

Security Instructions

(Staff movement and field trips)

- Always plan your visit considering staff movement 'timing deadlines' and location demography
- All travelling will be done with the written approval of the Line Managers/coordinators and in case of a high risk area, CMT (Crisis Management Team) will be consulted.
- When female staff wants to make a field visit, they will be provided office vehicle on priority. Female staffs will be required to notify logistics unit of their visits plan at least three working days in advance so that vehicle can be booked for them. In case of urgent plans, as much as possible, logistics will make an effort to arrange office vehicle for their travel.
- For visiting field areas in low mobile coverage areas, alternate mobile SIM cards and satellite phone facility will be arranged. Logistics /Security unit will keep Satellite phone charged and functional. It will be logistics responsibility to ensure that no vehicle is sent to high risk areas without a functional satellite phone or a set of functional SIM cards and a First Aid Box. IT will train staff on the correct use of satellite phone.
- Drivers are not allowed to take phone calls while driving. If the call is important than vehicle has to be parked/stopped.
- Office guard will record departure and arrival time of the vehicle from and to the office
- All vehicles will have operational front/back seat belts.
- Drivers will ensure that tyres are in good condition, spare wheel inflated and complete tool kit is on board
- All staff members must comply by the check –points procedures and must cooperate
- Staffs will adhere to local dress code, stay low key and respect local culture.
- Travelling after sunset will only be allowed if situation permits.
- Staff will comply with curfew timings and any travel restrictions imposed by local authorities
- Staff will avoid disclosing travel plans to unconcerned people.
- At the destination, women staff will be dropped first, even if the route takes longer.