Policy:

It is the policy and a priority of THP to protect the physical safety of our staff, volunteers and visitors, as well as THP’s assets and equipment. To that end, we seek to establish best practices to minimize risks, and to quickly and effectively deal with incidents should they arise.

1. Background

THP does not work in conflict or post-conflict areas, yet disasters and violence can occur anywhere. Annually, THP will review current and potential risks where we work and make plans to eliminate or prepare for them.

2. Accountability

The CEO designates an executive to serve as the Chief Security and Safety Head (CSSH) and a Deputy (DCSSH). The CSSH will receive reports, monitor safety and security issues, and conduct the annual safety and security review with the Program Countries. The DCSSH will act on behalf of the CSSH if the latter is incapacitated.

It is the responsibility of every staff member to ensure a safe working environment. Any staff member who perceives a safety or security risk or a potential situation should immediately report the matter to her/his supervisor or a senior manager. The senior management team shall act immediately to review and address any risks reported by staff.

THP Country Directors (or most senior staff member in a country, “Country Leader”), with the support of the local senior management team, are empowered to make impromptu decisions to address safety risks and security incidents as they arise. Formal reports to the Global Office are expected as soon as possible. In addition, the CSSH shall act immediately to review and address any risks reported, and will keep the Global Office senior management team abreast of the activity.

THP Country Leaders and the local senior management team shall be responsible for conducting a formal risk and contingency review prior to the annual Global Board meeting which is usually held in April or May. The Head of Finance at each THP office shall be accountable for maintaining a formal Risk Log. This log shall be shared with the Global Office annually, and a report will be made to the Global Board.

3. Risks
senior management will ensure that all staff and investors traveling with THP are properly briefed on said procedures. All staff will maintain regular communication with their office during travel, and will carry an operating mobile phone to address any emergencies.

3.2 Insurance: Each THP Country Leader is responsible to ensure that health and accident insurance are provided for the protection of staff and liability for any auto use, as mandated by local law. THP Country Leaders will consult with their national or advisory board on best local practices for commercial liability insurance.

3.3 Disasters: All offices shall put in place disaster preparedness plans, drills and briefings and review them on an annual basis. Disaster preparedness and prevention shall be an element of all THP integrated development capacity building programs.

3.4 Violence: THP will never knowingly request or permit staff to work in an area where there is military conflict and will take appropriate measures in areas with civil unrest. We will be vigilant in assessing this risk recognizing that we do not have expertise in this area.

Should unforeseen violence erupt in any area, the THP Country Leader, in consultation with both staff and management will be responsible for removing any nonresident staff from the conflict zone. Once the safety of our staff and visitors is ensured, the THP Country Leader will assess how best to empower local communities to deal with the situation.

3.5 Kidnap and Ransom: It is the policy of THP to not negotiate or pay ransom for kidnapping.

3.6 Investor Trips: THP staff will inform investors coming on trips of possible health risks and how to prevent them, and other safety and security procedures. In addition, every participant must sign a waiver holding THP blameless before being permitted to participate in a trip. In the case of civil unrest in a country during an already scheduled trip, the THP Country Leader shall determine if investor visits are appropriate.

3.7 Emergency evacuation during GO staff or Investor trips: In case of travel injury or serious illness, the President and CEO or CSSH may authorize emergency evacuation as needed.

3.8 Internal Controls: Each THP office shall have an internal controls policy and procedures that safeguard the cash and other assets of the organization. This policy shall be updated at least every two years.

3.9 Information Technology: Each THP office shall maintain an IT security policy manual that includes proper computer data back-up procedures and disaster recovery plan.