SECURITY POLICY

Responsible office/department	Department for communication and society
Effective date	October 1st 2023
Mandatory revision date	October 1st 2028
Revision History	

Approving Authority

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SF Board

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Signature   Date

STATEMENT

Strømme Foundation (SF) is a Norwegian based development organisation working to fight poverty in some of the poorest countries in the world. This work involves security challenges and risks for our staff, partner staff and programme participants.

The safety and security of our staff, partner staff and programme participants are a key responsibility for SF. We accept a duty of care for all our staff. With this policy SF wants to ensure that security awareness is maintained in all offices, travels, and program work in our organisation.

A key priority is to work to ensure that all staff, partner staff and programme participants can return safely back to their home and families after working for SF or being participants in our development programs.

PURPOSE/Objectives

The risks associated with development work in SF countries of operation has worsened over the last decade. SF is not a humanitarian organisation and has previously not prioritized working in emergency settings. However, over the last decade, more of the remaining countries with a huge population living below poverty line, have experienced terror, more violent crime, domestic conflicts, and coup d'états. This have led to a new situation for SF where we to a larger extend works in environments with more security risks.

The purpose of this policy is to clarify the different roles and responsibilities in SFs security and safety work to ensure that SF take the necessary steps to protect against external threats and to reduce the risk of any injury or serious incidents related to SFs work.

SF will strive to avoid any serious incidents for our staff, partner staff and programme participants.

SCOPE

The policy applies to all SF staff, including, but not limited to, all permanent and temporary staff and staff of implementing partners.

GUIDING PRINCIPLES

Strømme Foundation needs to protect our values.

Our values include, but are not limited to:

- our staff, the staff of partners, our programme participants and the local communities where we work.
- SFs core values and our ability to fulfil them in our work
- our offices, vehicles and other material values.

Threats to our values can come as:

- intended
    - terror
    - robbery
    - fraud
    - Internet frauds or cyberattacks
    - etc

- or unintentionally
    - traffic accidents
    - climate, drought, floods, extreme weather
    - diseases
    - political instability
    - etc

SF will strive to minimize the risk of any threats to our work and staff.

SF will also strive to prepare to reduce the consequences of any incidents.

SF staff should be trained in Safety and security preparedness relevant to the different risks they face.

SF headquarter will provide an annual report to the board on the incidents last year, and an updated analysis of the security and safety risks associated with our work.

OPERATIONALISATION

What are the roles and responsibilities of the different departments of SF to ensure safety and security for staff, partner staff and programme participants:

Board:
- Approve the security policy
- Receive an annual report to orientation
- Allocate sufficient budget to the safety and security work

Secretary General:

- Appoint one staff in SFHQ as the Head of the Security and Crisis Management Team and delegate the responsibility to her/him
- Discuss security and safety situation with each country directors at a minimum of twice a year.

Head of security:

- Overlook and be the focal point of the total work on security and safety measures in the organisation
- Follow up and guide each country directors on security and safety planning, implementation and training.
- Follow up and guide on changes to every country security plan.
- Lead the crisis management team when/if there is a crisis, according to the plan
- Arrange an annual training for the crisis management team
- Be responsible for security plan and training of staff at SFHQ. The plan should include, but not limited to, office security and travel security
- Prepare/submit report to the SG on every serious incident.
- Ensure lessons are learned from experience and that policy and procedures are updated accordingly

Country Director:

- Be responsible for security plan and training of staff at country office. The plan should include, but not limited to, office security, security in implementation areas and travel security.
- If the country or areas of operations are red zones on these maps https://www.gov.uk/foreign-travel-advice, the security plan for that area or the entire country needs to be revised every 3 months. If it is yellow, every 12 months. If it is green, every 2 years The security plan must include a risk matrix.
- Communicate the plan and the policy to all implementing partner organisations and donors.
- Propose new measures that will improve safety and security
- Report on any incident to head of security
- Arrange an annual training of the staff in the region
- Allocate sufficient resources, both financial and human
- Provide capacity building to partners if necessary
- Monitor the effectiveness of security management in the field
- Ensure lessons are learned from experience and that policy and procedures are updated accordingly

All Staff:

- Read, understand and follow the policies and procedures/guidelines.
- Report any incidents or recommendations for better procedures or guidelines.

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RESOURCES

The implementation of this Security Policy requires the unfailing commitment, participation, and contribution of all SF and implementing partner staff.

Overall responsibility for ensuring the implementation of the Security Policy lies with the Secretary General. Country Directors will play a key role in actively supporting the Policy and providing leadership. Head of security at Kristiansand office and country directors will act as catalysts for the implementation of the Policy.

The SF Board will be kept fully informed, and will be periodically updated to take into account any emerging circumstances.

POLICY OWNER

The department responsible for this policy is the Communication and Society Department. This policy shall be subject to periodic revisions and review at minimum every 5 years.