

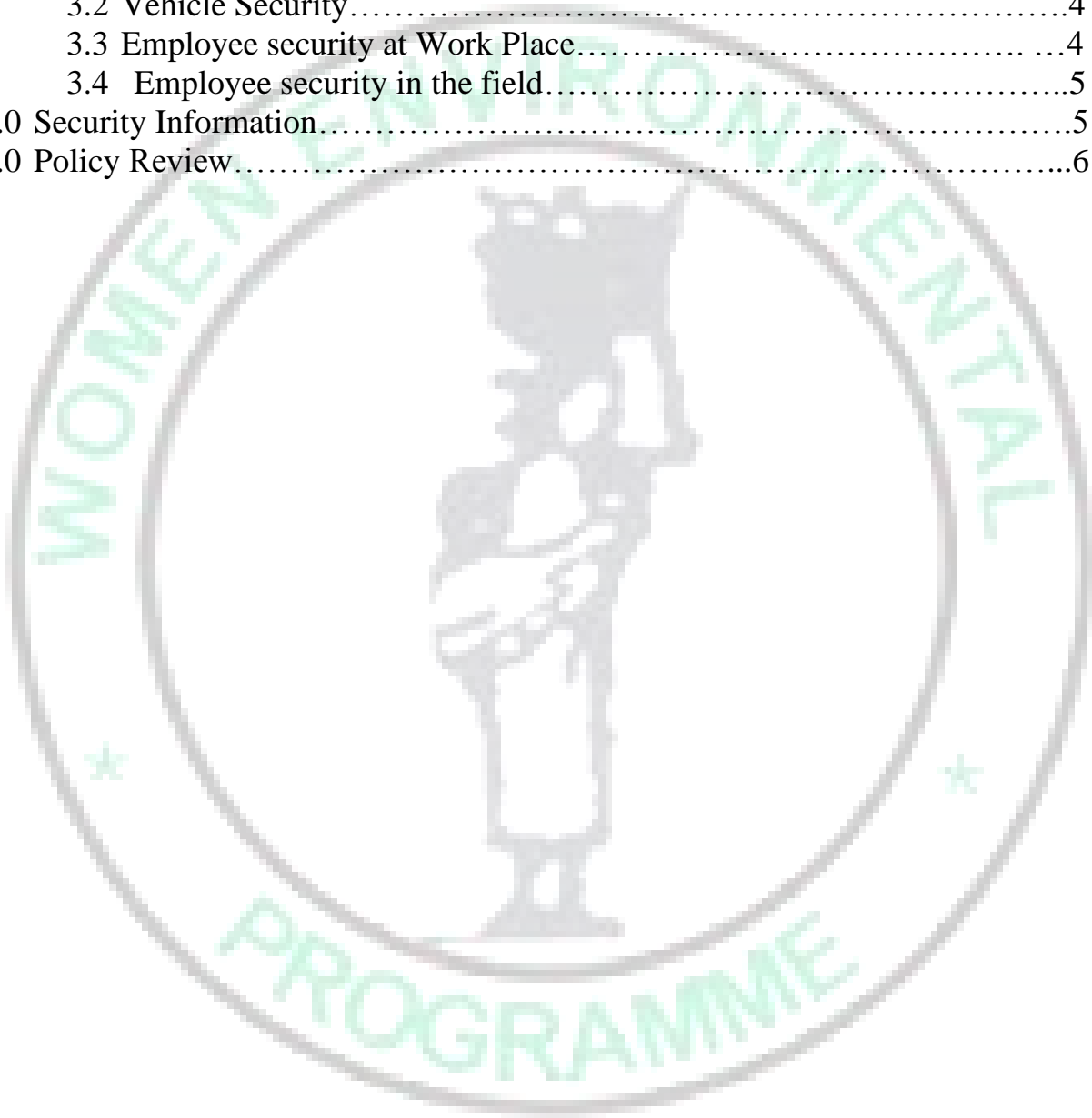


SAFETY OPERATIONAL GUIDLINES



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1.0 Introduction

WEP is committed to providing her employees a safe and secure environment to work as well as her equipment and assets. In addition, employees are encouraged to take personal responsibility for their safety and security in addition working equipment in their custody and to immediately report all suspected security concerns and emergencies to the Management for action.

