



**For Youth Business Innovation
Network**

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SAFETY AND SECURITY POLICY OF 4YBIN

For Youth Business Innovation Network

Safety and Security Policy Manual

January 2023
Mekelle





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Profile of 4YBIN

Mission

The mission of 4YBIN is saving the lives of vulnerable groups by responding to their humanitarian needs, and ultimately transforming the living standards of economically disadvantaged communities through the promotion of entrepreneurship and enterprising culture particularly amongst the youth.

Vision

Vision of 4YBIN is becoming the leading Ethiopian local NGO in providing humanitarian support and excellent entrepreneurship and business incubation support to the youth within 10 years.

Goals

Goal of 4YBIN is to provide vulnerable groups with timely humanitarian assistance and provide the youth with comprehensive support packages to start their own businesses including business idea generation, business plan development, entrepreneurship and technical training, technology selection, financing startups and creating market linkages.

Principles

4YBIN's programs, projects, interventions, decisions and actions shall be based on its consciously selected sets of basic principles underpinning its philosophy. 4YBIN automatically rejects any decision, action or activity contradicting these core principles; and endeavors to ingrain the principles into its cultures and rituals. Here under follow 4YBIN's core principles:

Humanity First: 4YBIN prioritizes its humanity above everything else and shall not discriminate beneficiaries on the basis his/her ethnicity, religious affiliation, gender, culture, nationality and any other profiles of the aid recipient.

Sustainable Improvement of Life: 4YBIN's projects and interventions shall focus on permanently improving the life situation our support recipients and ensures that this materializes by maintaining durable relationships with its beneficiaries.

Neutrality: 4YBIN does not side with any political group or government and shall not be, in any way, instrument of governments or political groups of varying forms.





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Accountability: 4YBIN's decisions, actions and activities of any sort shall be accountable to donors providing resources and beneficiaries seeking our support.

Need Based and Competitive: 4YBIN's programs, projects and interventions shall be based on objective assessments of the needs, interests and demonstrated experiences and excellence of the youth seeking support.

Participatory: 4YBIN upholds that its interventions and projects only succeed if participation of all stakeholders at all phases of the project life cycle is ensured. 4YBIN shall ensure that all stakeholders are involved in planning, implementation and evaluation of interventions and programming.

Human Dignity: 4YBIN respects the dignity and inalienable human rights of all people and shall in any way regard not disadvantaged youth of any sort as destined to misfortunes.

Environmental Stewardship: 4YBIN ensures that the environment is clean and healthy for human life, and shall advocate responsible use natural resources in gratifying the needs of current and future generations.





1. Introduction

For Youth Business Innovation Network – Ethiopia (4YBIN) upholds and advances children's rights as stipulated by the United Nations Convention on the Rights of the Child. The ETHIOPIA-based For Youth Business Innovation Network - Ethiopia (4YBIN) runs projects and programs both inside and outside of the country. Staff members of the Youth Business Innovation Network – Ethiopia (4YBIN) regularly travel on duty to a range of locations, each with varying levels of risk. In order to protect its employees' health and safety when traveling on business, the organization pledges to provide a safe and healthy work environment that complies with all applicable national and international regulations as well as best practices.

In December 2022, the International Year of the Child, the local non-governmental organization For Youth Business Innovation Network (4YBIN) was founded. Based on the UN Convention on the Rights of the Child, 4YBIN defends and advances children's rights.

1.1. This Policy's Objective

It is vitally important that 4YBIN employees who are traveling for work are safe and secure. By outlining fundamental security principles that apply to all 4YBIN employees when they travel, this safety and security policy lays out the guidelines for employee safety and security.

1.1.1. Objectives

- To make all 4YBIN employees, consultants, interns, volunteers, and board members aware of the things they should keep in mind when travelling on the organization's behalf in order to guarantee, to the greatest extent that is practically possible, a safe and trouble-free experience
- To adequately prevent and/or respond to safety and security risks by providing a tool that sets standards and procedures to control the risks related to duty; and
- To ensure that all 4YBIN employees, consultants, interns, volunteers, and board members traveling on business are aware of the safety and security risks while traveling, comply with the safety and security standards, are able to recognize potentially dangerous situations, and know how to respond in case of incidents.

1.1.2. Range and Utilization

All staff members, consultants, interns, volunteers, and board members who are traveling for 4YBIN on duty are subject to the safety and security policy. Those who travel with 4YBIN (i.e., in their company) on their own behalf or on their own account are not covered by this policy.

Activities arranged and carried out by 4YBIN, including conferences, work assignments, research, lectures, fieldwork, and monitoring visits, are referred to as "duty travel."





The Safety and Security Policy deals with the protection of staff, programmes and assets from violence or the risk of violence. This can include intentional violence or risks such as theft, mugging, carjacking, abduction or blackmail. Unintentional violence, such as general public disorder, also falls under this Policy.

Since 4YBIN works together with local partner organisations, a principle of mutual trust is also applicable in terms of safety and security measures. While 4YBIN has this Safety and Security Policy in place with its applicable principles 4YBIN staff will trust partners in the field with regard to safety and security information and measures.

