and assets from violence or the risk of violence. This can include intentional violence or risks such as theft, mugging, car-jacking, abduction or blackmail. Acts of unintentional violence, such as general public disorder, political instability upheavals are also addressed. Safety issues are accidental hazards, such as car accidents or medical risks, and are dealt with in the Dabane Workplace Occupational Health and Safety Policy.

1. **Approaches to Security Risk Management**

In establishing appropriate risk management strategies, three basic security approaches are considered at Dabane these being Acceptance, Protection and Deterrence.

**Acceptance** is generally emphasized as the preferred option for non-governmental organisations (NGOs) since it works towards increasing acceptance of, and hence protection for, an organization’s staff and programmes by the host communities. This acceptance also refers to the nature of our work we are subject to security risks and safety issues as a result for example of the extensive travel.

**Protection** approaches emphasize devices and procedures to increase security (such as burglar bars, fences, improved lighting, guards) and the use of standard operating procedures for day-to-day activities. The intent is not so much to address the threat, but to ‘harden the target’ – i.e. to make it more difficult for the organisations or its staff to be attacked. Protecting staff leads to increased feelings of safety and morale in the work place it helps to ensure low staff turnover and higher commitment by staff to execute their duties. Protecting staff leads to improved resilience as staff members are prepared for eventualities as systems are in place to protect staff.

**Deterrence** approaches tend to be based around the use of counter-threats in the form of legal, economic or political sanctions, or through the use of retaliatory force. This approach focuses on increasing the risk to the aggressor of launching an attack, and so intimidating potential adversaries, and is generally considered unsuitable by most NGOs. However, the threat of sanctions in the form of losing or suspending a programme is one often used by humanitarian and developmental agencies. Where Dabane can no longer operate and ensure the safety of its staff the option to suspend a development programme will be considered until such a time that the safety of its staff can be ensured.

1. **Security Situation /Context analysis of key considerations and implications**

Dabane Water Workshops is a local NGO based in Bulawayo, Zimbabwe. The organization operates in the South Western areas of the country that are classified as arid and semi-arid rangelands, namely Matabeleland North and South provinces where it develops and supports simple sustainable technology and community initiatives. The Trust’s objectives are to promote water and food security through the establishment of confident, capacitated and healthy communities with access to adequate water, sufficient staple and nutritious food in order to alleviate poverty and hunger.

Zimbabwe has about fifteen indigenous languages and these include Shona, Ndebele, Tonga, Nambya, Kalanga, Sotho, Hwesa, Sena, Chikunda, Doma, Tswana, Tswawo/Khoisan, Barwe, Fingo/Xhosa, and Chewa. In the Dabane operational areas there is; in Matabeleland North, Tonga speaking people in Binga, Nambya speaking people in Hwange and Kalanga speaking people in Tsholotsho. In Matabeleland South, there are Kalanga speaking in Plumtree, Bulilima and Mangwe, Matobo, Sotho in Gwanda and some parts of Beitbridge and Venda in Beitbridge. This demonstrates the cultural diversity of the population and project beneficiaries and hence is required to ensure that staff have a clear understanding of the various cultures so as to demonstrate appropriate behaviour when working with the local communities.

The contextual environment to with Dabane operates is characterized by tremendous challenges.According to the UNOCHA (2015) Cholera and malaria outbreaks continue to strain the country’s weak health system, and access to safe water and sanitation remains a problem. Zimbabwe has one of the world’s highest HIV/AIDS prevalence rates (14 per cent), but only a quarter of those people who live with the virus receive anti-retroviral treatment. In the Matabeleland South Province for example has a HIV prevalence rate of 18,6percent as at 2014.Matabeleland South province has over the years been dogged by a high HIV prevalence rate but in the latest2014 report, the province no longer tops HIV cases. The province is now on second position among those with the highest prevalence in the country, with Bulawayo at the top (21 percent). Both areas being the Dabane Trust project implementation areas.

