



Safety and Security Policy

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Responsible			
Reviewed by	Executive Secretary		
Approved by	Chief Executive Officer		

Introduction

Green Partner Association is a Cameroon based organisation working to provide humanitarian and development assistance to the most vulnerable population affected by disasters, conflicts and extreme poverty. Its vision is to be the leading organisation combining humanitarian and development approaches in assisting affected people and marginalised communities in fragile contexts and crisis areas Nationwide.

Green Partner Association employs hundreds of people around the world. Many of these people live and work in hazardous and insecure environments. As responsible employers, Green Partner Association acknowledges their obligations to provide, safe and secure workplaces.

Purpose

The purpose of this security policy is to record and communicate the guiding principles and responsibilities that form the governing framework for safety and security risk management.

The policy provides Representatives which include Trustees, Employees and Volunteers, at both headquarters and country offices, direction and guidance to enable Green Partner Association's programme objectives to be effectively implemented while at the same time protecting (to the extent possible) Green Partner Association's employees, reputation and assets from harm.

Governing documents

The security policy is complementary to the following governing documents:

- Green Partner Association Code of Conduct
- The Core Humanitarian Standards
- The Code of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Relief

Applicability and Policy Implementation

The security policy applies to Green Partner Association and their employees. In certain circumstances, and depending on the nature of the relationship, the policy may apply to associated personnel e.g. consultants, interns, volunteers etc. The security policy shall be routinely implemented as part of programmes and operational management activities. The Green Partner Association safety and security manual outlines the procedure by which safety and security will be managed. It is acknowledged that the local operating context will guide how the security policy is put into practice, however the principles contained in the policy shall be reflected in local security and/or crisis management plans and procedures.

Approaches to Safety and Security Management

Safety and Security must be actively managed, not just planned for, and is most effective when fully integrated into programme and operational management. Managers must ensure security of persons and programs is given a high priority, through objective setting, key performance indicators and work planning/scheduling etc.

Acceptance approaches reduce or remove threats by gaining widespread acceptance (political and social consent) in the community for Green Partner Association's presence and activities. Building positive relationships and promoting understanding of Green Partner Association through establishing the organization's legitimacy as an impartial and independent humanitarian actor, achieves this.

Protection approaches aim to reduce risk by reducing vulnerability, through protective devices and operating procedures. Protective devices can be communications equipment, reliable vehicles, use of Green Partner Association's branding (e.g. displaying the logo), or perimeter protection for premises. These are to be included in country safety and security and crises management plans.

Deterrence approaches aim to reduce risk by containing or deterring the threat by applying a credible counter- threat (e.g. suspension or withdrawal of activities, or the use of armed guards *in exceptional and authorised circumstances only* or calling for military intervention). This approach is generally to be considered as a last resort and is decided according to specific procedures and authorisation levels detailed in the safety and security manual.

Fundamentals of the safety and security policy

The fundamentals contain the all-encompassing rules and beliefs that govern Green Partner Association's

approach to security management. The principles are intended to provide clarity to certain policy positions and guide risk management decisions and actions.

These are listed below:

Duty of Care & Security of Personnel

Security of personnel (whether employees or others) shall always remain a higher priority than the protection of material assets, the preservation of programs or the protection of Green Partner Association's reputation.

Green Partner Association's duty of care is exercised through the application of the security policy, and other management policies and procedures. The systems developed to manage duty of care include (but are not limited to) informing employees about work-related risks, preparing employees to manage and treat risks, and seeking to ensure post-incident care (e.g. counselling for victims, their families, and/or colleagues) is available to employees.

Risk Ownership & Delegation

Security management is a line management responsibility in Green Partner Association. All employees and the various governing boards and executive officers are risk owners. Risks owners are defined as *"the persons with the decision making authority and accountability to manage risks."*

The exact level of risk ownership, accountability and responsibility of these individuals or collective bodies will vary depending on their assigned roles and may be influenced by national laws or regulations concerning legal liabilities.

Informed Consent & Right to withdraw from duties and duty stations

All employees shall be informed of the foreseeable risks related to their role and their place of work by their respective line managers. By accepting the assigned duties after having been provided with relevant information, the employee is generally deemed to have provided their informed consent to accept these risks and the risk mitigation processes implemented by the employer.

Employees may decline to undertake an assigned duty if their individual risk tolerance is lower than that of their employer. Likewise, employees may withdraw from a location. If withdrawing from a duty station for security reasons, employees shall immediately inform their line manager and as soon as practical, record the reasons for the withdrawal. Such cases shall be subject to procedural review by the employer.

