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# INTRAC SAFETY AND SECURITY POLICY



Approved by the Board of Trustees 8 July 2015

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## Introduction

INTRAC staff, associates and others working on behalf of INTRAC (“INTRAC Representatives”) work in a wide range of settings and circumstances which involve risks to their safety and security. In addition, our commitment to strengthen civil society to act as an agent of change including in areas where space for civil society to operate is restricted, is not necessarily uncontroversial. INTRAC may be involved in activities which carry inherent risks both to themselves, INTRAC as an organisation and to the people with whom we work and/or collaborate.

The Trustees have legal responsibilities to provide safe, secure and healthy working conditions for its Representatives.

This Policy document is an attempt to set out how best INTRAC and its Representatives can work within a safe and secure framework. It is our intention to review this Policy on a frequent periodical basis.

INTRAC does not accept any liability for partners working alongside the organisation unless otherwise provided in a written contract.

The security and safety policy set out below and any associated procedures do not supersede the law of the United Kingdom or any country in which we work.

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## Main Principles for the Management of Safety and Security

1. The safety and security of INTRAC Representatives is paramount. This safety and security is more important than the protection of assets we own, or may use temporarily, including equipment, vehicles, cash and work materials.
2. Safety and security needs to be an integral part of all our work, including the design, budgeting, delivery and review of our projects.
3. Securing safety and security in our work comes about through careful risk assessment as well as being able to respond to risks as a project develops and is executed.
4. Managing safety and security comes about through the balancing of several factors:
  - Acceptance: we are safer when those around us want us to be there, as people and as INTRAC.
  - Relevance: we are safer when key stakeholders of our work see a purpose and benefit to them in what we are doing.
  - Protection: we are safer when we can take measures that reduce our vulnerability to threats to our security and safety.

- Behaviour: we are safer when we actively explore how our experience, identity and personality affect our perception of and exposure to risk and then manage our behaviour accordingly.
5. Risk may be acceptable if appropriate measures are put in place to protect against the risk, but a risk is not acceptable if it is one which the Board or Executive Director considers should not be taken or an INTRAC Representative is unwilling to take.

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## The Conduct of INTRAC Representatives

6. INTRAC Representatives are required to conduct themselves at all times with dignity and discretion appropriate to their roles as representatives of INTRAC, including being respectful of the identity and cultures of those with whom they are working.
7. Where INTRAC Representatives are working in areas of conflict, they must remain impartial with regards to the rights and wrongs of causes and positions adopted by the parties involved in such conflicts. INTRAC will not endorse the use of force by any party to such conflicts.
8. INTRAC Representatives must not at any time be in possession of or handle arms, ammunition or any other articles associated with violence nor allow these to be taken into INTRAC places of accommodation or vehicles used by INTRAC representatives. In exceptional circumstances INTRAC may permit its Representatives as part of agreed security protocols to travel in armoured and protected vehicles if this is the only possible and permissible form of transport.
9. INTRAC Representatives must not at any time be involved in or perceived to be involved in prostitution, the handling of and/or use of illegal drugs or corruption or bribery.

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## Identifying and managing risks

10. A key step in the management of safety and security will be making an early risk assessment. The assessment will be informed by UK FCO (Foreign and Commonwealth Office) guidance, risk assessment of the country and local situation by locally based collaborators and other important entities, and insurer's requirements. Where specific risks are identified the plan or project must address these in form of a more detailed risk assessment and response protocol.
11. INTRAC assignments may take place in locations where conditions affecting safety and security are not always easy to establish before anticipated travel or commencement of work and may be subject to rapid changes both ahead of travel and while in a country. This may require decisions to be made to improve safety and security by adjusting plans and patterns of behaviour including, but not limited to, movements, residence, interactions, communications, information gathering, care for others and evacuation. Good communications between INTRAC Representatives on assignment and management are vital.
12. INTRAC will debrief INTRAC Representatives exposed to serious security risks or serious incidents and review any learning relating to this policy.

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## Insurance

13. INTRAC will provide comprehensive specialist insurance for its staff for all required travel. Associates and other consultants will be provided with INTRAC insurance cover only when the

destinations are not covered by general travel insurance providers or when insurance companies require additional cover. Volunteers will not be allowed to travel on behalf of INTRAC if the UK FCO advises against travel to the country or any part of the country in question. Other general travel insurance for volunteers to destinations for which no UK FCO warnings are in place will be provided by INTRAC.

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## Responsibilities

14. The INTRAC board is responsible for the setting of safety and security policy (based on recommendation by the Executive Director); reviewing the policy (when recommended by the Executive Director, but at least every three years)
15. The Executive Director is responsible for INTRAC's overall compliance with the policy, and the setting of appropriate procedures including that the policy and procedures form part of staff and associate initial induction. The Executive Director is responsible for approval where security and safety issues have been identified.
16. All INTRAC staff and Representatives are responsible for compliance with the INTRAC safety and security policy and procedures including safe and responsible personal conduct as INTRAC representatives, and reporting of security related information, incidents and behaviours of others that might put the team or INTRAC at risk.

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