Frequent droughts have strained food security and one third of children under age 5 are chronically malnourished. The Dabane operational areas are located in the Matabeleland Middleveld and Highveld Communal livelihood zone. The zone is in agro-ecological regions IV and V, which are characterized by poor agricultural output attributable to a combination of low and erratic rainfall averaging 300 – 600 mm per annum and infertile loam soils (GRDC Strategic Plan 2008:3). The area is is unfavorable for crop production but is more suited for livestock ranching and small grain production. Project areas face chronic water shortages due to the poor rainfall, generally high bedrock and invariably deep water tables.

The education sector suffers from severe shortages in essential supplies, high staff turnover and sporadic teachers’ strikes.

Zimbabwe is generating less grid electricity than is required to meet its economic and social needs with the current installed capacity of approximately 1 200 MW against estimated demand of 2 200 MW. The supply of power is skewed towards urban and commercial sectors leaving most of the rural households without access to modern forms of energy. Thus the majority in rural areas are dependent on traditional, inefficient and unsustainable energy sources. This tends to constrain the ability of these communities to enhance economic productivity and quality of life.

Child protection and gender-based violence are issues of concern.

The provision of adequate water supplies is a prime concern for people in Zimbabwe’s arid areas. In Matabeleland South, Zimbabwe’s arid area, the health crisis is more pronounced as safe water, adequate sanitation and hygiene are tenuous. Water of acceptable quality and palatability is not regularly available to 85% due to deterioration of services and a reduction in the development of new water supplies as a result of inadequate recharge of underground water aquifers due to erratic and low rainfall. In the face of inadequate supply systems within an acceptable distance from a home, people resort to the use of un­pro­tected water supplies such as open surface dams, river pools, natural pans, veils, and seepage areas and during the rainy season, borrow pits and road drainage areas. These water sources are unreliable and are almost always contaminated. Water is generally in extremely short supply.

About 3 million Zimbabweans have left the country in the last decade. Half of these people are in South Africa. In the Dabane operational area mainly Matabeleland North and South provinces, demographic studies will indicate that there is a low population density that is attributable to climatic conditions that cannot sustain larger population. It is further distorted by high numbers of young people within the ages of 12-45 years of age, who move to neighboring countries in search of employment. Policy makers have as a result encountered an insurmountable task in coming up with programmes that target this largely absentee age cohort.

Generally, the Zimbabwean economy has been weakened by more than a decade of economic decline and political challenges that keep the country in a fragile state and compromise the Government’s ability to respond to sudden emergencies. In the past, politically motivated violence occurred in urban and rural areas of Zimbabwe thereby putting programme staff at risk. There is always risk of politically motivated violence in Zimbabwe as political parties contest for hegemony. An analysis of the system of local governance that operates in rural Zimbabwean communities demonstrates potential threat that could likely be a risk factor undermining staff security operation in rural districts. This system encompasses three distinct authority structures that each draw on divergent sources of legitimacy, and exercise power indistinct but overlapping zones of competence and jurisdiction being:

• Traditional Leadership, whose authority derives from custom and history?

• Councilors, whose authority derives from local popular election?

• District Administrators, whose power flows directly from central government

This system is remarkably dense and complex, with multiple, nested institutions and office-bearers stretching from individual villages hierarchically up to the provincial and national government. Dabane recognizes the political inclination of all three distinct authority structures and aims to remain apolitical in its dealings.

Potentially the challenges highlighted above can cause states of despondency leading to conflict due to limited and inaccessibility to access essential resources for basic survival. Dabane recognizes that the nature of our work may, on occasions, place great demands on staff working in conditions of high risk, and staff may find themselves in situations that potentially might cause harm to their lives and wellbeing.

The Dabane offices, assets and information security are also of critical concern to the continued operations and sustainability of the organization. Theft, Burglary and loss of data and assets due to fire, voltage fluctuations, data interception or espionage are critical concerns that require adequate risk planning and protection measures. Internally situations where the safety and security of Dabane staff may be at risk includehandling cash, bank runs, late-night working, business travel to certain cities or countries and high mobility of the Dabane staff.

