Volunteers National Organization for Development and Humanities Services (VOLUNTEERS)

Safety and Security Policy

Organizations Background:

Volunteers National Organization for Development and Humanitarian Services is a Sudanese women lead NGO registered as a national voluntary charitable humanitarian non-governmental organization founded by group of women and youth volunteers, whom work in humanitarian and development domain. The creation of this organization is inspired by a feeling among this group that something must be done to mitigate the sufferings of women's, girls and youth in Darfur in particularly and in Sudan in general.

Volunteers National Organization for Development and Humanitarian Services was established in 2014, and was officially registered with the humanitarian aid commission (HAC) as a local, non-governmental organization to provide relief, and advocate for the promotion of human rights principles.

Volunteers National Organization for Development and Humanitarian Services is a non-religious non-political, non-profitable and non-commercial organization; it is basically a humanitarian organization whose vision is to promote "Peace, Unity Development, women rights and women Empowerment for All" among the different communities, ethnic groups and tribes in Darfur and Sudan in general. National Volunteers has been able to acquire sufficient community goodwill that will enable it to implement future activities smoothly

1. Policy Statement

Our organization is committed to providing a safe, healthy, and secure environment for all employees, contractors, visitors, and stakeholders. We believe that safety is everyone's responsibility and that all injuries and incidents are preventable. We aim to create a proactive safety culture by continuously identifying, evaluating, and mitigating risks.

2. Purpose

The purpose of this policy is to:

- Prevent accidents, injuries, and occupational illnesses.
- Promote personal safety and awareness.
- Establish procedures for identifying and controlling hazards.
- Ensure compliance with applicable health and safety laws and regulations.

3. Scope

This policy applies to all employees, contractors, visitors, and others who may be affected by the activities conducted on or off-site under the organization's control.

4. Personal Safety

4.1 Responsibilities

- **Employees** must take reasonable care for their own health and safety and that of others.
- **Supervisors and managers** must lead by example, promote safe practices, and ensure that safety measures are followed.
- **Safety officers** are responsible for monitoring, training, and enforcing safety protocols.

4.2 Guidelines

- Wear appropriate **personal protective equipment (PPE)** at all times.
- Maintain **good hygiene** and proper ergonomics.
- Report unsafe conditions, near misses, or incidents immediately.
- Do not engage in horseplay, distractions, or unauthorized activities.
- Follow emergency procedures and evacuation routes.

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5. Safety Measures Taken

5.1 Risk Identification and Hazard Control

- Regular workplace inspections and risk assessments.
- Use of **hierarchy of controls** (elimination, substitution, engineering controls, administrative controls, PPE).



- Design and maintenance of safe machinery and equipment.

5.2 Training and Communication

- Safety induction for new employees.
- Ongoing safety training and drills (fire, chemical spills, etc.).
- Display of safety signs, hazard warnings, and emergency contacts.

5.3 Emergency Preparedness

- Clearly marked **emergency exits** and assembly points.
- **First aid kits** and trained first aid responders on-site.
- **Emergency response plan** including fire, medical, and evacuation procedures.

5.4 Mental and Psychological Safety

- Access to counseling and mental health resources.
- Zero-tolerance for harassment, bullying, or violence.
- Encourage open communication and reporting without fear of retaliation.

6. Safety Assessment

6.1 Inspections and Audits

- Weekly safety inspections of work areas.
- Annual third-party safety audits.
- Spot checks for PPE usage and adherence to protocols.

6.2 Incident Reporting and Investigation

- All incidents, including near misses, must be reported using the Incident Report Form.
- Investigations will be conducted to determine root causes.
- Corrective actions will be implemented and followed up.

6.3 Performance Monitoring

- Safety performance indicators (e.g., number of incidents, training hours, compliance rate).
- Regular reviews by the Health and Safety Committee.
- Use of employee feedback to improve safety measures.



7. Compliance and Enforcement

Failure to adhere to safety protocols may result in:

- Verbal or written warnings.
- Mandatory retraining.
- Disciplinary action up to and including termination.

8. Review and Update

This policy will be reviewed **annually** or when significant changes occur, such as new regulations or incidents. Feedback from employees and safety officers will be considered for updates.

Personal Security Procedures

Here are some tips to follow if you are out and about.

- Stay alert – awareness is your best defense.
- Leave venues with friends wherever possible.
- Try to stay in well-lit areas.
- Be confident – even if you don't feel it.
- Travel as if you know where you are going.
- Take the most direct route and try to stay within areas where other people are around.
- Trust your instincts – if you think something is wrong then act on it.
- Have your keys available when you reach your home or car.
- Keep money for taxis – the expense is worth it.
- Carry a personal alarm and use it when necessary.

If you are a victim:

- Get help immediately.
- In an emergency **dial 999 or 112**.
- Make as much noise as you can to alert people.



- As soon as you can, go somewhere you know is safe.
- If you have been attacked, don't shower or change your clothes as it may destroy evidence.
- If you have the confidence, tell the police why you think you were attacked.
- If you have had your keys taken, ensure you change the locks.
- Don't drink alcohol – you need to give a clear account of what happened.
- You can report to the police using the online reporting facility on this website. (You can report anonymously, although we'd prefer to be able to speak to you)
- If you want to pass information about offenders, you can contact the safety Manager or call the office.

If you are a witness:

- **Call 999 or +249122635627-+249912437335**
- Let the police know what you've seen. Don't assume others will come forward. Many crucial witnesses walk away thinking someone else will report it.
- Stay alert and safe.
- Don't physically intervene – you could get hurt yourself.
- If it is safe to do so, take a photograph or video on your mobile phone. Remember, however, that the police are likely to need your phone as evidence.
- Record details of times, number plates, descriptions and so on. If you don't have a pen with you, leave a voicemail message on your mobile phone or write a draft text message. As soon as you can find a pen and paper, write down the information in as much detail as possible.
- You can report to the police using the online reporting facility on this website. (You can report anonymously, although we'd prefer to be able to speak to you)
- If you want to pass information about offenders, you can contact your safety manager or call office .

Internet safety tips:

Here are some useful tips for keeping safe on the Internet:

- The Internet provides endless opportunities to meet people from all over the world. You must however remember to use common sense. It is easy to get swept-up into a fantasy world, but reality requires us to use caution.
- Do not give out personal details, photographs, or any other information that could be used to identify you, your family, or where you live.
- Do not take other people at face value - they may not be what they seem.
- Never arrange to meet someone you've only ever previously met on the Internet, without telling a friend and giving them as much detail as possible about the person that you're meeting and were.
- Do not open an attachment or download a file unless you know and trust the person who has sent it.



- Never respond directly to anything you find disturbing when using the Internet or email. Log off, and **report it**

Approval and Acknowledgement

This policy is approved by:

[Haja Mohamed Salih]

[Title, Country Director

Operation & Programme Director /Safety]

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Volunteers National Organization for Development and Humanitarian Services

Digital Asset Protection Policy

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Below is an extensive list of security measures that can be deployed to ensure your digital asset protection. However, not everyone will be suitable for your business. Your business is unique and your security measures should reflect that.

1. Comprehensive Security Implementation

- Endpoint security deployment across all devices accessing digital assets, including workstations, mobile devices, and remote access points
- Advanced managed firewalls with real-time monitoring and threat detection capabilities