



1. Introduction

Vision Initiative for Transformation (VITRA) is a non-partisan and none profitmaking humanitarian and development organization that endeavors to restore hopes and transform affected communities in South Sudan. Today's context requires a vision that can transform our communities by linking relief, rehabilitation and development for sustainable impact and therefore, the main role shall be focusing on transforming/catalyzing the change needed

1.1 VITRA's Mission

To catalyze the attainment of inspirations and hopes of communities, civil society organizations and public institutions in their quest for building resilient mechanisms all the times.

1.2 Guiding Principles

VITRA works in a very demanding environment where employees, partners, and beneficiaries' lives are always under grave danger. Nonetheless, VITRA is fully aware of and has agreed to operate in such an environment while maintaining the highest standards of responsibility in its work and the belief that human life is of utmost importance and must always be preserved in order to guarantee that each and every person enjoys all of their fundamental rights.

1.3 Safety and Security Policy Framework

VITRA makes sure that its planning and execution procedures are always carried out in a transparent, collaborative, and context-sensitive manner to make sure that it doesn't exacerbate security issues in the areas where it operates. In doing so, VITRA must make sure that it is embraced by the community and stakeholders, stays cognizant of local customs and traditions, and makes sure that sufficient safeguards are implemented and consistently followed by all employees and stakeholders.

All employees, both individually and collectively, are accountable for VITRA's safety and security. Therefore, it is the responsibility of every employee to create and follow safety and security procedures. Due to the constantly changing nature of safety and security issues, VITRA must change its policy on a regular basis, as instructed by the Executive Director after consulting with the Board of Directors. Every employee and important stakeholder will receive training on this safety and security policy from VITRA.

1.4 Purpose of the Safety and Security Policy

This policy's primary goal is to improve VITRA employees' and stakeholders' comprehension of the safety and security environment in order to lessen the effects of current security problems.

1.5 Safety and Security Responsibilities

The Executive Director of VITRA has the ultimate say and responsibility for all safety and security issues pertaining to the company, even though all employees are legally expected to contribute in some way to ensuring the safety and security of VITRA's employees and property. However, a dedicated safety and security management team made up of the organization's senior management team members supports the Executive Director. Given the limited resources, coordination, collaboration and synergy with UN agents, NGOs and government at all levels is paramount in achieving the safety and security.

Contact Information:

Safety & Security Management Team			
Name	Designation	Phone Contact	Email Contact

2. General Context Analysis

South Sudan and most of its parts are conflict/disaster prone areas due to man-made and natural causes. The infrastructure, policy and regulatory framework put in place to avoid and manage safety and security are still weak and therefore, it requires internal measures that to a certain degree ensure the safety and security not only of the assets but most importantly, the human capital of the organization.

3.3 Safety and Security Resources

Resource	Description	Location (Country office, sub-office, guest house, etc)
Brief Description of Facility and Access:		
Guards:		
Essential Facility Safety and Security Equipment:	Fire extinguishers First aid kits Grab bags Safety jackets Safe boxes Fire alarms	
Power Supply, Fuel Stock and Water Supply:		
Vehicle Fleet:		
Communication Phones:		

4. Emergency Medical Treatment and Insurance Information

Table 3: Designated Emergency Facilities and Insurance Information

Emergency Medical Treatment	
Designated Emergency Doctor	
Designated Emergency Hospital/Clinic #1	
Designated Emergency Hospital/Clinic #2	
Medical Insurance and Emergency Medical Evacuation (Medevac)	
Employee Type	Insurance Provider
Juba-based Staffs	
Field-based Staffs	
Emergency Coordination Support UNMISS & NNGO Forum	

6. Hibernation, Relocation & Evacuation

6.1 Evacuation & Relocation Actions

The following procedures shall be closely adhered to in the event that relocation or evacuation is required:

- Whenever feasible, ED will evaluate the circumstances and decide what has to be done, such as stopping all work and heading straight to the agreed-upon assembly location.
- Speak with field employees to offer guidance and instructions as needed.
- For technical advice and any required outside assistance, contact was established with the NGO Forum and pertinent UN agencies as needed.
- Transfer the office, assets, and property to a properly designated partner or stakeholder who is physically present in the area in question, in consultation with the Board of Directors.
- To guarantee that loss is kept to a minimum, all important company data and assets will be safely kept and backed up.

- As conditions demand, order evacuation by air or road in accordance with the UN's and partner organizations' recommendations and guidelines.
- Regardless of vulnerability, all cars at VITRA are kept fuelled at all hours and days.

6.3 Safe Areas for Relocation & Hibernation

The following places have been chosen as safe places for relocation or hibernation in the event that evacuation is not feasible:

Table 5: Relocation and Hibernation

Relocation & Hibernation for Juba	
1:	2:
VITRA Compound, Juba	UNMISS Compound, in Field Locations
Contact Details:	Contact Details:
Vehicle/Resource needs:	Vehicle/Resource needs:
•	•

6.4 Evacuation Plans

As instructed by the Executive Director, a duly designated security focal person, or his/her alternate, all personnel who do not hail from the area concerned shall return to their home area or a designated safe location before waiting for further instructions.

According to the policy, non-South Sudanese personnel will have to be evacuated. However, the Executive Director the authority and discretion to evacuate even nationals as determined by the prevailing situation and he/she will do so in close coordination with VITRA's Board of Directors.

6.5 Essential Documentation, Personal Grab Bags and Hibernation Stocks

For general safety and security as well as emergency situations, stocks, supplies, and checklists of necessary documents have been established as outlined below: (see Annex-Security and Security-Related Stock, Supply, and Essential Document Checklists). Regular checks and inventories are conducted.

○

- I. **General Project Safety and Security-related Stock:** Fire extinguishers, first aid kits, GPS units, radios, and other necessary safety and security equipment are kept in stock at the office. These include the following:
 -
- II. **Hibernation Stock (Material):** Sleeping bags, gasoline, lamps, hygiene supplies, and other necessary material goods have been pre-stocked in designated safe houses in case of hibernation. This stock is secured with a padlock or key.
- III. **Hibernation Stock (Food and Water):** Essential food and water supplies have been pre-stocked in designated safe houses in case of hibernation.
- IV. **Personal Grab Bag:** Every employee heading to the field has a personal "go" bag equipped with everything they would need in case they had to leave the area without warning. Each employee is accountable for making sure their own grab bag is prepared.
- V. **Quick Run Bag:** Employees always carry quick run bags in the field, particularly in HIGH or SEVERE risk situations. In the case of an emergency, such as a breakdown in a remote place or an unplanned overnight stay in an unsupported area, the fast run bag is designed to give basic survival supplies.
- VI. **Essential Personal Document Checklist:** In order to evacuate without giving advance notice from the area, all employees have their personal documents in a secure, easily accessible location. Regular checks are made with the security focal point or country director to ensure validity, etc.
- VII. **Essential Project Document and Item Checklist:** Should an evacuation be required, the Country Director/Security Focal Point will use this checklist to coordinate. All necessary pre-identified office records are gathered, marked, and put in safe bags or containers before being moved in the event of an evacuation.
- VIII. **List of Essential Vehicle-related Safety and Security Equipment:** This is a list of the necessary safety and security gear for cars, including radios, GPS systems, fire extinguishers, and first aid kits.

Operating Procedures:

The following OPs are precise, in-depth steps that are part of VITRA's incident management protocol and are intended to reduce safety and security risks. To be familiar with handling specific scenarios and incidents, all staff members are required to read and adhere to following procedures:

1. Local laws, gender concerns, customs, and behaviour

1.1. Personal Conduct

All VITRA employees and guests, whether domestic and foreign, must adhere to the standards of behaviour and conduct outlined in the VITRA Code of Conduct. Every employee is required to understand the code and always follow it. Both inside and outside the office, all employees and guests must understand that they are viewed as representatives of the company. At all times, exemplary behaviour and conduct must be followed.

- 1.1.1. **Dresses:** Every employee must respect local fashion standards for both men and women by dressing appropriately. Please consult the South Sudan Orientation Guide for New Staff and Visitors for further details on appropriate attire and cultural customs.
- 1.1.2. **Weapons:** It is strictly forbidden for VITRA personnel to carry or handle any form of firearms.
- 1.1.3. **Legal Documentations:** VITRA's personnel must always carry official VITRA's valid identification cards ID card on them but safely secure away from public views and be shown on demand by government authority officials.
- 1.1.4. **Alcohol and Drugs Abuse:** VITRA's personnel or associates are not allowed to consume alcohol or any illegal products while on duty.

2. Travel

2.1. Travel Planning:

- All field trips must be planned and all required approvals secured in time
- The planning process must consider the security situation on the routes to be used, consult with NGO Forum and UNDSS and other sisterly organizations operating in the concern areas
- Respect curfews and avoid being the first or last vehicle on the road that day.

2.2. Curfew and Travel Times:

- All VITRA's offices will observe a curfew 07:30 p.m. to 5:30 am, whether on their respective duty stations or while on an official trip
- In case a staff member is hosted in an approved hotel while on official duty inside South Sudan, he/she will remain in the safety of their hotel and follow security protocols of the hotel

2.3. Vehicle Tracking:

- All drivers must fill in the vehicle logbook at the beginning and end of each trip.
- The driver's supervisor will review the logbook weekly and make recommendations accordingly
- The driver will be held responsible if they fail to fill in logbooks as required by this policy.
- VITRA vehicles are strictly prohibited from carrying all sorts of firearms
- Non-staff members that may require lift by VITRA's vehicles must be do so after approval by VITRA's designated officials
- All vehicles destined for travels must be in good conditions both mechanically and license wise as well as containing all the necessary items for the trip
- Every trip must have a duly appointed team leader who will be responsible for communications, decision-making during the trip