1. **Definition of Terms – Understanding Risk Management**

The concept of the risk management is applied in all aspects of business operations and in the context of Dabane, risk management is the assessment and mitigation of potential issues that are a threat to the organization, its assets, information and particularly its staff, partner staff and all engaged in the work of Dabane.

**Risk** is the potential that a chosen action or activity (including the choice of inaction) will lead to a loss (an undesirable outcome).

**Threat** is the potential cause of an unwanted impact on a system or organization. Threat can also be defined as an undesired event (intentional or unintentional) that may cause damage to the goods of the organization.

**Vulnerability** is a weakness in system procedures, architectural system, its implementation, internal control and other causes that can be exploited to bypass security systems and unauthorized access to information. Vulnerability represents any weakness, administrative process, act or statement that makes information about an asset to be capable of being exploited by a threat.

Therefore risk management is a process consisting of:

* identifying vulnerabilities and threats to the information resources used by an organization in achieving programme objectives;
* risk assessment by setting the probability and impact of its production, following threats by exploiting vulnerabilities;
* identify possible countermeasures and deciding which one could be applied, in order to reduce the risk to an acceptable level, based on the value of information resource to the organization

1. **Security Risk Assessment**

A risk assessment should be carried out before any visit to any potentially insecure operational area or any action that could carry a security risk. Dabane Trust Staff during the 2015 Operational Planning meeting conducted a Risk Assessment indicated in the table below and forms the basis of action and Security Plan for this policy and for Dabane Trust:

Note: while the risks identified below are generic and not exhaustive, there exist specific risks per area of operation and would need to be identified from time to time.

