ORGANIZATIONAL SECURITY
GOOD PRACTICES CHECKLIST

Safety and Security Management

✓ The organization develops safety and security policies and outlines security roles and responsibilities.
✓ Senior staff monitors and periodically discusses the operating environment and safety and security practices with all staff.
✓ The organization’s leadership updates security policies and procedures on a periodic basis.
✓ Each office designates security focal points, and job descriptions include security responsibilities.
✓ The organization develops a network of security contacts with local law enforcement, stakeholders, embassies, and partners. This effort is spearheaded by the organization’s leadership and senior staff.

Meeting Security Standards

Many comprehensive resources provide guidance on organizational security (see appendix). The standards listed below provide a starting point for building strong safety and security management practices. These standards are not intended to cover all safety and security approaches or contexts, and there may be situations where it is not possible to meet the standards.

Personal Security

✓ Staff is accountable for personal and professional conduct as actions impact personal security, the security of others, and the organization’s reputation.
✓ Staff avoids conduct that would put them or others at risk, discredit the organization, or increase its vulnerability.
✓ Staff abides by all relevant national laws and seeks advice from management where national or local customary laws conflict with international norms.
✓ Staff respects the religious beliefs, customs, and habits of local communities and authorities.
✓ Staff completes a form that includes emergency contact information and health information relevant in the event of an emergency.
✓ Staff monitors the security situation and regularly updates their manager or designated staff.
✓ Staff reports safety and security incidents to management or human resources staff.

Human Resources

✓ Human resource policies clearly outline security roles and responsibilities.
✓ Job descriptions clearly outline safety and security responsibilities.
✓ During recruitment and orientation, the organization ensures that individuals have security knowledge and training commensurate with the degree of threat to which they may be exposed.
✓ New staff orientation includes information about security policies.
✓ Performance reviews evaluate staff compliance with safety and security regulations.
✓ Staff breaches in safety and security policies are subject to disciplinary measures.

Facilities and Office Security

✓ Office facilities deter and detect unwanted visitors or intruders. This should include a fence around the property and a robust access control system.
✓ All staff members know whom to contact in the event of an emergency. This information is posted in the office.
✓ Offices and equipment are comprehensively insured in case of theft or natural disaster.
✓ Office facilities are equipped with appropriate safety equipment and have emergency exits.
✓ One or more staff members are trained to handle fire hazards.
Drivers comply with local traffic laws at all times. Communications, first aid kits, and relevant repair kits. Vehicles contain basic safety equipment including fire extinguishers, clean water, flashlights, back-up cameras, etc. If driving, staff members hold valid licenses, wear seatbelts and ensure vehicles meet safety regulations. Staff registers international travel plans in a central system. There is a protocol to check in with a designated contact when traveling. Staff carries emergency contact information (next of kin, main office phone number, emergency medical contact, etc.) when traveling. Staff records travel plans in a central system. When staff travel, they should check in with a designated contact. Proposals and budgets include safety and security elements, such as: (a) contractual agreements with reputable private security companies; (b) site enhancements (fences, safe, locks); (c) staff trainings (personnel security, first aid); (d) safety and security materials (first aid materials, phones, satellite phones); (e) security planning (static and dynamic security conditions). When required, contractual agreements with reputable private security companies. Safety and security materials (first aid materials, phones). Site enhancements (fences, safe, locks). Staff trainings (personnel security, first aid). Staff adapts project activities to ensure safety and security. Emergency contact information is identified (in advance) to support staff and/or families in case of crisis or traumatic events. In case of sexual assault, access to psychological, legal, and medical support is available to all staff. This may include helping affected staff obtain access to a Post-Exposure Prophylaxis Kit.

Health and Wellness

- Electronic files are regularly backed up to cloud-based storage or encrypted flash drives. Sensitive data should not be physically transported unless absolutely necessary.
- Hard copies of files are organized and secured, or destroyed.

A local counselor is identified (in advance) to support staff and/or families in case of crisis or traumatic events. In case of sexual assault, access to psychological, legal, and medical support is available to all staff. This may include helping affected staff obtain access to a Post-Exposure Prophylaxis Kit.