**SECURITY POLICY**

Document type - Policy

Applies - to all programs and projects

Date of adoption - March 31, 2023

Date of next review and monitoring- March 2024

**General provisions**

The protection and safety of our employees, volunteers and contractors is the primary responsibility of our organization. We are committed to taking care of all employees, volunteers and contractors. We are committed to clear, relevant and appropriate security policies, protocols and plans for CO "SOS Civil Defense Headquarters".

The purpose of the Security Policy is to raise awareness of the security of all employees, volunteers and contractors in order to create a safety culture.

The basis of effective protection and safety management is the creation of a safety culture, and the organization will work to create such an environment. Every employee, volunteer and contractor is responsible for their own safety and security and for the safety of others. In addition, each employee, volunteer and contractor is required to address promptly safety and security issues in all circumstances.

**Terminology**

**Risk analysis/assessment** is a tool used to systematically evaluate risks in terms of threats to the environment and the operating environment of the organization and its personnel; identification of specific vulnerabilities and, accordingly, measures aimed at reducing threat and/or vulnerability.

**Security** is a concept that, according to the practice of international organizations, is divided into two components: 1) 'Safety' - avoidance or minimization of risk or damage from unforeseen actions (e.g., accidents, natural phenomena, disease); 2) 'Security' - avoidance or minimization of risk or damage due to minimizing the risk or harm from violence or other intentional acts (e.g: physical attack, shooting, robbery)

**The security plan** describes and reflects the steps to be taken to analyze the context of the operations and related risks, as well as establishing standard operating procedures and emergency response plans.

Employees must fulfill their obligations in relation to security issues to ensure the best possible protection and safety of employees, volunteers and the organization as a whole in all circumstances.

**Scope of security policies and protocols**

All employees, volunteers and contractors of the organization, while performing their official duties, are subject to the security policy and protocols. People are the highest priority of the organization.

**Nature of the security policy and protocols**

Failure to comply with the policy and protocols may result in termination of cooperation with the organization without the right to renew in the future.

Examples that can be considered as incidents:

* all crimes related to representatives and property of the organization (e.g. theft, burglary, robbery, carjacking, kidnapping, hostage-taking, arrest, assault, etc.);
* all cases when employees of the organization are threatened with weapons or acts of violence (for example, armed robbery, etc.);
* all cases of harassment or threatening behavior of any type (e.g. attacks, threats, attacks on family members, etc;)
* acts of war and armed conflict (e.g. shelling, mines, shooting or military aggression, etc;)
* looting, attacks on property and vandalism;
* all cases when contractors and employees of the organization may be involved in illegal activities;
* all violations of the organization's security rules;
* internal threats and cases of fraud in the organization.

This list is not exhaustive.

All cases involving members of the organization shall be reported to the Head of the Organization as soon as possible.

The purpose of the Security Policy is to directly implement standards and rules for identifying, detecting, preventing and reducing security risks and to establish a basic concept for the development and implementation of methods to ensure both personnel and the organization as a whole with an appropriate level of security.

The Security Policy is a document that defines the responsibility of each employee of the organization and provides a conceptual understanding of the attitude to safety in the daily performance of their duties.

The Security Policy of the organization applies to all employees/affiliates of the organization.

**BASIC SAFETY PRINCIPLES**

**Primacy of life and health.** Personnel safety is the top priority of the organization! Personnel should avoid getting into situations with excessive risk, justifying it with the purpose of carrying out program/project activities or protecting property.

**Personal responsibility**. Each employee must be aware of their personal responsibility for their own safety. The rules, instructions and advice of the organization's officials are aimed at protecting against hazards or reducing their impact on life and health. However, this does not imply constant control over the employee's actions. Only the employee is responsible for his or her actions and deeds.

**Do not risk your life.** This principle applies to situations where an employee of the organization faces a moral choice between not providing assistance or risking his or her life. Preparing an employee of the organization requires time, resources and planning. It is reinforced by the practice of activity. Therefore, if an employee performs actions that may harm his life or health, he will not be able to perform his duties in the near future and provide assistance to others.

**Not harming others.** An employee of the organization must clearly understand the consequences that may be caused by his/her actions. He or she should exclude the possibility of endangering the lives of others as a result of personal irresponsibility.

**Program management according to the circumstances and environment**. The planning, preparation and implementation of any of the organization's programs/projects should be based only on a thorough risk analysis and the necessary security conditions appropriate to the context of the program (project) activity.

**Staff welfare.** Leaders and managers, at any level of the organization, should pay special attention to taking care of their staff; apply tools for identifying overload and prevent burnout; create and maintain relationships of mutual respect and goodwill.

**Development and implementation of the Organization's Security Plan.** The Security Plan (or Risk Management Plan), based on the risk analysis, informs about the most important measures precautions to be taken by each employee on a daily basis. It should minimize any possibility of getting into a critical situation.

**Zero tolerance for violations of security rules.** Disregard for security rules endangers many people - both the organization's employees and beneficiaries and partners.

**Employees should be instructed on:**

* fire safety;
* first aid;
* general electrical safety;
* sanitation and hygiene.

**Responsibility of officials**

The Director of the Organization is fully responsible for compliance with all applicable security legislation of Ukraine in accordance with the defined areas of activity. He/she directly reviews, approves and monitors the implementation and execution of policies, procedures and instructions of the organization.The project/program manager is responsible for the inclusion of security issues at all stages of the program/project cycle; responsible for situational awareness of employees.

Director of CO "SOS Civil Defense Headquarters"