|  |  |  |
| --- | --- | --- |
| Severity/Impact | | |
| Severity/Impact | Score | Definition |
| Catastrophic | 5 | Complete disruption of programme implementation |
| Serious | 4 | Widespread problems affecting programme implementation |
| Moderate | 3 | Significant problems in some programme activities |
| Minor | 2 | Minor problems delaying some programme activities |
| Insignificant | 1 | Minor problems delaying a few programme activities |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Threats to security and staff safety** | **Likelihood of happening** | **Seriousness if it happened** | **Mitigation** | **Response Mechanism should the threat arise** |
| Political unrest | Likely | Serious | * Inform staff and donors about current political situation in operational areas * Attend DWSCC and PWSCC meetings * Have programmes well known by RDC and PISI * Involvement of government extension departments in projects * Prohibiting political slogans and regalia during programme meetings * Never hold meetings either before or soon after political meetings (piggy-backing) | * Staff to work from the office * Staff to work from home * Suspended projects * Avoid taking part in violent protests. * Communicate with office * Stay where you are * Avoid movement of Dabane vehicles * Assign field monitors to monitor projects * Engage government extension e.g. Agritex * Come up with a reporting forum in order to get information from the field monitors e.g group chats |
| Contaminated Water | Likely | Serious | * Use protected water sources * Be aware of activities happening upstream * Do water quality tests followed by PHHE * Collaborate with EHTs * Always boil water for drinking purposes and use water from protected sources such as water from a borehole or a Sand Abstraction Water Point * Always do water quality tests regularly | * Boil the water before drinking. * Use water from protected sources. * Addition of Aqua tabs * Use bottled water * Water purification through chlorination |
| Conmen/thieves | Likely | Serious | * Never ask for assistance from strangers * Avoid associating with strangers at bars etc. * Avoid night travelling * Always ask for assistance from police * Always guard your valuables * Never leave your valuables in hotel rooms or vehicles * Always lock your vehicle * Never travel alone * Never keep everything in one place * No petty cash to be kept at Dabane * To install tracking sensor solar panels and place them to 6m height | * If it happens notify and report to the police * Inform local leaders * Report to leaders * Shout for help * Never leave the accident site * Don’t give information out until the Director/ deputy knows. |
| Contracting diseases e.g. Malaria, Covid 19, diarrheal diseases/HIV and AIDS | Likely | Serious | * Not engaging in unsafe sex * Getting vaccinated before visiting areas that are likely to have diseases such as Malaria * Wash fruits and vegetables * Wash hands before handling food and after using the toilet * Ensure well ventilated areas * Keep toilets clean * Carry medication always * Adhere to covid 19 Stipulations | * Get medication as soon as possible * Get tested * Take the Oral Rehydration measures ( sugar and salt solution) * Counselling * Report to work * Notify the manager * Engage an external facilitator * Share information with elders in communities * Go for check-ups yearly * Mask Up * Sanitise always * Social Distance |
| Culture & religion | Very likely | Serious | * Inform visitor (new person) about existing cultures & religion about area * Dress appropriately * Never conduct community meetings alone * Respect all cultures and religions * Respect local leadership * Do not always impose your language * Avoid comments or statements that incite tension. | * Go along with someone who has knowledge to translate * Check for someone who can help with the community * Ensure all visitors are accompanied by an RDC officer * To have a PISI member * Ensure all cultures and religions are respected * Consult with local leaders * Apologising on behalf if he/she has offended someone’s cultural/religion. |
| Sexual abuse | Likely | Disastrous | * Avoid being alone with someone of the opposite sex in secluded areas * Avoid traveling at night alone * Avoid wearing revealing clothing | * If it happens inform the manager report to the police * Rush to the hospital/clinic within 24 hours * Report to neighbours and programme participants nearby * Report to work * Follow protocol before reporting to policy |
| Fire | Very likely | Disastrous | * No smoking indoors or close to buildings * Report any faulty electrical gadgets and sockets * Inform about organisational procedures * Construct fireguards around the perimeter * Do not temper with electricity when you do not have any knowledge * Purchase fire drills * Regular servicing of fire extinguisher | * Call the fire brigade if it happens * Immediately pull the nearest fire alarm. * Evacuate the building, be sure to feel the doors for heat * Move your valuables if not at risk * Shout for help * Avoid being a hero * Try extinguishing were available and appropriate * Create temporary fire guards |

1. **Policy implementation**

8.1 Safety and security management is a collective responsibility. It involves participation by every person working for and on behalf of Dabane Trust. Trustees and Directorate have the primary responsibility for the implementation and monitoring of this Policy and ensure the exercise of duty of care towards all staff. The Dabane Trust management team has overall responsibility to ensure that the Security Risk Management Policy is implemented. This commitment needs to be visible throughout the management line. They are to monitor commitment to the protection of staff from security and safety risks through a review process to be held once every year or as and when designated.

8.2 The Trustees and Directorate at Dabane are responsible for ensuring a safe environment for staff and promoting a culture of safety and security awareness and understanding within the organization. Therefore, at a minimum, their responsibilities are to:

* Duty of Care. Ensure the development of procedures addressing key security and safety issues. This demonstrates commitment to the protection of staff and all involved in the work of Dabane.
* Establish clear lines of authority and decision-making mechanisms on safety and security-related issues to ensure an effective and efficient response in an emergency.
* Nominate a Security Focal Point who will be is responsible for the coordination of the Security Risk Plans. It is proposed that each project identifies risks specific to its area of operation and this becomes part of risk monitoring
* Formally at each OPM and regularly as and when necessary discuss and explain the policy and procedures to staff.
* Have security risk plans / registers at organisation and project level which are regularly updated based on risk assessment
* Ensure that the organisation has human and financial capacity to adequately implement the policy and procedures, or co-opt external support if necessary.
* Ensure that staff are trained to cope with the safety and security issues at their posts of assignment, support them during their service. Ensure that all staff being deployed are given a security briefing relevant to their location and are debriefed on return for the purpose of improving security procedures
* Lead by example by putting the safety and security principles into practice in their own lives and particularly in the work environment

8.3 Dabane Trust recognizes that it is management’s responsibility to ensure that all staff and personnel engaged to provide a service on behalf of Dabane are equipped and receive adequate training on safety and security issues to better prepare them for insecure situations.