1.2. Principles of this Policy

This Safety and Security Policy is based on the following underlying principles:

- **Priority to human life:** The safety and security of staff is of higher priority than the protection of assets, including premises, vehicles, office equipment or programme materials.
- **Staff have responsibilities and rights:** Security awareness is an ongoing collective responsibility. Every employee is primarily responsible for her/his own safety and security while on duty travel.
- **Right of withdrawal:** Any employee may refuse to accept employment in an unsafe area or may withdraw from it after notifying their manager and the security officer of their intention to do so, regardless of the Security Officer, Manager, or Organization's assessment of the risk in a given scenario.
- **Reporting requirements apply to all security incidents, including "near misses":** Reporting "near misses" and other security incidents right away to the security officer is required. Everyone involved in or impacted by the incident must fill out a post-incident report as soon as feasible after it occurs. This makes it possible to analyse the occurrence and help the Executive Director and Security Officer figure out why it happened, whether it could have been avoided, and how to handle similar situations better in the future.

2. Roles and Responsibilities

The following roles exist under the Duty Travel Safety and Security Policy:

- Executive Director (ED);
- Security Officer (SO);
- Security Focal Points (SFP);
- Line/Programme Director (PD);
- Individual employees travelling;
- Logistics Officer;
- Human Resources (HR);





- Local partner organisations;
- Crisis Team (CT);
- Insurance company ACE Business Travel;
- Communications Advisor (CA)

2.1. Executive Director (ED)

The ED has the overall responsibility for Duty Travel Safety and Security and for ensuring that a system is in place to adequately prepare and manage employees who are travelling for business and to, wherever possible, protect their safety and security. The ED ensures, together with HR, that an insurance is in place covering all duty travel conducted by 4YBIN staff. The ED is informed by the SO about safety and security related to duty travels and about staff currently travelling. The ED is head and member of the CT and takes the lead within the CT, if necessary. The ED is part of the annual reflection meeting.

2.2. Security Officer (SO)

The SO is responsible for the implementation, monitoring and evaluation of the policy, conducts induction training, pre-departure briefings and debriefings with travelling staff and is an advocate for duty travel safety and security within the organisation

2.3. Security Focal Points (SFPs)

The SFPs support the SO in his/her duties, including the 24/7 standby duty. There is one SFP within each traveling team of the organisation to ensure that the interest of each team is represented regarding issues of safety and security and to ensure that the importance of safety and security is understood within each team. The SFPs and SO meet when needed to review/discuss/update this policy and are part of the annual reflection meeting.

2.4. Line/Programme Director (PD)

The PD grants permission on travel requests. They also have the task to uphold and monitor the policy and procedures and keep informed about who is travelling within their teams. The relevant PM can be added to the CT, if this is deemed necessary.

2.5. Individual Employees Travelling

Employees are first and foremost responsible for their own safety and well-being and to duly prepare their duty travel. Employees must be aware of and comply with the Duty Travel Safety and Security Policy and not jeopardise their safety on purpose while on duty travel nor take unnecessary risks. Employees must pay attention to self-care before, during and after their duty travel.





2.6. Logistics Officer

The logistics officer arranges the logistics of travel: booking of tickets and (if necessary) accommodation, visa application. No travel may be organised without a complete and approved Duty Travel Request. Moreover, the officer provides a First Aid kit in case of high or very high medical risk countries. The Logistics Officer checks the kits for every duty trip, updates them when necessary and ensures that enough kits are available. Lastly, the officer files the Mission Travel Sheet.

2.7. Human Resources (HR)

HR, together with the ED, makes sure adequate insurance is in place. HR keeps the in Case of Emergency forms on file and confidential. HR ensures all travelling staff have received a copy of this Duty Travel Safety and Security Policy and are up-to-date with their security training. No travel expenses may be reimbursed to the individual employee travelling if the duty travel in question was not approved by the SO. HR provides the ED, SO and/or CT the necessary information, if needed. HR makes sure new travelling staff will comply with the basic requirements for duty travel as soon as possible. HR is part of the Annual Reflection Meeting.

2.8. Partner

The most knowledgeable and current partner organizations about safety and security in the nation are those located locally. Duty travel is carried out by mutual trust with partners, who are trusted for their expertise. The traveling employee may request assistance from the local partner in the event of an incident, but they must notify the SO as soon as is reasonable given the circumstances. It is never possible to hold local partners responsible for the security and safety of traveling employees. In medium, high, and very high-risk countries, we ask partners to subscribe to 4YBIN's policy and offer an in-country security briefing.

2.9. Management structure

The ED is responsible for ensuring that a system is in place to adequately prepare and manage employees who are travelling abroad and to, wherever possible, protect their safety and security. The SO guides the effective implementation of the Safety and Security Policy and Procedures in the organisation. The SO takes a lead in identifying safety and security needs and ensures that all measures are recorded and that the safety and security of staff and the organisation is of primary consideration.

