

## INTRAC TRAVEL SAFETY AND SECURITY POLICY

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<b>Approved by:</b>	INTRAC Board
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<b>Policy Owner:</b>	<b>Security Focal Point (Director of Consultancy, Impact and Influence) / Chair of the Board of Trustees</b>

This policy sets out general principles for how INTRAC staff and consultants can work within a safe and secure environment, when travelling with INTRAC on any assignment internationally or within country of residence. It conveys:

- Understanding our risk appetite and principles
- Roles, responsibilities and conduct
- Safety and security strategy.

### 1. Understanding risk

#### Risk appetite statement

INTRAC staff and consultants work in a wide range of settings and circumstances which involve risks to their safety and security. Our commitment to strengthen civil society can be viewed as threatening to some actors, in some contexts, especially if civic space is restricted. INTRAC works with clients and partners in situations that can be risky due to conflict and potential health hazards. CSOs are often exposed to such risks on a daily basis, so we have to accept some risk to work with them, which we are willing to do while taking appropriate precautions. We therefore recognise that INTRAC staff and consultants 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 collaborate. Through our security framework we seek to mitigate risk to the maximum extent possible.

#### Guiding principles to manage risk

- The safety and security of INTRAC staff, consultants and those we are working with 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.
- Safety and security needs to be an integral part of all our work, including the design, budgeting, delivery and review of our work.
- 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.
- 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 individuals 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 when we have taken time to understand the context and expectations of our behaviour and then manage our behaviour accordingly.
- Risk may be acceptable if appropriate measures are put in place and approved by line management or SMT, according to established procedures.

## 2. Roles, responsibilities and conduct

### Roles and responsibilities

- The INTRAC board have legal responsibilities to provide safe, secure and healthy working conditions for INTRAC representatives and is responsible for the setting of safety and security policy (based on recommendation by Security Focal Point, acting under delegation from the Chief Executive) reviewing the policy (when recommended by the Chief Executive, but at least every three years).
- The Security Focal Point 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 consultant initial induction. The Security Focal Point is responsible for approval where security and safety issues have been identified.
- All INTRAC staff, consultants and representatives are responsible for compliance with **INTRAC Travel Safety and Security Policy** and accompanying **procedures**, including safe and responsible personal conduct as INTRAC representatives, and promptly reporting of security related information, incidents and behaviours of others that might put the team or INTRAC at risk. If hosted by a client on assignment, such as in high-risk scenarios, INTRAC staff, consultants and representatives should be familiar and compliant with host/client safety and security procedures – raising any concerns about these in advance with the team leader/Security Focal Point.
- All INTRAC staff, consultants and representatives, when applicable such as in high risk situations, are responsible for compliance with client/host safety and security policies, procedures and guidelines
- All INTRAC staff, consultants and representatives must have signed **INTRAC's Code of Conduct** and completed **Safeguarding training** as indicated in the **Safeguarding Policy**. They must also be familiar with **INTRAC's Data Protection Policy** and **Code of Research Ethics** before starting an assignment.
- All INTRAC staff and consultants embarking on travel away from where they are based must be familiar with **INTRAC's travel insurance policy** or have their own insurance as per their contract.
- All INTRAC staff and consultants must consider the ethical implications of international travel on power and environmental grounds, and should travel if only absolutely necessary.

### Code of conduct

- INTRAC staff and consultants 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. INTRAC travellers will be seen as representing the organisation at all times, not just during working hours. INTRAC travellers are therefore required to conduct themselves at all times with the dignity and discretion appropriate to their roles as representatives of INTRAC and in accordance with any guidance provided by the client.
- When on an assignment particular awareness of risk and appropriateness of engagement with others, and sensitivity to the implications of their own actions for the safety and security of others is paramount. INTRAC will not endorse the use of force or coercion by any party.
- INTRAC staff and consultants 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.

- INTRAC representatives must not at any time exchange money, employment, goods or services for sex, or be involved in the handling of and/or use of illegal drugs or corruption or bribery.

### Safety and security strategy

The following diagram sets out INTRAC's travel safety and security strategic framework:

