

**Drive for Economic and Environmental
Development (DEED)**



DEED

SECURITY POLICY FOR DEED

1. Principles on Safety and Security

The safety and security of staff and field teams is a key responsibility of the organisation and Drive for Economic and Environmental Development (DEED) accepts a duty of care for all staff and field teams. In the nature of the job, one expects number of travels to several conflicts; post conflict and disaster hit areas and for that organization need to have a clear, relevant and proportional security policy, protocols and plans. Additionally, as part of a group of sister organisations that are specialised in safety and security, we have to set the examples in DEED. The aim of the policy is to increase the security awareness of all staff and field teams 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 DEED will work to create such an environment. Each staff and field team member has a responsibility for their own safety and security and that of others. Furthermore, we believe each staff and field team member 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

DEED 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 DEED 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. DEED and its representing staff will avoid the use of armed protection.

3. Design and Implementation of the Security Policy and Protocols

The security policy and protocols are developed by the Management of DEED, in concurrence with all DEED staff. The policy and protocols will be reviewed and updated on need basis and when changes in circumstances affecting DEED in any way require it. Feedback and suggestions for changes to the policy should be forwarded to the Management. The authority to enforce implementation of the policy and protocols rests with the CEO/CD.

4. Roles and Responsibilities

Every individual at every level has specific roles and responsibilities and should look for guidance or action concerning safety and security issues. Broader guidelines are

- Thoroughly reading, accepting and complying with the DEED Security Policy.
- Setting the security policy and protocols for the organisation.
- Producing security plans and SOPs for the field missions, which can then be adapted to each different field context.
- Insurance.
- Training policy.
- Providing competent field teams.
- Planning of field operations.
- Allocating sufficient resources, both financial and human.

- Providing support to field teams when necessary.
- Monitoring the effectiveness of security management in the field.
- Ensuring lessons are learned from experience and that policy and procedures are updated accordingly.
- Taking appropriate corrective action to address deficiencies in security procedures.

5. Extent of the Security Policy and Protocols

All DEED staff and all individuals contracted by DEED on a professional or voluntary basis working on a DEED 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.

6. 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 DEED in the future.

All staff and field team members covered under the policy and protocols 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 DEED board as well as DEED team leaders have the possibility to decide upon evacuation and this decision cannot be overruled. Both scenarios will be under full responsibility of DEED 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.

7. Code of Conduct

This Code of Conduct seeks to guard our standards of behaviour and it seeks to maintain the high standards of independence, effectiveness and impact to which DEED aspires.

- Respect and Care for the Participant/Client
- Respect for Culture and Custom
- Continuous improvement

8. Protocols

DEED considers the following protocols, part of the security policy, to be binding for all individuals covered under the security policy.

8.1 Briefing

In critical situations, all DEED representatives travelling for DEED 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, DEED can also arrange security briefings upon arrival in the destination.

8.2 Travel

Before departure, all team members may / can receive an appropriate safety and security training on demand. The training contents have to be approved by the CEO/CD. Every DEED team member is obliged to make sure they have all necessary vaccinations and other medical precautionary measures especially before travelling abroad and / or the areas of epidemics etc. In case of Emergency Situation, before travelling to a field operation, all DEED team members must fill in a personal profile (including proof of life questions and handwriting check) and submit the document to the DEED office. In certain cases where Management makes the decision to abandon an event or security and situations require cancellation or evacuation, DEED should stay responsible for continuous monitoring and the obligation to do so. With regard to these decisions, DEED acknowledges the importance but non urgent nature of its mission.

Staff at all levels should continually monitor significant political, social, economic and military events in the areas where DEED works. Often those best able to conduct assessments in a specific country or region are the field teams working within them. Therefore, team and team leader have primary responsibility for composing Procedures. Writing such procedures is not, however, a onetime event. It should be a continuous process. Threats and organisational vulnerabilities can change frequently. With each change, the risk to field teams may increase or decrease and safety and security measures should be adjusted accordingly.

8.3 Communication

Before travelling, the DEED office and the DEED team leaders will determine the interval of the communication in respective areas. In case of loss of communications longer than a certain number of hours (also to be determined beforehand) DEED will contact the nearest location and report the situation. Depending on the situation, DEED will set the crisis plan in motion.

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.

8.4 Crisis Management

DEED 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. When during field operations the security situation deteriorates beyond limits of acceptability both DEED Management as well as DEED team leader have the possibility to decide upon evacuation and this decision cannot be overruled. Both scenarios will be under full responsibility of DEED.

8.5 Incident Reporting

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