2.4. Authorized Drivers and Passengers:

- All authorized drivers must possess valid driving licenses.
- All drivers must carry their driving licenses during all driving time

2.5. Travel Speed and safety on the Road:

- Driving VITRA vehicles must be within VITRA's designated speed limit of 40KM in towns and 60KM outside town
- The driver and all VITRA travelers in the car are responsible for ensuring that the vehicle remains within these speed limits
- Seat belts must be always worn, where available.
- All doors of the vehicles must remain locked throughout the duration of the trip.
- In the event of a vehicle breakdown, passengers are strictly advised to remain in one place and remain vigilant and the trip team leader will be the only person to speak with outsiders

2.6. Travelling in Convoy:

- Vehicles should travel about 75 meters apart
- Every driver should ensure that the vehicle behind him/her is visible otherwise they should contact the team leader immediately
- Vehicle behind him, he must slow down or stop until it comes into view.
- Each car should have a reliable communication gadget to enable communications between vehicles in the convoy

2.7. Mobile Phones Handling

- Security Focal Person and the Executive Director will be issued designated official functional cellphones
- These official phones must be always on with enough credit so that they are accessible to personnel in emergency situations.
- Additionally, any travelling staff members will be issued official cellphones with sufficient credit for the duration of the trip and the phones will be handed over to the logistics officer upon completion of the trip

2.8. Emergency Contact List:

- The emergency contacts list should be served to all staff members
- The list containing all emergency contacts should be displayed in all VITRA offices in such a way that it is easily accessible to staffs
- All travelling staff members should always carry a print-out of the emergency contact list throughout their travel.

3.0. Compound Security

3.1. General Security

- In all VITRA compounds/offices, the contracted guards have the authority to determine whether to allow access to staff members or visitors
- The contracted guards are strictly instructed to maintain the register of all visitors to VITRA offices/compounds without fail.

- All staff members or visitors are strictly advised to take full responsibility and care of their valuables

4.0. Visits by office staff to field locations

4.1. Preparations.

- All field visits must receive approval from budget holders, Security Focal Person and the Executive Director
- As part of the preparation all staff members travelling must ensure all the required items for the trip have been secured in advance of the trip.

5.0. Incident Reporting

5.1. Notification of immediate incident report:

Whenever possible a staff member involved in an incident should furnish the following information:

- Identification of the reporting staff member
- State clearly the names of the persons involved and affected by the incident
- State the location of the incident
- Describe the specifics of the incident
- Mention any specific rescue actions conducted so far
- Outline the kind and options of help you would need and the associated best timeline

In the event that there is no time to provide the above outline information, the reporting should be able to send in key word that could possibly provide a clue of the incident

5.2. Notification of the incident to other parties

- Depending on the gravity and urgency of the incident, the reporting will direct the information about the incident to his/her supervisor, Security Focal Person and/or Executive Director or his/her designee

5.3. Subsequent Updates

- Consistently provide information on the changes in the incident or context of the incident

5.4. Full incident report

- A full incident report should be submitted as soon as possible after the initial information about the incident
- The report must be filed using VITRA incident report template

- Appropriate action should be taken in line with the incident report that is geared towards alleviate the impact of the incident

6.0. Data Storage Safety

6.1. *Hard copies*

- All official hard copies of related to VITRA or its interests should be stored safely for a duration specified by the policy
- All unwanted hard copies must be cleared by the designated authority in VITRA and destroyed as soon as possible

6.2. *Soft Copies:*

- Soft copies of all important documents must be stored in duly allocated gadgets and kept in save or with the logistics officer responsible for such items

6.3. *External Hard drives*

- Hard drives should only be accessed by those authorized to do so and hence must always be protected by using passwords
- In case of multiple staff use the hard drives then the files stored must also have separate passwords.

7.0. Cash Safety & Security

7.1. *Communication*

- Cash transfers should only be reserved to those authorized with the responsibility of cash handling
- Hence no unnecessary talks about cash is allowed, except for those authorized.
- Those authorized with cash handling should devise their specific communication system only known among them.

7.2. *Cash Withdrawals from the Bank*

- The frequency and amounts of cash withdrawals should always be limited to what is required
- Bank officials should not be informed about cash withdrawals in advance
- If possible, there should always be at least two staff members conducting cash withdrawals from the bank.

7.3. *Cash Storage in the Office*

- All petty cash should be kept discreetly and safely within a safe located at the finance office
- The maximum amounts to be kept in the office safe must conform to the limits provided for by the finance policy.

7.4. *Transportation of cash*

- Drivers assigned to carry cash should not be informed in advance
- Staffs transporting cash should always remain vigilant about the surroundings to avoid tracking by potential criminals from the bank premises

