

Safety and Security Policy of Beyond Beijing Committee (BBC) Nepal



**Beyond Beijing Committee (BBC) Nepal
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Introduction

Beyond Beijing Committee (BBC) Nepal is a feminist human rights national network organization dedicated for achieving gender equality, sustainable development, and women rights through multifaceted transformative approaches. It was established by women rights activists and professionals of Nepal during the preparation for pre-Beijing conference in 1994. BBC is an organization in United Nations Special Consultative Status with the Economic and Social Council (ECOSOC). Currently, it has over 230 non-government organizations (NGOs) members working for human rights of women, girls and children.

BBC supports local communities, civil society's organizations (CSOs), international non-government organizations (INGOs), and government organizations to implement the Beijing Declaration and Platform for Action (BPfA), Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Convention on the Rights of the Child (CRC), International Conference on Population and Development Programme of Action (ICPD POA), Sustainable Development Goals (SDGs), including other human rights treaties, protocols and instruments in achieving gender equality and the empowerment of women and girls. BBC's Safety and Security Policy (hereafter called **The Policy**) is formulated for the purpose of protection of health, safety and security awareness of BBC's board members, employees and other affiliated individuals to ensure procedures are clear to them, create a culture of well-being, safety, security, and ultimately, to enable programmes and projects continuity.

Definitions

“Safety” means one's ability to take preventive measures against accidental and emergency crisis situations.

“Security” means putting measures in place to protect an individual against acts of violence and harm cause of others.

“Emergency crisis situation” means a serious, unexpected, and often dangerous intense difficult situation requiring immediate action to protect and save life. This includes sudden accident, disaster or natural catastrophe, riot, fire, and pandemic (e.g. COVID-19).

“Risk” means the result of a threat combined with our vulnerabilities and capacities to deal with the threat.

“Threat incident” means any potential event which could cause harm to ourselves, our work, our partners or participants.

“Insurance” means medical and accidental insurance according to the BBC’s Human Resource Management and Development Policy.

“Workplace” means the place or location where BBC’s board members, employees and other affiliated individuals (*e.g. Consultants, service providers, volunteers, etc.*) work, and this term also includes a place or situation where BBC’s board members, employees and other affiliated individuals has to stay or visit in the course of the work.

“Social Security Fund” means the provident fund and CIT gratuity fund established pursuant to the BBC’s Human Resource Management and Development Policy.

“The Policy” means safety and security policy of BBC.

“Focal Point” means as prescribed by BBC’s Board.

Aim and Scope

The aim of this policy is to define a common framework for BBC Nepal’s organization, its board members, employees and other affiliated individuals to maintain and grow its workspace in a healthy environment resulting in having room to try more and other types of action towards the BBC’s aims and goals.

This policy applies to BBC Nepal’s boards, employees and other affiliated individuals who take part in BBC Nepal’s activities related consultancy service.

BBC Nepal’s safety and security policy is measures to protect the health, safety and security in relation to human rights of individuals that allow them environment free of any form of harm, life threatening and crisis situations.

Guiding Principles

Safety and Security are the responsibilities of all. BBC Nepal’s Board members and employees must be equally committed to the process to ensure success. Personal safety, organizational security, and ultimately the safety of the communities we serve, will only be attained where everyone joins together in maintaining safe working conditions. These are reflected by BBC Nepal’s core values:

- Equality
- Inclusivity
- Intersectionality
- Integrity
- Respect to diversity
- Professionalism

Following these core values, the following guiding principles have been set for the policy:

- Do no harm
- Do not discriminate
- Maintain duty of care
- Maintain non engagement
- Maintain professional conduct

Compliance

Compliance with the safety and security policy and standard operating procedures is mandatory for all BBC Nepal board member and employees. Any breach will be considered as misconduct and disciplinary measures might be taken.

