



E.A.R. DIOCESE KIGEME

BP 67 nyamagabe

Title:	Health, safety and security policy
Policy statement:	<p>EAR KIGEME DIOCESE has a duty to safeguard the health, safety and welfare of our employees and other people who might be affected by our business. EAR KIGEME DIOCESE must do whatever is reasonably practical to achieve this.</p> <p>EAR KIGEME DIOCESE seeks to ensure that staff are safe and secure while carrying out work for or representing EAR KIGEME DIOCESE.</p> <p>Key principles</p> <ul style="list-style-type: none">• EAR KIGEME DIOCESE believes that staff are the primary priority, above property, assets or cost savings.• There will be a system of assessing and managing risk. Only risks deemed as acceptable after the implementation of appropriate mitigation will be undertaken.• 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 case of any incident, EAR KIGEME DIOCESE will respond and provide The medical care, psychosocial care, and security assistance.• Christian faith, including prayer and spiritual discernment plays a key role in security risk management.• Security standards should not be compromised for lack of funding. <p>Roles and responsibilities</p> <ul style="list-style-type: none">• The EAR KIGEME DIOCESE is responsible for the safety and security of staff and visitors. [Note: If this varies, be sure to clearly state who is responsible for what, where and when.]• All staff have a responsibility for their own safety and security and must ensure they understand and abide by this policy and the associated procedures. <p>Incident and crisis management</p> <ul style="list-style-type: none">• Incidents will be reported, tracked and shared with Tearfund. Learning will be undertaken as a result of incidents.• EAR KIGEME DIOCESE will establish a plan for managing a critical incident or crisis (including but not limited to violent or sexual assault or death of a staff member). <p>Operational matters</p> <p>[Indicate here whether the organisation has a policy on the following topics]</p> <ul style="list-style-type: none">• Kidnap and ransom (for example: how will the organisation respond in the case of a staff member being kidnapped? What management mechanisms

	<p>are in place? Will ransom be paid? Note that it is generally accepted in the sector that ransoms should not be paid as it encourages the continuation of the practice.)</p> <ul style="list-style-type: none"> • The use of armed personnel/escorts: under what conditions are they allowed to be used, if at all; who authorises their use, and how to request authorisation for their use • 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.
Related Policies & Procedures:	<p>This policy must be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> - Personal conduct policy - Whistleblowing policy - Incident report procedure - Safety & security plans
Why is the policy needed:	<p>EAR KIGEME, DIOCESE has a legal and moral duty of care to its staff, and must comply with the relevant statutory provisions in their country, including Health and safety laws.</p> <p>EAR KIGEME DIOCESE is committed to providing a safe working environment whilst accepting a certain amount of risk given the operating environments in which EAR KIGEME DIOCESE fulfils its mandate.</p>
Who must follow this policy:	<p>This policy applies to all staff and associates.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> • all staff (permanent workers and temporally workers) • all volunteers and interns <p>Associates includes:</p> <ul style="list-style-type: none"> • all contractors, e.g., consultants • all Board Members • all partners including local community based partners • Guests and Visitors <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>
Person responsible:	Bishop MUSABYIMANA Assiel
Version:	Final version
Approved by:	The bishop and legal Representative of EAR Kigeme Diocese
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