The objectives of this policy are:

- i. To prevent/reduce exposure to threats that endangers life and well-being of personnel.
- ii. To safeguard the organization's facilities, information, programmes and projects

2.0 Who is Bound by this Policy

- i. All personnel of the organization including contract staff, interns and volunteers are expected to comply with the stipulations of this policy
- ii. All contractors, consultants and experts working on any aspect of WEP projects, any of our partners whom we have engaged to implement activities or programs on behalf of WEP are bound by provisions of this policy.

3.0 Policy Provisions

Working safely is critical to WEP as an organization. The Policy provides rules and procedures for employees in handling safety and security matters in the organizations. It clearly stipulates measures put in place by the organization to ensure safety of personnel, vehicles and its equipment.

3.1 Office Security and Disaster Preparedness

- a. All visitors to our offices shall provide their personal details and purpose of their visit in the visitors' form and register.
- b. Burglary proof will be mounted on all the external doors and windows of our offices.
- d. Staff must ensure all windows and doors are properly locked before close of work each day.

- e. All electrical appliances must be turned off, and all switches and lighting bulbs turned off before close of work each day, except security lights that light up the areas around the office at night.
- f. No inflammable liquid such as petrol and any other inflammable material should be kept within the office premises.
- g. Fire extinguishers will be installed in all our offices at strategic locations to quell fire outbreaks.
- h. All buildings owned by the organization must be insured.

3.2 Vehicle Security

All employees shall comply with all applicable vehicle operation policies.

- a) Any employee that uses the organization's vehicle must possess a valid driving license and observe the local driving laws and regulations.
- b) The speed limit for all our vehicles should be between 80-90 km/h on highways and between 30-40km/h within built up areas.
- c) Seat belts must be fastened all the times while in transit.
- d) No organization's vehicle should be used for night journeys EXCEPT in emergency situations. All journeys must be planned to start early in the day.
- e) Vehicles must be checked daily, cleaned, and warmed.
- f) Vehicles must be serviced before embarking on a journey.
- g) All organization's vehicles must have fire extinguishers installed
- h) The driver should ensure that he fills the log book each time the vehicle is used indicating where, when, distance covered, volume of petrol/diesel and number of occupants.
- i) All organization's vehicles must be insured
- j) Any damage or problem with the vehicle must be reported promptly to the management

3.3 Employee Security in the Workplace

All employees shall;

- a) Abide by safety policies and procedures.
- b) Share information on any safety hazards in the workplace and immediately address those safety hazards if possible.
- c) Ensure that all work is planned and implemented with safety as an integral part of the process.
- d) Stop specific work activities if unanticipated hazardous or unsafe conditions are encountered and secure the scene.
- e) Report any injury and accident or near miss to their supervisor immediately.
- f) Perform safety inspections of work activities, facilities, equipment, and vehicles.

- g) Use all appropriate personal protective equipment.
- h) Request for use of any office equipment that is not originally in his/her possession shall be made to keep track of the equipment (See more in Inventory Policy).
- i) Log in and log out daily upon resumption and closure from work
- j) Complete the movement register so that WEP is aware of the whereabouts of her employees, including sending out travel notice to Management.

3.4 Security of Personnel in the Field

- a) Working in Conflict Prone Communities – Staff or partners working in conflict prone communities must take adequate measures to ensure safety of project and safety of their lives.
- b) Before going into any conflict prone community, update on security situation of such community should be ascertained.
- c) They must work through the local individuals or groups. These groups must front their initiatives while they work from the background where appropriate.
- d) Workshops and meetings in conflict prone areas that aim to discuss sensitive security issues shall not be made public. Invitations shall be sent to only the target individuals and there shall be no banner displayed at the venue of such workshops/meetings.
- e) Where there is violent conflict that threatens the life of project personnel, project activities shall be suspended until normalcy is restored.
- f) In communities or areas with armed groups where project personnel stand the risk of been assaulted, the organization shall seek the company and cover of security personnel before carrying out activities in such areas.
- g) From time to time, the organization shall carry out a risk and threat assessment to map out high risk areas to guide staff and partners in their field work.

3.5 Security of Information

- A. The organization shall ensure effective storage and management of information. Information shall be organized by category (reports, letters, proposals, memorandum of understanding and agreements) in hard and soft copy files and folders.

- B. Computers – All computers shall be installed with active Anti-Virus and updated regularly to prevent harm to data.
- C. Data Back-Up – All relevant files and folders on computers of staff must be backed-up every month to an external storage device or to online storage drives.

4.0 Policy Review

This policy is subject to review any time there is need due to changes in the security context of our work environment or to capture some security aspects that were not envisaged at the development of the policy.

