



SAFETY AND SECURITY FUND

DUTY OF CARE: DEFINITIONS

Duty of care is defined by both proactive and responsive activities that offer reasonable ability to provide for the physical, emotional, digital and legal security of every Accountability Lab team member across the world. Both proactive and reactive security protocols require significant financial investment. In 2017, Accountability Lab created its first Safety and Security Fund. The fund exists to provide resources for emergencies for team members working in insecure environments or on issues that offer additional security risks.

Accountability Lab prioritizes strategic and holistic duty of care policies and procedures in all operations. The organization has clear, detailed and country specific security policies which lay out procedures and support in times of emergencies or insecurity. The Lab's internal operations also mandate a data protection policy (for data such as personnel files and staff, partner or beneficiaries' Social Security numbers, dates of birth, names, and gender), waivers for imaging, and accountable financial management policies with general standards that staff at all the Lab's offices must follow. The Lab seeks to keep processes as universal as possible to reduce the amount of unnecessary work, and so that everyone "speaks the same language" and can share best practices with each other.

RISK FACTORS

Due to the work that we do and the countries where we are engaged, the Accountability Lab's staff, assets and other resources face significant risks. These include, but are not limited to, the following:

Physical Security: Our work puts both our staff and physical resources at risk due to the complex socio-political contexts of the countries where we work. In addition to this, the threat of natural disasters or health pandemics and our ability to mitigate the challenges that come with such disasters in a quick and efficient manner adds to the physical risks.

Emotional Security: Similar to the physical security risks staff members may face, their work also leaves them vulnerable to potential emotional security risks.

Digital Security: Our work in different geographical locations is made possible through virtual engagement and the use of cloud technology. This leaves our research, intellectual property and other digital assets open to security threats.

Health, Disability and Death While Traveling: The Accountability Lab's staff members are frequently required to travel for work. As such, we have plan for eventualities related to their

health while abroad. These risks expand into potential disability as well as death. While AL maintains insurance for this purpose, emergency funding may be used assist in the short term, while waiting for insurance claims to be processed.

MITIGATION ACTIONS

Physical Security: Accountability Lab employs a variety of physical and procedural techniques designed to mitigate or prevent threats or attacks against people, information and assets. Duty of care programs are designed to:

Detect likelihood of physical insecurity by creating comprehensive country security plans that correspond to international emergency response mechanisms.

Deter physical attacks by providing proactive training and reactive resources.

Delay negative outcomes by providing proactive training, ongoing legal resources and consistent access to a security fund that can serve to temporarily relocate or provide security to those in an instance of impending insecurity.

Respond to needs in the event of an attack or event in which the physical security of one or more team members has been compromised.

Offer comprehensive and culturally appropriate solutions to potential threats.

Recovery options to restore operations to normal as soon as possible.

Emotional Security: Accountability Lab employs a variety of procedures to monitor and provide for the emotional security of team members to foster a culture of both psychological resilience and compassion. Accountability Lab recognizes that physical insecurity can cause or add to varying degrees of emotional insecurity. Duty of care programs are designed to:

Detect likelihood of emotional insecurity by implementing regular check-ins that seek to evaluate on-the-ground activities and personal updates.

Deter emotional insecurity by proactively suggesting (or in some cases requiring) emotional self-care trainings, mental health check-ins or conversations led by trained team members.

Delay negative outcomes by recognizing emotional inconsistencies and offering group check-ins.

Respond to needs in the event of an attack or event in which the emotional security of one or more team members has been compromised.

Offer comprehensive and culturally appropriate **recovery** options to allow team members suffering from trauma to seek help and return to work.

Digital Security: Accountability Lab employs a number of digital security mechanisms to offer reasonable degrees of protection for digital identities, information and assets. Accountability Lab recognizes that digital insecurity may precede physical insecurity and that data or other

digital breaches can have a negative impact on emotional well-being. Duty of care programs are designed to:

Detect likelihood of digital breaches by utilizing secure platforms, employing password regulations and basic digital hygiene and best practices.

Deter digital insecurity by proactively changing password, biometric tools (where available) and other tools to secure personal devices.

Delay negative outcomes by recognizing local trends in digital threats and attacks

Respond to digital attacks with speed and rapid material upgrades.

Offer comprehensive and technologically appropriate solutions to threats.

Recovery options to restore or replace data in the event of a breach.