Individual Obligations to safety and security risks

Green Partner Association employees are obliged to work with their employers to manage risks and are responsible for taking reasonable and meaningful actions to manage their own safety and security. Individual behavior is key to an employee's own safety and security as well as that of the organisation, co-workers and the effect on program

objectives. Negligent actions that create self-generated risks are likely to lead to dismissal or other disciplinary action. Safety & Security and Gender

Men and women can and often are affected differently by specific threats. Similarly, men and women may perceive risk differently because gender influences an individual's vulnerability to certain threats. Green Partner Association's security policy recognizes gender as a potential vulnerability factor when assessing risks. This may impact risk mitigation options e.g. deciding to deploy or not deploy only men or only women to a certain context for a specific program objective. Risk assessments, local security management plans and subsequent risk treatment options shall explicitly communicate how gender is considered within the local context for country offices and travel from headquarters.

Management of Information

Green Partner Association should act responsibly to ensure personal and other information is used, stored or disposed of appropriately, and should have regard to relevant regulatory requirements. Plans at headquarters will follow principles of GDPR. Local plan may also need to address privacy or data protection in terms of electronic networks, and/or hard copy files

Delegations, roles and responsibilities

Risk owners are the persons with the decision making authority and accountability to manage risks (ISO 31000/2009 & ISO Guide 73/2009).

The ownership, delegation of roles and responsibilities is detailed in the safety and security manual. In summary:

CEO, Chairman and Trustees

- Full implementation of Green Partner Association's safety and security policy
- Ensuring adequate resources are made available to address security management needs
- Ensuring a crisis management plan process is developed, implemented, and periodically tested
- Holding line managers and employees to account for individual behaviours and attitudes towards

security risk management

- Timely reporting to governing bodies **Heads of Department**

Programmes:

- Ensuring safety and security management needs are identified and effectively communicated in program proposals and reports
- Identify safety and security risks along with mitigation in every project

Finance:

- Ensure safety and security management costs are reflected in proposal budgets and communicated to senior management e.g. CEO and trustees

Executive Officers:

- Effectively delegating specific security management roles, tasks and functional responsibilities (whether to security-specific employees or others)
- Leading and managing the review and updating of local Safety and Security Plans for the country and field offices
- Contributing to establishing a local security information network

Line Managers – Generic:

Line managers are responsible for:

- Ensuring their staff and associated personnel have access to the safety and security policy and manual.
- Monitoring compliance to security policies, plans and procedures by their staff
- Reporting security incidents up and down their management line
- Identifying staff security training, learning and development needs and ensure access to the training (including appropriate planning and resourcing)

Individual Employees:

Green Partner Association employees are responsible for:

- Complying with all security policies, procedures, directions, instructions, regulations or plans
- Taking care of their own safety and security and of the staff they manage
- Actively contributing to the development and maintenance of security management policy and procedures
- Reporting security incidents up and down their management line

Security Levels:

Green Partner Association's security management and actions shall be guided by assessing foreseeable risks in each operating context. A detailed security level table has been developed for reference.

Safety and Security Plans

Annual Country Safety and Security plans (SSP) will be developed and shared before any specific program or project commences.. These SSP's will be subject to periodic review in line with the quarterly safety and security report to ensure the information remains current and up to date. These plans shall be accessible to all employees and associated personnel working in the operating context relevant to the plans. These plans and all associated documents must be translated into the appropriate working language.

The Crisis Management Plan

The crises management plan establishes procedure and required resources to manage a critical safety or security incident that is extremely acute e.g. kidnap, and cannot be managed adequately within the normal scale of operations. The plan provides a framework for necessary steps during such a crisis and its immediate aftermath.

Security Incident Reporting

All security incidents, including minor incidents, must be reported immediately via the Serious incident reporting (SIR) mechanism.

Reporting of SIRs at the Head Office:

All serious incident reports are submitted to the board of trustees and the charity commission at the Head office.

Reporting of SIRs in the country of operation:

As the country offices are locally registered, the Country Directors at the country level will follow local laws and report serious incidents to the relevant regulatory authorities as per their requirements.

Safety and Security Protocols

Green Partner Association recognises that working in complex environments may entail staff being present in insecure and violent contexts. Hence the organisation has developed detailed safety and security protocols which are detailed in the safety and security manual. This safety and security protocol is mandatory by all country offices.

Agreements

This policy entails the following agreements

General agreements

1. Staff safety and security is a higher priority than the protection of material assets and the preservation of various programmes.
2. Staff recognise the impact that their staff behaviour, actions and programmes may have on Green Partner Association's overall reputation and brand, and hold each other accountable.
3. The right of individual staff to withdraw from insecure situations is supported by all staff.
4. All staff agree not to use armed guards and that staff will not carry or take up arms. However, the exceptional use of armed guards may be authorised for country offices by the CEO following a collective risk analysis and decision. This will only be requested through an application. The process is detailed in the safety and security manual.
5. All staff agree not to make statements or undertake activities that could compromise Green Partner Association's standing as an independent entity
6. All staff, consultants and volunteers will respect the confidentiality of what has been shared with them.

Policy review

The comprehensive review of the policy will take place on yearly basis; however, the Trustees may ask to review the policy in the middle of the year to ensure policy is consistent and effective.