Therefore, at a minimum, Dabane management should:

* Have mandatory, formal training for all staff on personal security and First Aid at least every three years or as and when designated. Staff should not be positioned to an insecure area without formal security training particularly geared to the priority risks in the receiving area.
* Ensure staff members are equipped with or have access to functioning communications equipment such as cellphones during deployment. It is the responsibility of each staff member to own a cellphone at their cost and ensure that they can be contacted whenever necessary.
* Identify a ‘security’ focal point and ensure that the security focal point has additional and specialized training on a range of safety and security issues.
* Ensure that they link localized regulatory and statutory instruments on safety and security issues to the Dabane Security Plan and Mitigation strategies as identified by staff in the risk assessment and mitigation table above.
* Have a clear understanding of the responsibilities and duties of all staff and address what are acceptable and unacceptable levels of risk.
* Managers should at a minimum, ensure that staff have adequate working and living conditions, take annual leave due to them in a timely way, have realistic work plans and working hours, and know that they have the full support and encouragement of their manager in their work environment. Building a positive team spirit is central to the stress reduction process
* Ensure that staff who have been in, or witnessed, traumatic incidents receive specialist and professional support
* If an accident, injury, illness, death or other serious event happens to a staff member, and if that person is unable to contact their next of kin, in most cases the management team has at least an ethical duty to inform them. The procedure to be used it that the director will inform all members of the board of trust that an incident has occurred.

8.4 Security awareness is an ongoing collective responsibility and each member of staff is obliged to:

* Actively participate in and contribute to the maintenance of security measures.
* Be aware of security risks and team security.
* Understand and adhere to security measures.
* Be responsible for their own security and the security of staff they manage.
* Behave as a positive representative for Dabane and adhere to the Dabane Code of Conduct.

Each member of staff is responsible for reporting to his/her line manager any actions or behavior that breaches policy or jeopardizes team security. Breaching security policy is a disciplinary offence and must be dealt with as such by the Dabane Code of Conduct.

8.5 In order to operationalize this policy Dabane will identify a Security Focal Point. The Security Focal Point will receive in-depth training on safety and security issues. The Security Focal Point should be available to all staff to provide advice and other help in security management, as required. The Security Focal person (SFP) is also responsible for the upholding the safeguarding policy.

1. **Incident reporting and escalation procedures**

9.1 An incident is an unplanned event resulting in, or having potential for injury, ill health, damage or other loss. Incidents may involve actual or potential injury/illness, property/environment damage, motor vehicle accidents or near-misses. In the event of a security incident occurring, Staff members need to contact their line-manager or the Security Focal Point. If the security incident is serious (for example death, serious injury, violence, sexual violence etc.) the Security Focal Point or line- manager should immediately inform the Programme Director.

Staff at the scene of the incident would be required to provide a report of the incident. There are three types of incident reports that should be filled in by staff. These are the:

1. Immediate Incident Report

2. Follow-up Report

3. Full incident report

**9.1.1 Immediate incident report**

Immediate incident report, sent as soon as safely possible (minutes or hours following the event – depending on when it is safe to report), often by phone. It is done by staff who are directly or indirectly affected. It alerts colleagues to the incident and enables them to respond. If there is no time to send all of the above while the incident is ongoing, send whatever is possible – e.g. “Accident on Gwanda Road, Mtshabezi turn, need assistance!” – Which gives colleagues some idea of what is happening. They may be able to work out how to respond, and how to avoid the same danger, from even the briefest of information, and this could save lives.

