



<b>Title:</b>	<b>Safety and Security policy</b>
<b>Why is the policy needed:</b>	<p>DSPR has a legal and moral duty of care to its staff, and must comply with the relevant statutory provisions in their country, including safety laws.</p> <p>DSPR is committed to providing a safe working environment whilst accepting a certain amount of risk given the operating environments in which DSPR fulfils its mandate.</p>
<b>Policy statement:</b>	<p>DSPR has a duty to safeguard and safety of our employees and participants who might be affected by our work. DSPR must do whatever is reasonably practical to achieve this.</p> <p>DSPR seeks to ensure that staff are safe and secure while carrying out work for or representing DSPR.</p> <p>Key principles</p> <ul style="list-style-type: none"> <li>● DSPR believes that staff are the primary priority, above property, assets or cost savings.</li> <li>● Provide suitable and safe working environment</li> <li>● Provide safety, security and personal protection tools at the work sites</li> <li>● There will be a system of assessing and managing risk. Only risks deemed as acceptable after the implementation of appropriate mitigation will be undertaken.</li> <li>● Staff should be comfortable with the level of risk and mitigation measures and should express their concerns if this is not the case. They cannot be required to take action which they deem unsafe or are beyond acceptable levels of risk in consultation with the direct supervisor after checking with respective authorities.</li> <li>● Security standards should not be compromised for lack of funding.</li> </ul> <p>Roles and responsibilities</p> <ul style="list-style-type: none"> <li>● The executive director (in the areas pertaining to their areas) and DSPR executive Director (on issues pertaining to the central office are focal points / responsible for the safety and security or as delegated by them) of staff and visitors.</li> <li>● All staff have a responsibility for their own safety security and must ensure they understand and abide by this policy and the associated procedures.</li> </ul> <p>Incident and crisis management</p> <ul style="list-style-type: none"> <li>● Incidents will be reported, tracked and shared with the line manager. Learning will be undertaken as a result of incidents.</li> <li>● DSPR will establish a plan for managing a critical incident or crisis.</li> </ul> <p>Operational matters</p> <ul style="list-style-type: none"> <li>● DSPR operational facilities and assets should abide by the UN and Red Cross standards of being weapon free-</li> </ul>



	<ul style="list-style-type: none"> <li>The use/handling of weapons, ammunitions or explosive: Staff should not carry or handle weapons, explosives or ammunition for any reason. Staff will not keep these items or other war-related items.</li> </ul>
<b>Related Policies &amp; Procedures:</b>	<p>This policy must be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>Whistleblowing policy</li> <li>Incident reporting format and procedures (see Annex 1)</li> <li>Safety &amp; security plans (to be developed by each area)</li> </ul>
<b>Who must follow this policy:</b>	<p>This policy applies to all staff and associates.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> <li>all staff, national and international</li> <li>all volunteers and interns</li> </ul> <p>Associates include:</p> <ul style="list-style-type: none"> <li>all contractors, e.g., consultants</li> <li>all Board Members</li> <li>all partners including local community-based partners</li> <li>Guests and Visitors</li> </ul> <p>Staff and associates must understand and follow the policy and procedures. Failure to do so is a disciplinary issue and will result in disciplinary action.</p>

<b>Next formal review:</b>	Next review and approval date within 3 years of the above date or sooner if legislation, best practice or other circumstances indicate that it is necessary; <b>May 2028</b>
<b>Person responsible:</b>	DSPR Executive Director AC Executive Directors
<b>Version:</b>	11 June 2025
<b>Approved by:</b>	<p>Central Committee Members:</p> <p>Dr. Audeh Butros Audeh Quawas; Chairperson-Member at Large- Representing Orthodox Church Family</p> <p>Mr. Bassem Issa Audeh Thabet Vice- Chair- Delegate DSPR-ICC Jerusalem &amp; WB Area Committee</p> <p>Dr. Farah Atallah Farah Attallah; Treasurer- Delegate DSPR-NECC Jordan Area Committee</p>



	<p>Bishop Sani Ibrahim Charly Azar; Member at Large- Representing Episcopal – Lutheran Church Family</p> <p>Mrs. Sandra Tawfiq Habesch Khoury; Member at Large- Representing Catholic Church Family</p> <p>Dr. Jean Salaminian; Member at Large- Representing Eastern Orthodox Church Family</p> <p>Mr. George Jamal Jamil Antone; Delegate DSPR-NECC Gaza Area Committee</p> <p>Mr. Adel Nasser; Delegate DSPR-ICCI Galilee Area Committee</p> <p>MS. Nina Farah Shaddad; Delegate DSPR-JCC Lebanon Area Committee</p>
<b>Approval date:</b>	Central committee meeting: 4 July 2025



Annex 1: Incident Report format and procedures

**Report Number:**

**Date/Time of Report:**

**Reported By:**

**Incident Date/Time:**

**Location:**

**Type of Incident:**

Harassment

Insider Threat

Unauthorized Access

Workplace Violence

car accident using organizational vehicle

Theft or Loss of Sensitive Data

Other:

**Brief Summary:**

**Primary Individual(s) Involved:**

Name:

Role/Position:

**Witnesses (if any):**

Name(s):

Contact Info:

Statement Summary:

**Evidence Collected**

CCTV Footage

Access Logs

Emails/Chats



- Screenshots
- Witness Statements
- Photos
- Other: [Specify]

**Details of Evidence:**

[Describe what was collected, how, and by whom.]

**Immediate Actions Taken**

- Incident Contained
- Employee Suspended
- Police / Law Enforcement Contacted
- Counseling Provided
- Other: [Specify]

**Summary of Actions Taken:**

[Provide a description of what was done immediately after the incident.]

**Impact Assessment**

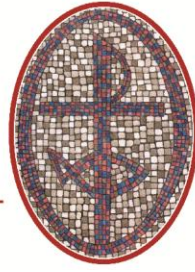
• **Affected Assets/People severity Level:**

- Low
- Medium
- High

**Operational Impact:**

- None
- Temporary Disruption
- Long-term Consequence

**Recommendations and Preventive Measures**



[Detail suggested actions to prevent recurrence, including training, policy updates, disciplinary action, or technical controls.]

### Follow-up Actions and Status

**Action Item Responsible Party Due Date Status**

### Authorization and Sign-off

#### Prepared By:

Name:

Position:

Signature:

Date:

#### Reviewed and Approved By:

Name:

Position:

Signature:

Date: