Introduction

Light for the World recognises that development and humanitarian work are sometimes carried out under dangerous and unsafe conditions. This Safety and Security Policy was developed to address the needs and concerns of the people engaged with Light for the World's international programs and ensure the safest possible working environment.

Light for the World believes that the staff is the most important resource for the organization as well as the communities we work with. Light for the World's Safety and Security Policy and procedures have been developed to enable Light for the World to operate in communities in remote and challenging areas.

Light for the World has programmes in Africa, Asia, Europe and the Americas. With our global scope, Light for the World believes that a comprehensive safety and security policy is necessary for staff to carry out their tasks without undue risk to themselves or to the people they work with. To this end, Light for the World works with staff and organizations that are familiar with local environments.

Light for the World acknowledges its obligation to prevent harm resulting from violence, as well as to mitigate the effects of natural hazards, technological hazards, and traffic accidents. Mental health issues which may arise from witnessing or experiencing traumatic events are also covered in this policy.

Definitions

- **Safety** means protection from accidental harm, e.g., traffic accidents, sickness, natural hazards, technological hazards;
- **Security** means protection from deliberate harm, e.g., violence, theft, kidnapping, murder, sabotage;
- **Hazard** means the potential source of harm;
- **Risk** means the combination of the probability of harm occurring, and its consequences;
- **Risk assessment** means a systematic process of organizing information to support a risk decision, based on the identification of hazards, and the analysis and evaluation of associated risks;
- **Risk reduction** means actions taken to lessen the probability of occurrence and severity of harm.
Scope

The scope of the following Policy is to ensure the safety and security of Light for the World International and its core and associate members functioning within the purview of Light for the World’s international development interventions, including (but not limited to):

- Light for the World representatives;
- All Light for the World staff

Policy purpose

Light for the World recognises its legal, moral, and ethical obligation to ensure the safety and security of its staff and representatives. The Safety and Security Policy was designed to help Light for the World fulfil this responsibility across Light for the World programmes and operating locations. The Safety and Security Policy also emphasises that everyone engaged in Light for the World activities shares the responsibility of preventing harm and reducing risks.

Light for the World’s Safety & Security approach

Light for the World’s Safety and Security approach draws on risk reduction and a local understanding of the communities we work in. Its primary focus is on equipping its staff and representatives with the appropriate skills, knowledge and information to take the necessary precautions; recognising threats to the safety and security of everyone engaged, preparing adequately for any untoward incidents, and responding accordingly.
Organisational commitments

Light for the World commits to the following:

Commitment 1  Light for the World maintains the following documents: the Safety and Security Policy, country-specific Safety and Security Management Plans based on contextualized risk assessments, and security briefs for other countries we also work in;

Commitment 2  Light for the World allocates the necessary resources to mitigate identified security risks, risk reduction and ensures clear roles and responsibilities for security-related issues into its management systems in all locations;

Commitment 3  Light for the World has procedures in place for preparing and supporting staff and official visitors to address security risks during work-related travel, or at their post of assignment;

Commitment 4  Light for the World actively collaborates with other development actors on common security issues in its countries of operation;

Commitment 5  Light for the World considers the circumstances and takes the appropriate measures to ensure the safety and security of its staff

3 Inspired by the InterAction Minimum Operating Security Standards (MOSS)
Strategy for achieving Light for the World’s Safety and Security commitments

In order to ensure that the Safety and Security commitments are achieved, and that Safety and Security is integrated across all areas of Light for the World’s operations, Light for the World has developed the following five interlinked elements:

- Light for the World Safety and Security Policy;
- Light for the World Country-Specific Safety and Security Management Plans prepared by the country/member office;
- Light for the World Country-Specific Safety and Security Briefing Papers prepared and regularly updated by the country/member offices, depending on the changing needs of the staff and visitors;
- Provision of information during onboarding and training plans for more specific needs;
- The appointment of persons with specific Safety and Security-focused roles and responsibilities.
Safety and Security policy review programme

The Light for the World Safety and Security Policy will be reviewed every third year, in order to make sure that changes in both the global and local security contexts are considered. The review process will be facilitated by the Safety and Security Officer and Light for the World Country Directors/National Directors and their Safety and Security Focal Points, and will include the following timely actions:

• A periodic review of changing security contexts in Light for the World's countries of operation, leading to the revision of Light for the World Country-Specific Safety and Security Management Plans;
• Incorporation of the Light for the World Safety and Security Policy into onboarding procedures and training for all incoming staff;
• A review of the Light for the World Safety and Security Policy, leading to a revision of all Safety and Security documents, if deemed necessary.

Safety and Security roles and responsibilities

To promote transparency and accountability for the implementation of Light for the World's Safety and Security management, clearly defined roles and responsibilities are specified as follows:

**Light for the World Chief Executive Officer (CEO)**

The CEO has the overall responsibility for the safety and security for all Light for the World staff and representatives.

**Light for the World Safety & Security Officer**

The Safety & Security Officer is responsible for coordinating Light for the World's global response to safety and security management and oversees the implementation of Safety and Security policy in Light for the World.

**Light for the World Human Resources Hub Manager**

The Human Resources Hub Manager is responsible for the insurance policy review; informing new staff of our current insurance policy and its coverage and supporting the Safety and Security Officer during the latter's absence.

**Light for the World Country Directors/National Directors**

The Director is responsible for the in-country risk assessments and the safety and security of all staff and official non-employee visitors and for supporting the Safety and Security Officer. They also act as the focal point of the respective country with responsibility for the oversight and implementation of safety and security preparedness’ and implementation in their program countries and for updating the country specific Safety and Security Management plans.

**Light for the World Safety and Security Focal Points**

The Safety and Security Focal Points take the lead in developing and reviewing Security Management plans and checklists. To that end, they work closely with the Safety and Security Officer to monitor and adapt the implementation of security procedures. Focal Points advise Country Directors on all aspects of Safety and Security. Focal Points are also responsible for delivering training on security awareness and preparedness. They also provide the staff with updates on the latest developments. Should any untoward incidents occur, they are responsible for submitting Incident Reports.