**9.1.2 Follow-up incident report**

Follow-up incident report, giving more information as soon as possible, usually hours to 1-2 days after the event and should be a written report. Normally, the affected staff, sometimes with a manager, writes this report. The manager submits the report to the Programmes Manager via the Security Focal Point.

**9.1.3 Full incident report**

Full incident report, is written within a week, if not a few days after the incident. It informs what happened as well as analyzes probably reasons why it happened. Often, at this stage, the Security Focal Point or line-manager writes the report, usually in consensus process with the affected staff.

The incident reports should seek to provide answers and give recommendations so that the organization can improve its procedures and staff training, which increases the organization’s chances to continue its ability to work. The standard format is as follows:

**What?** – What type of incident?

**Who?** – Who was involved in the incident?

**When?** – When did the incident happen? When was the report submitted?

**Where?** – Where did the incident happen?

**What has happened?**

**What actions taken?**

**What help do you need?**

9.2 In many occasions Dabane Staff may encounter Near Miss Incidents. Staff members are advised to report these incidents. A ‘near miss’ is where it appears that a security incident came close to occurring but didn’t due to the luck or skill of staff. For example they spotted electrical sparks of fire in the database room and in good time cut of power supply and called in electricians – for many this is a ‘non-incident’, it didn’t happen. But, for Dabane a report about this ‘near-miss’ provides vital information that gives the organization the chance to learn and improve before other staff or its assets and in this case information are endangered.

9.3 Records of all security incidents should be kept in a secured office, and analyzed from time to time by the management team who will provide periodic reports to the Trustees as and when designated. Locations of incidents should be plotted on a map and made available by the Security Focal Point to the management team. In their analysis and report the management team should have in mind the following questions: What do the incidents reveal about the nature of the local situation and its threats? Is there a pattern? Can any trend be discerned? What action should be taken as a result?

1. **Office security**

The Dabane Trust offices are located, at number 13 Cathkin Lane, Burnside Bulawayo; GPS coordinates (S.20.21855o E028.61976o). The offices have a setup of three thatched buildings, whichare the administration offices, conference room and the programmes offices. There is also the workshop were pumps are fabricated and the research tower were fabricated pumps are developed and tested before they are installed in communities. Adjacent to the workshop is the secured car lot and fuel pump room. Entrance into Dabane premises is through a secured automated gate operated by the Receptionist and backed up by the Security Personnel.

Certain precautions can be taken to minimise risk such as:

* Erecting an electric wire around the perimeter
* Installing floodlights at strategic points
* Parking system to be moved and be set behind offices rather than being near the gate, a short term plan can be to ensure that all entrances to the garage are locked.
* All vehicles should be parked in reverse
* Automated gate with a guard who registers incoming and outgoing vehicles and people should be employed.
* Two security guards (with button sticks and whistles) on duty at night to guard the premises.
* Installation of burglar bars outside windows.
* Need for CCTV cameras at Dabane premises placed at strategic locations
* Office keys will be kept with authorised personnel. Safe keys will not be kept at the Dabane Trust Premises.
* Files containing organisational classified information will be kept in secured bank storage safe.
* All programme and organisation data will be handled in accordance with the information protection policy
* Switch off all appliances at knock off time or bad weather, e.g. lightning

1. **Personal Security**

In order to minimise risk it is the duty and responsibility of an individual when travelling or working in our operational areas to ensure that they travel in a group. While Dabane will endeavour to ensure the safety and security of its staff to the best of its ability, it is however, the responsibility of each staff to ensure their own safety.

1. **Security Arrangements for visitors & key contacts**

The Director is responsible for the security management of all visitors to Dabane and at Dabane Project areas.Visitors and key contacts will be briefed by the SRM focal person on the situation in the operational areas. Upon entering Dabane premises, visitors will be asked to fill in their details in the register book. Before arrival all visitors from outside Zimbabwe are required to have secured their insurance for the following:

* Travel/Accident
* Health, including emergency evacuation
* Personal Effects
* Disability
* Life

Visitors should respect the informed instructions /caution from any Dabane staff. Anyone failing to do this or follow the below rules will be asked to write an incident report and referred to the Director.

When visiting project areas take note of the following issues:

* Always dress modestly when visiting the project areas.
* Be sensitive to the local customs and try to adapt.
* Guard against making offhand remarks, which may be misunderstood.
* Before taking photographs, in line with our Child Protection and Participant Protection Policy you should always ask permission from the Dabane Field Officers as well as the Community leadership. Photos taken in the field should only be used in the appropriate way.

All personnel and visitors coming from outside of Zimbabwe, conducting work for Dabane and are travelling under its auspices, or are given a ride in the context of partnership and good offices, should sign the Traveler Disclaimer Form.

All travelling on the Dabane vehicles are requested to:

**1.)** Ensure that they wear seat belts at all times.

**2.)** While in towns ensure that all windows and doors are secured in place. The driver is responsible for making sure that this is achieved.

**3.)** In case they feel unsafe because of the speed, request the driver to slow down to a reasonable speed

**4.)** If travelling in an open van, they should inform the driver to slow down to a reasonable speed if they feel unsafe.

**5.)** In case of any hijack (not likely to occur) visitors are requested to cooperate for their safety.

**6.)** In case of an emergency, Dabane responsible staff should be notified through the emergency numbers that will be provided

1. **Data security**

* Each and every computer in the organisation should have updated with an Anti-Virus software.
* Cloud services such as Dropbox should be used to store information in case a computer is damaged Dropbox will still be having the information.
* Back up of all information on servers (internal and external), and on cloud
* Move towards a paperless office so as to protect the environment- Go Green. Examples are scanning, faxing of documents and reports instead of printing. Eliminate personal desktop printers, reuse paper i.e. print on the other side, use Drop box for file transfer.
* Creation of an online photo library at the resource centre this will ensure that pictures are not lost as they will be stored on the computer as well as online.
* Sensitive information such as salaries and correspondence with donors should be accessible only to authorized personnel.
* Source documents and files will be handled by authorised staff. These books will be kept in a lockable cabinet and or safe room. These measures are set to prevent unauthorised scrutiny and/or search and risk from damage from theft and fire.

1. **Cultural Awareness**

Field staff and visitors should develop knowledge and sensitivity towards local cultures (cultures are different from area to area). Dabane recognizes that the cultural heritage of local communities and project beneficiaries has intrinsic value. Dabane is guided by the aspirations and expectations expressed directly by local communities and works towards respecting their rights under national and international law. We acknowledge that failure to respect these cultures, development initiatives will not be accepted by these communities and programme sustainability compromised.

Dabane will ensure that before a field visit is conducted, a brief background on the cultures of these communities as well as expectations will be shared with donors. Newly inducted staff, volunteers as well as interns will also be briefed on the expected way to conduct themselves when working with these communities; these include the dress code and ways of addressing elders in the community.

1. **Security Arrangements in the field**

Travel and communication- travel times should always be followed; night travelling by project staff should be avoided at all costs. Staff can travel at night prior to obtaining authorisation from the Director or Deputy Director. In case of breakdown of a vehicle towing arrangements will be made by the Programmes manager.

1. **Medical Access**

* Know where medical facilities are located
* For dehydration caused by diarrhoea take sugar and salt solution. Use 750ml of water, six table spoons of sugar and ½ level of teaspoon of salt.
* Always travel with first aid kits in vehicles
* Everyone should be covered under a medical aid scheme and staff should always carry their medical aid cards
* If one has a known condition, one should carry their medication that will suffice for the whole period of their field visit and also they are encouraged to cater for more days than planned just in case the team is required to stay longer than planned.
* Provide name of your doctor and blood group to be filed in your personal file

1. **Emergency Communication System**

* In the case of emergency, the one who is not badly injured and able to take appropriate steps such as moving everyone out of the car and they should ensure that the team is safe. They should call the ambulance, police and fire brigade when fire breaks out.
* They should also call the SRM focal person or the Security champion (The Director), if they are both unreachable they can call any project manager.

