ORGANIZATIONAL SECURITY
GOOD PRACTICES CHECKLIST

Safety and Security Management

- ✓ The organization develops safety and security policies and outlines security roles and responsibilities.
- ✓ Senior staff monitors and periodically discusses the operating environment and safety and security practices with all staff.
- ✓ The organization's leadership updates security policies and procedures on a periodic basis.
- ✓ Each office designates security focal points, and job descriptions include security responsibilities.
- ✓ The organization develops a network of security contacts with local law enforcement, stakeholders, embassies, and partners. This effort is spearheaded by the organization's leadership and senior staff.

Meeting Security Standards

Many comprehensive resources provide guidance on organizational security (see appendix). The standards listed below provide a starting point for building strong safety and security management practices. These standards are not intended to cover all safety and security approaches or contexts, and there may be situations where it is not possible to meet the standards.

Personal Security

- ✓ Staff is accountable for personal and professional conduct as actions impact personal security, the security of others, and the organization's reputation.
- ✓ Staff avoids conduct that would put them or others at risk, discredit the organization, or increase its vulnerability.
- ✓ Staff abides by all relevant national laws and seeks advice from management where national or local customary laws conflict with international norms.
- ✓ Staff respects the religious beliefs, customs, and habits of local communities and authorities.
- ✓ Staff completes a form that includes emergency contact information and health information relevant in the event of an emergency.
- ✓ Staff monitors the security situation and regularly updates their manager or designated staff.
- ✓ Staff reports safety and security incidents to management or human resources staff.

Human Resources

- ✓ Human resource policies clearly outline security roles and responsibilities.
- ✓ Job descriptions clearly outline safety and security responsibilities.
- ✓ During recruitment and orientation, the organization ensures that individuals have security knowledge and training commensurate with the degree of threat to which they may be exposed.
- ✓ New staff orientation includes information about security policies.
- ✓ Performance reviews evaluate staff compliance with safety and security regulations.
- ✓ Staff breaches in safety and security policies are subject to disciplinary measures.

Facilities and Office Security

- ✓ Office facilities deter and detect unwanted visitors or intruders. This should include a fence around the property and a robust access control system.
- ✓ All staff members know whom to contact in the event of an emergency. This information is posted in the office.
- ✓ Offices and equipment are comprehensively insured in case of theft or natural disaster.
- ✓ Office facilities are equipped with appropriate safety equipment and have emergency exits.
- ✓ One or more staff members are trained to handle fire hazards.

Programming

- ✓ All projects incorporate a basic risk assessment that is periodically reviewed. A basic risk assessment should:
    1. List existing security threats, possible threats, and specific vulnerabilities
    2. Assess the likelihood of each threat listed and the impact it could have on the organization
    3. Develop strategies to mitigate and reduce likely threats and vulnerabilities
- ✓ Staff adapts project activities to dynamic security conditions
- ✓ Proposals and budgets include safety and security elements, such as:
    1. Staff trainings (personal security, first aid)
    2. Site enhancements (fences, safe, locks)
    3. Safety and security materials (first aid materials, phones)
    4. Human resources (focal points, guards, insurance)
    5. When required, contractual agreements with reputable private security companies

Travel and Transportation

- ✓ Staff records travel plans in a central system.
- ✓ Staff carries emergency contact information (next of kin, main office phone number, emergency medical services, lawyer, etc.) when traveling.
- ✓ Staff checks in with a designated contact when traveling. In the event of a natural disaster or security incident, traveling staff should contact manager or designated staff immediately.
- ✓ Staff registers international travel with respective embassies.
- ✓ If driving, staff members hold valid licenses, wear seatbelts and ensure vehicles meet safety regulations.
- ✓ Vehicles contain basic safety equipment including fire extinguishers, clean water, flashlights, back-up communications, first aid kits, and relevant repair kits.
- ✓ Drivers comply with local traffic laws at all times.

Communication and Data

- ✓ When traveling to the field, staff has access to reliable telecommunications to keep in contact with colleagues, for example by carrying multiple SIM cards.
- ✓ If possible, when operating in remote areas without mobile network coverage, staff has access to a satellite phone and knows how to use it.
- ✓ Organization has updated antivirus software.
- ✓ Staff is trained in good practices in the area of IT security and staff compliance with policies is verified.
- ✓ All technological devices are password protected using strong passwords, which are periodically changed.
- ✓ Electronic files are regularly backed up to cloud-based storage or encrypted flash drives. Sensitive data should not be physically transported unless absolutely necessary.
- ✓ Hard copies of files are organized and secured, or destroyed.

Health and Wellness

- ✓ Staff receives comprehensive health insurance, including international health coverage if traveling internationally.
- ✓ At least one person is trained in first aid in every office. At least one first-aid kit, fully stocked and maintained, is available in all office and vehicles.
- ✓ Emergency medical response procedures are posted in public areas.
- ✓ Locations near the offices are identified where staff can seek healthcare in the event of an injury or sudden illness.
- ✓ A local counselor is identified (in advance) to support staff and/or families in case of crisis or traumatic events.
- ✓ In case of sexual assault, access to psychological, legal, and medical support is available to all staff. This may include helping affected staff obtain access to a Post-Exposure Prophylaxis Kit.

Catalogue of Publications and DVDs for Human Rights Defenders
Protection International, 2012

Defenders Protection Initiative Security Management Workbook
Defenders Protection Initiative, Kampala, Uganda, 2013

Front Line Handbook for Human Rights Defenders: What Protection can EU and Norwegian Diplomatic Missions Offer?
Front Line, The International Foundation for the Protection of Human Rights Defenders, 2007

Insiste, Resiste, Persiste, Existe: Women Human Rights Defenders' Security Strategies
Insiste, Persiste, Resiste, Existe – A Report on Women's Rights Activists
Jane Barry with Vahida Nainar
Urgent Action Fund for Women's Human Rights, Front Line – The International Foundation for the Protection of Human Rights Defenders, and The Kvinna till Kvinna Foundation, 2008

New Protection Manual for Human Rights Defenders, Third Edition
Protection International, 2009

Protection Manual for Human Rights Defenders
Front Line, The International Foundation for the Protection of Human Rights Defenders, 2005

Second Report on the Situation of Human Rights Defenders in the Americas
Inter-American Commission on Human Rights, 2011

Security in a Box: Tools and Tactics for Your Digital Security
A project of Tactical Technology Collective and Front Line - The International Foundation for the Protection of Human Rights Defenders, 2013

Workbook on Security: Practical Steps for Human Rights Defenders at Risk
Front Line, The International Foundation for the Protection of Human Rights Defenders, 2011