Health, Disability and Death While Traveling: Accountability Lab maintains appropriate insurance for eventualities during travel, but recognizes that emergency funding and assistance may be needed in some cases. Our policies are designed to:

Detect potential risks to the health and safety of staff before traveling. Accountability Lab recognizes the rigors of regular travel and strongly encourages awareness around individual health and wellness.

Deter foreseeable risks by encouraging individual awareness of health and wellness amongst staff.

Delay negative outcomes by postponing or canceling travel should there be reasonable risk to the individual's health and wellness and offering support where needed.

Respond to needs that arise while staff members are traveling in an efficient, timely manner. In the event of a staff member's death, Accountability Lab will liaise with his/her next of kin to evaluate appropriate ways to assist.

Offer comprehensive and culturally appropriate **recovery** options to allow team members suffering from illness or disability to seek help and return to work.

OPERATIONALIZING SECURITY

Accountability Lab has designed parameters, both wide and specific, for acceptable use of the safety and security fund. Along with use parameters, there are also defined "refill" parameters designed to utilize earned revenue and general operating funds to ensure that the fund is replenished after every \$1,000 of use.

The Accountability Lab security fund is held in a high-interest yielding money market account.

RULES OF USE:

Funds generally take 3 business days to transfer. In the case of emergency needs, primary checking or local accounts can be used and will be refunded with transfers from the security fund. Interest does not count toward replenishment and the fund seeks to grow by 10% each fiscal year and by an additional 5% with the addition of any new country office. One percent of general operating grants should be deposited in the security fund, dependent on cash flow health, to ensure fund growth that is proportional to overall organizational growth.

All decisions regarding the use of money from the Safety and Security Fund will be made by the Executive Director, the Strategy and Operations Manager and the relevant Country Director. Decisions made by this group are final.

APPROPRIATE USE

Safety or Security Level	Type	Example of Use	Use Request	Fund Refill Guidelines
Level 5	One-time Need	<ul style="list-style-type: none"> - Hiring security for single event/ person - Purchase new equipment to secure a physical or digital property - Counseling or medical services related to physical or emotional security in areas where pro bono support is not available. - Security fund will pay for hospitalization or care for work-related injuries (typically traffic accidents.) 	AL staff should request additional funds during the application phase – or as soon as reasonably possible	One-time needs should be refunded through: <ul style="list-style-type: none"> - From tech or travel budgets (quarterly if available) - From new general operating funds (on availability)
Level 4	Short-term or Ongoing Need	Long-term (14 days or more) AL staff and family members* travel or relocation due to natural disaster or other local circumstances not specifically related to AL work i.e. domestic or other violence, natural disaster or serious illness.	Country coordinator can request security funds at any time and expect cash to be operationalized within 3 business days or sooner (if needed and justified)	Short-term or ongoing needs should be refunded through: <ul style="list-style-type: none"> - From tech or travel budgets (quarterly if available) - From new general operating funds (on availability)

Level 3	AL Staff and under-resourced local partners	<ul style="list-style-type: none"> - Office security during periods of local unrest, civil disturbance, protests, need for group transportation - In periods of unrest, relocation due to natural disaster or other local circumstances not related to AL general work. 	Country coordinator can request security funds at any time and expect cash to be operationalized within 3 business days.	<p>Ongoing group needs specific to AL offices should be refunded through:</p> <ul style="list-style-type: none"> - Annual request to specific funder (if available) - From new general operating funds (on availability)
Level 2	Emergency, Single Staff Member or Family Member*	<ul style="list-style-type: none"> - Personal emergency, physical or emotional, violence, unrest or terror attack in community of home, - Serious traffic accident - Unanticipated emergency during AL work or unanticipated emergency during travel (related to physical or emotional security, disability or death). 	- AL staff member can request emergency funds via Whatsapp, SMS, or any available means directly to DC, local leadership or regional leadership.	<p>Individual emergency needs should be refunded:</p> <ul style="list-style-type: none"> - From new general operating funds (on availability)
Level 1	Emergency, Local team or region	<ul style="list-style-type: none"> - Unrest or terror attack in community, violence targeted against staff and family members*, - Digital security upgrades for team, - Emergency legal advice/ support 	- Any AL Staff member can request emergency funds via Whatsapp, SMS, or any available means directly to DC, local leadership or regional leadership.	<p>Group emergency needs should be refunded through:</p> <ul style="list-style-type: none"> - Specific funder request based on region or emergency type - From new general operating funds (on availability)

** Within the context of the Safety and Security Fund, family members are defined as an AL staff member's spouse and children.*