1. **Policy on bribes, policy on handling accidents e.g. Admission of guilt**

The word corruption is defined in the 1st schedule of the Zimbabwe Anti-Corruption Commission Act [9.22] as any offence related to corruption; there is no specific definition of the word corruption the definition of the word is derived from offences related to corruption which are listed below:

* Giving or receiving a bribe as an inducement or reward
* Corruptly using a false document
* The intentional non-disclosure of/or concealment of a transaction from one principal in order to deceive
* The deceitful non-disclosure or concealment from one principal of a personal interest in a transaction
* Criminal abuse of power by a public office

Bribery should be avoided, and all staff should be able to avoid paying bribes when under moderate pressure to do so. Any staff member paying a bribe to police or local authority will not be reimbursed for such acts. When requested for a bride, notify the SRM focal personal or Director to receive further instruction on how to proceed further with the issue.

Dabane Trust has set up systems to prevent damage, mismanagement and/or theft of property as a result of bribery. It utilizes regular system audits/reviews. Systems reviews are audits of the procedures, processes and systems undertaken at Dabane with the objective of curbing, eradicating or plugging loopholes in order to improve accountability, transparency, efficiency, effectiveness and promote good corporate governance. Community review workshops with stakeholders and project participants are another method of safeguarding and managing risks related to project implementation. Communities give feedback on to continually improve on safeguarding mechanisms.

**Handling of Accidents**

In the event an accident has occurred, immediately contact your manager or the Dabane Office, advise them of the situation and whether you have called for assistance of an ambulance and the police. The police are likely to be first to handle the matter and file a report. It is best NOT try to explain what happened or justify your actions. Keep in mind that ANYTHING you say can and probably will be used against you. However, immediately give a detailed report to your Manager or the Programmes Manager as soon as you can.

1. **Continuity of Operations and contingency plans for various security phases**

In the event staff cannot work in the field due to political violence and programmes have to be suspended, a contingency planning meeting would be held. The contingency planning meeting would be held within 48 hours to make consultations from various stakeholders and to map the best way forward for Dabane programme operations. The people who will attend the contingency planning meeting will include the Dabane Board of Trustees, management team and representatives of beneficiary communities and local authorities. The contingency planning meeting would map scenario predictions for example determine 1) the Worst Case Scenario, 2) the Best Case Scenario and 3) the Most Likely Scenario. A decision would be arrived following consultations on programme operations may continue. In the interim a Dabane Contingency Plan for 5 years would be developed. All staff working in the districts where programmes have been suspended would be expected to report within 24hours to the Dabane main offices in Burnside. Ideally, and funds permitting staff unable to carry out their functions would either depending on the contingency plan work from the Dabane Office or be granted paid leave until such a time they can resume their duties full. Consultations with funding partners will also conducted to appraise them of the situation.

1. **Contact lists**

Staff SRM focal person, partners, police, ambulance and hospital contacts

* Staff: Staff members to provide their next of kin contact details.
* Partners: SRM will contact his or her counterpart/ contact person in case of an emergency
* Police: Hillside -09-241161-3
* Ambulance:09 - 67679 – Bulawayo Ambulance
* Hotline- 0772 271 647 Security Risk Focal Person ( SRM)

1. **Maps – Operational Area,**

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This map shows operational areas where Dabane operates. This map will be of use in terms of staff security risk.

**Escape routes**

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1. **Revision History – Who reviews and when**

* Every staff member and trustees and Board of Executives annually at OPMs’ or as per need.

1. **Monitoring and Evaluation**

The Board of Trustees, management and all Dabane employees have the responsibility of monitoring the policy. The policy will also be monitored during designated times as approved by the Board of Trust and preferably once a year during the Operational Planning Meeting.