Acceptable risk

While BBC Nepal accepts that some risks cannot be eliminated, board members, employees and other individual affiliated will never consciously be placed at unacceptable risk levels in order to reach programmatic or other objectives. A prior risk assessment report will be presented by the local branch to the board member assigned to oversee the risk assessment for any project or operation. The report will cover all the potential risk for carrying out the operation like health risk, financial risk, security risk etc. The Board Member will then decide upon whether the potential risks fall under acceptable risk and can be addressed or resolved through means within the scope and ability of the organization or not. Acceptable risks and threats are those risks and threats that can be reduced through certain actions of the organisation. In cases of risk that fall outside the range of acceptability, the operation shall be reassessed or halted. BBC Nepal seeks to reduce threat by building good relations with local communities and relevant stakeholders and thereby gaining acceptance and consent for the organisation's presence and work. BBC Nepal also uses specific protective measures (e.g. surveillance cameras, locks and standard operating procedures) to safeguard its employees and locations. In case of rising risk factors in said environment and communities where the projects are being carried out, measures such as temporarily or permanently halting the operations may be implemented. Furthermore, in extreme scenarios, a financial sanction may be placed with the financial support previously being provided for such risk prone communities and areas being completely cut. These sanctions and measures will be removed once the potential risk and threats to the organisation and projects are negated. No armed personnel or military force shall be allowed to be stationed within the organization office premises. However, in case of high risk and threats to the organization and its functioning, BBC Nepal may collaborate with the local police force as required.

Authorities and Responsibilities

Responsibilities for risk management and safety and security is cut across the organizational structures of BBC Nepal. BBC Nepal's Board will assign a board member who will be responsible for oversight of risk management and safety and security. BBC Nepal's management is responsible to promote a healthy, safe and secure culture. Hence, a pre-approval of the said overseer will be required for carrying out any project or operation. Individual employees also carry personal responsibility for ensuring their own personal safety and security, and are required to report security incidents and reacting to the needs of others to minimize the risk to themselves and the functioning of the organisation..

In order to maintain the safety and security preparedness of BBC Nepal, the following three interdependent aspects of commitments and role need to be fulfilled:

1. Organizational commitment
2. Individual commitment
3. Risk assessment

1. Organizational Commitment

Following the guiding principles of do no harm and duty of care, the organization must be committed in maintaining and promoting harmony in the local community where the operation is to take place. By maintaining good relations and causing no harm in the community, the organization will be able to provide safe and secure work environment and higher chance of acceptance of the operation and projects in the community. BBC Nepal shall also maintain the duty of care towards its employees by committing to mitigating risk by implementing the preventive measures and committing to the security of the employees and members by collaborating and communicating with the local community and local security forces as required and providing proper means and measures to the employees. Management must demonstrate organizational willingness to examine security risks and to provide adequate resources for employees to become safe and secure. Hence, a prior assessment shall be carried out and reported before any project or operation and the organization shall commit to properly planning and providing financial expenditure shall be allocated as per the report.

2. Individual Commitment

Individual employees also need to alter their own personal behaviors and practices to maximize the safety of themselves and others. Employees are required to work while minimizing any potential risk or threats that could result from their action. The individuals shall follow the guiding principles of do no harm and do not discriminate to maintain harmony in the workplace and local communities where the operations are taking place. The individuals must maintain the commitment of non engagement on matters not concerning the organization in order to minimize the risk and threats to other employees and the organization. Any potential risk or possible threats not within the preventive scope or control of the individual shall be reported immediately to the supervisor or manager, who will in turn report to the overseeing board member. The individual shall make a commitment to maintain professional conduct and not hide any risk or threat that could harm the functioning of the organization or operation even if said risk is a result of their individual action. Therefore, the individual shall do their best to fulfill their commitment to complete the organizations operation and projects.

However, in cases where the individual believes the organization is taking unjustifiable risk towards the individual's well being, they may decline to take part in the operation and provide a written report for their reason to do so.

Hence, the organization shall maintain a commitment of ensuring safety and security of the employees and members while the individuals shall maintain a commitment to not unnecessarily increase risk or decrease safety and security through their actions.

3. Risk Assessment

Risk assessment is both organizational and individual and is the core component of any security preparation. The fact that apparently the risks associated with development sector environments are similar to those found in emergency crisis situation related relief operations that tells us little about the causes of those risks. Assessment, therefore, needs to become an integral and essential component of every programme/project design, every programme/project proposal, and every programme/project review.

A prior risk assessment shall be carried out by the local correspondents and reported to the overseeing board member. The pre-approval of the said member shall be required for the operation or project to be carried out. Hence, the local branch, office, member organization or individual shall

be responsible for recognising and reporting the risk and threats to the overseer. The overseer shall give the final assessment of the risk, determining whether the risks are acceptable in terms of the safety and security of the individuals involved. The overseer shall then issue instructions regarding measures for mitigate the risks and threat for smooth functioning of the project.

In case of any harm caused to the safety and security of the employee, members and the organization due to any omission of risk in the report presented by the local correspondent for risk assessment, the party responsible for the report shall be held responsible.

Budget

Funding for security and safety will come from a variety of sources. The project funds account will meet all costs associated with the social security fund and insurance of the employees, and safety and security related training costs will also be met from this budget. Project proposals will include line-item requests for some costs associated with safety and security. BBC will provide training for enhancing access to donor funding for this purpose.

Training

BBC is obliged to ensure staff receive security training as appropriate to the roles, responsibilities and contexts that come with their jobs. A Safety and Security Risk Management framework will be created and distributed to all members and staff. The line manager is responsible to ensure adequate training is given while focal point of Safety and Security will make an annual training plan based on needs and priorities. Safety and Security forms part of induction training for all employees to ensure understanding of the Safety and Security Risk Management framework the BBC rests its work on.

Insurance Cover

BBC will provide medical and accidental insurance cover for all employees established pursuant to the BBC's Human Resource Management and Development Policy.

Handling Emergency Crisis Situation

In order to handle emergency crisis situation a three members committee will be formed by BBC Nepal's board, consisting of two board members and a senior employee, within twenty four hours of the knowledge of the situation. The role of the committee will be to decide the appropriate course of action in regards to rescue and aid to handle the crisis. The decisions will require the agreement of at least two of the three committee members. The committee will then issue the instructions based on the decision to the appropriate staff or member for speedy resolution of the crisis situation.

Behavioral Conduct

- BBC employees, board members and any appointed human resource must treat every woman, female senior citizen, youth, adolescent, girls and other gender with respect. The feelings and opinions of them should be respected and listened.
- Anyone except the employees working in BBC must acquire permission from the respective program manager or the executive board to enter the programmes and office.
- BBC board members, employees, volunteers and consultants should ensure safety and security during the field visit. Personal space and boundaries should be maintained for members during the field visit.
- BBC board members, employees, volunteers and consultants should not develop a personal relationship with the beneficiaries or the targeted group, during the time of implementation of

the work to avoid power relation and to ensure safety and security of the targeted groups and beneficiaries.

- BBC board members, employees, volunteers and consultants must report of any women, female senior citizen, youth, adolescent, girls and other gender protection concern to the focal person or to the program manager or the General Secretary or Chairperson as early as possible. Non-reporting or hiding information will be considered as acting against BBC's policy.

Steps for policy implementation

1. BBC will orient members, employees, consultants, volunteers and individuals associated with BBC about the policy regularly.
2. All stakeholders will be informed about BBC's Safety and Security Policy and made easily available in English and Nepali language.
3. BBC's various forum/platforms regularly consulted to bring awareness and for the implementation of this policy.

Likewise, the information and complaints regarding violation of the policy will be seriously investigated upon and required actions will be taken according to BBC's Human Resource Management and Development Policy and regulations.

Reporting Incidents

All security incidents must be reported immediately to the line manager, who is required to report serious incidents to their line manager and up the management line of the BBC's focal point. Incident analysis must be undertaken, after the immediate event has been dealt with, to determine why the incident happened and how it could be prevented or managed more effectively in the future.

Policy Review

Amendments to this Policy shall be made by the committee formed by BBC's Board in consultation with them and employees as needs arise. The Policy shall be reviewed once every two (2) years as necessary depending on the prevailing trend on security internally or externally; however, the Policy may be reviewed as need arises.

