**S.3 Policy Statements - Fact or Fiction?**

* Security staff are responsible for security.
* Staff must accept a level of risk.
* Staff must always protect the organisation’s property.
* Female staff should take less risk.
* Staff can refuse to work/travel if they have security concerns.
* When advised to suspend activities, if staff feel it is secure in their location, they can continue to work.
* If the police/military offer to escort staff in areas that are very dangerous, they can accept the escort.
* Staff should report only serious incidents.

**Facilitator Guidance**

* ‘Security staff are responsible for security’. False - managing and reducing the risks to staff is a shared responsibility involving staff at all levels within an organisation.
* ‘Staff must accept a level of risk’. True - managing security will not remove all the risks. Individual staff need to appreciate, as part of their informed consent, that they are still exposed to risk.
* ‘Staff must always protect the organisation’s property’. False - staff safety is of the highest importance to an organisation and staff should never place themselves at serious risk in order to meet programme objectives or protect property.
* ‘Female staff should take less risk’. False - individuals face different risks and may be more vulnerable to certain threats than their colleagues. These individuals must be informed of the risks, but security restrictions/measures should not discriminate against individuals based on their personal characteristics.
* ‘Staff can refuse to work/travel if they have security concerns’. True - all staff have the right to withdraw from or refuse to take up work in an area due to security concerns.
* ‘When advised to suspend activities, if staff feel it is secure in their location, they can continue to work’. False – an organisation has the right to suspend activities, and for relocatable staff withdraw them from situations that it considers to be dangerous. Staff do not have a right to continue activities or remain in a location if they have been directed to suspend activities or withdraw by senior management.
* ‘If the police/military offer to escort staff in areas that are very dangerous, they can accept the escort’. False – for most NGOs, staff must not use or hire armed personnel either directly or indirectly. Arms and armed personnel are not permitted in premises or vehicles. Use of armed protection would only be considered in exceptional circumstances under strict criteria, therefore permission to utilise any form of armed protection must be granted by senior management.
* ‘Staff should report only serious incidents’. False - staff are encouraged to report all incidents, including ‘near miss’ incidents. Seemingly insignificant or isolated incidents, when viewed together with other incidents, may signify a change in the security situation or lead to an increased risk for certain staff groups.