Annexes with Guiding Framework Tools and Standards

Annex 1

Security Risk Management

1. The Security Risk Assessment (SRA) is the primary mechanism for managing and mitigating security risks to BBC personnel (board member and staff) who travel for conducting or monitoring the program.
2. The level of acceptable risk is identified in the SRA of the BBC's security plans.
3. The security risk levels should be contextualised and complemented with specific indicators, triggers and actions appropriate for the security risk area.
4. The Organization must ensure that the personnel and visitors for a travel are aware and adequately briefed, trained and prepared for the corresponding security context of conducting or monitoring program area before their departure.
5. The BBC personnel partaking in the programs should follow the principle of non engagement and not undertake any unnecessary risk that may in turn bring negative impact on the program or the organisation itself.
6. In cases where risks are unavoidable but the benefits of certain actions or decisions clearly outweigh the risks involved, such risk shall be deemed as acceptable and necessary risk and the actions shall be performed despite the risk. However, no risk shall be recognised as acceptable risk if there is a certain and clear way of avoiding it.
7. The risk management shall be done at the appropriate levels as per the nature of the risk. Any risk recognised before the departure or planing of an operation or program shall fall under the management jurisdiction of the board while any risk that arise during the program or operation which is manageable by the personnel dispatched shall be managed by them. An incident reporting channel shall be agreed upon beforehand in case of emergency situation or risk beyond the management ability of the personnel dispatched.
8. Everything reasonable should be done to reduce risk.
9. Everyone should maintain professional conduct.
10. Risks resulting from the actions of individual without any involvement or action of the organisation shall be the responsibility of the individual themselves. If such a risk hampers the organisation or the programs being organised, it shall be the responsibility of the individual themselves to resolve or tackle the risk themselves in order to fulfill their commitment to the operation or program.
11. In cases where the organization is taking what an individual believes to be an unjustifiable risk towards the individual's well being, they may decline to take part in the operation. However, if an individual declines the operation they shall provide a written report for their reason on declining and explaining the unjustifiable risk towards them. The organization shall not force any individual to partake in the operation in such a scenario. The written report must include the following:
 - Name of personnel.
 - The unjustifiable risk as per the individual.
 - The reason for declination and the explanation on the risk towards the individual.

12. Every board member and staff has the obligation to report to the organization and related security entities in case of an emergency situation that jeopardizes or may jeopardize their safety and security in the program area through the agreed incident reporting channels.
13. Safety and Security Training must be completed prior to the travel for the BBC's program. The cost for the training is carried by related program of BBC.
14. A written report shall be submitted to the organization regarding the risks and their management after the completion of every program or operation for the purpose of archiving as well as improvement of security risk management of the organisation over time. The report should include the following:
 - The risks identified.
 - Actions taken to tackle or manage the risk.
 - Effectiveness of the risk management actions taken.
 - Obstacles faced, if any, during risk management.
 - Suggestions for managing similar risks in the future.

Annex 2

Vehicle Use, Travel Approvals and Briefs

1. BBC and BBC Board member or staff owned vehicles:
All vehicles must be appropriately registered, insured, well maintained and suitable for the country, trip specific and seasonal road conditions. The vehicles can only be operated by persons with a valid driver's license.
2. Rental vehicles:
Rental vehicles are to correspond to the same legal, safety and security standards that apply to BBC owned vehicles. BBC office is responsible for ensuring that the rental vehicles and operator have adequate insurance coverage.
3. Safe driving:
Vehicles must be driven safely. The person operating a vehicle for BBC must recognise the limits of the vehicle, the risks the environment poses, and adjust the driving accordingly. Vehicles must be able to stop quickly and safely in an emergency, and therefore must be driven at a speed at which the vehicle is stable, which may be lower than the allowed speeding limit. Passengers in the vehicle are also responsible for their own safety and must express and highlight their concern, when the vehicle operator is not driving safely. Following the traffic rules of the country where the program is taking place is compulsory.
4. Other Mode of Transportation:
In case of use of other mode of transportation being used like airplanes, trains or ships, a prior approval from the general secretary and ED shall be required.
5. The BBC's travelers need written approval from general secretary and ED prior to a trip for a program. Prior to travel, travel approvals and briefs form needs to be filled .
6. A copy of the flight ticket, accommodation booking confirmation and the Terms of Reference (or detailed itinerary) for the trip should be attached to the travel approval and brief form. Alternatively, the relevant information should be mentioned on the form.
7. Upon arriving at the destination, the travelling individual, personnel or group shall inform the organization personnel responsible at the destination as well as relay the information to the organization office.

8. Travel description form:

A travel description form should be filled up prior to the departure as per the format below:

Beyond Beijing Committee (BBC), Nepal <u>Travel Description Form</u>	
1. Name:
2. Contact No.:
3. Designation:
4. Destination of Travel:
5. Project / Program:
6. Purpose of Travel:
7. Date of Departure:
8. No. Of Travel Days:
9. Expected Date of Arrival at the Destination:
10. Expected Date of Return:
11. Mode of Transportation:
12. For Road Travel:	
Type(s) of Vehicle Used:	a. BBC Owned/ Personnel Owned Vehicle
	b. Rental Vehicle
	c. Public Vehicle
Vehicle Number Plate/ Registration Number:
13. For Other Mode of Transportation:	
Ticket Number:
14. Other Information (If Any):

	Signature:
	Full Name:
	Date:

Annex 3

Communication and Digital Safety and Security

1. A record of BBC personnel and their up to date contact information shall be maintained by the organization.
2. In case of travel where the preexisting or recorded contact means shall face obstruction, BBC will ensure that the board member or staff travelling for BBC have access to adequate communication means during their travel. This is to safeguard that they can be contacted in case of a security incident or a crisis. In addition, it allows the traveller to request assistance or report an emergency and other unexpected changes or situations that require to be communicated.
3. BBC will provide communication means to travelers either before departure, or upon arrival at their destination.
4. BBC Personnel shall use the emails provided by the organization or emails recorded as theirs at the organization at all times, even during travels. Any change in communication details shall be updated by the personnel to the organization as soon as possible. No unauthorized or unrecognized email shall be used for official purposes in order to ensure digital safety and security from issues like virus, spam mails and leaks.
5. All personnel are encouraged to share any official documents or files not requiring any further editing in either PDF, scans, pictures or similar formats to prevent deletion, change or other such actions from taking place that may result in harm or gap in intent of the original document.
6. Any document and files prepared for a program that are to be shared to third party such as participants or staff as resources shall be distributed in the form of non editable formats like PDF, scans. etc, in order to prevent issues of unauthorized change, plagiarism, misuse of BBC property and copying.
7. In order to maintain safety and security in terms of social media, any official document, statement, photos shall be shared and posted only through the official accounts of the organization. Although, this does not prevent the board members, personnel, staffs and participants from posting about the organizational programs and projects, these posts shall only be recognized as unofficial posting and do not hold the official authority of the organization.
8. In case of any cyber-attack or digital crime faced by the organization, the organization shall report and work with the related local authority and experts for a solution as soon as possible.

Annex 4

Safety and Security In and Out of Office /Offices, Premises and Facilities Protection

1. BBC office, premises and facilities should be selected and managed to prevent any risk of injury to personnel and/or loss or damage of material.

2. Site security is maintained through a series of physical and procedural boundaries. Site safety is maintained through reducing vulnerability to fire, accidents and natural hazards (e.g. earthquakes, landslides, etc.)
3. All buildings occupied by BBC are required to be compliant, where feasible, with the safety and fire regulations, as appropriate.
4. An alarm system should be installed in permanent BBC structures to prevent any harm to the facility. The installed emergency alarm systems in BBC premises must be designed and adapted, when required, to allow an emergency to be recognized as such.
5. The entrance and exit shall be clearly conveyed through signs, with no obstruction in their use at all permanent facilities.
6. In case of temporary facilities or premises used for a project/program, the information regarding essential elements like entrance, exit, and emergency route shall all be clearly briefed to each and every personnel on the premises.
7. Any defect in structural integrity of the facility, premise or office shall be immediately be reported or brought to attention of the board or related personnel by anyone who notices them.
8. In regards to societal safety and security of the office, premises or facilities, all personnel shall do their best to maintain social goodwill towards the organization from the the society or locality where the structure is located.
9. All safety measures for the security of the premises like locks, CCTV, alarms and such shall be implemented depending on whatever resources and measures is available to the facility. Any illegal activity such as break-ins, theft or robbery shall be reported to the concerned local authority.
10. The organization shall provide a recognizable identification like an identity card, lanyards, tags or passes to the personnel travelling to projects, programs or working at such facilities to ensure that they receive the same protection, safety and security as the organization.
11. In case of any additional security or safety required in and out of the office, premises or facilities, the organization shall request help from the local authorities and police.
12. Any illegal act done towards the office, premise, facility, members, personnel or staff not for personal reasons towards the individual but for being associated with the organization shall be seen as an act against the organization and will be proceeded as such.
13. Any harm done to a BBC personnel, member or staff at the office, facility or premises by another BBC personnel, member or staff or an external party, shall be investigated internally by the organization, or with the cooperation of local authority or police, or completely by the local authority or the police, depending on the nature of the incident.