

# Occupational Safety and Security Policy



Implemented July 2025| Version 1.1

## I. Purpose

At Children of Earth Association (YECED), the safety, health, and well-being of our employees, volunteers, and partners are our highest priorities. This policy reflects our unwavering commitment to providing a safe and secure working environment, both in our offices and in the challenging field settings where we operate. It underscores the importance we place on fostering a culture of health and safety.

This policy outlines the measures to ensure the safety, health, and security of all employees, volunteers, and partners working with the organization in office and field settings, particularly in high-risk or crisis zones.

## II. Scope

This policy applies to all personnel involved in organizational activities, including operations in headquarters, field offices, and emergency response locations.

## III. Policy Statements

- **Risk Assessment and Mitigation**

At Yeçed, we conduct regular risk assessments at set intervals (e.g., every three or six months) across all operational areas to identify potential hazards in program sites, offices, and partner locations. We use a standardized checklist to evaluate environmental hazards, security threats, health and safety issues, and operational challenges. To ensure comprehensive evaluation, we involve local staff, volunteers, and community members in the process, fostering diverse perspectives and a strong culture of safety awareness. Detailed documentation of identified risks, their severity (high, medium, low), and corresponding mitigation plans is maintained, using a risk matrix to prioritize based on impact and likelihood.

In addition, we develop location-specific security plans that are tailored to each site, considering factors such as crime rates, political stability, and natural disaster risks. Clear safety protocols are established for staff and volunteers, including emergency evacuation plans, crisis communication procedures, and child protection measures. We provide regular training sessions and emergency drills to ensure everyone knows their roles during emergencies. Collaborating with local

authorities and community leaders helps us strengthen security measures and build a reliable support network in times of crisis. Our system for continuous monitoring of security situations and updating plans as needed includes subscribing to security alerts and appointing a dedicated individual for ongoing threat assessment. We also ensure that each location has access to essential resources, such as first aid kits and emergency communication devices, to respond effectively to potential risks. Through these measures, Yeğed proactively manages potential risks and safeguards the well-being of our staff, volunteers, and beneficiaries.

- **Health and Safety Training**

At Yeğed, we prioritize the health and safety of our staff and volunteers. To ensure that all team members are well-prepared and informed, we organize the following health and safety training programs:

- **First Aid Training:** We teach basic first aid practices for handling injuries, bleeding, burns, and other emergencies. Staff who complete the training receive certification to ensure that their knowledge is permanent and applicable.
- **Workplace Safety Rules:** We educate staff on safe practices while performing daily tasks and proper use of equipment. We clearly define responsibilities for each staff member during an emergency, including leadership, accounting for children, and contacting emergency services.
- **Child Protection Training:** We provide training on recognizing potential risks to children's safety and ways to ensure their protection.
- **Hazard Awareness:** We teach staff how to identify potential safety hazards in the workplace and how to report them.

- **Emergency Preparedness**

- **Evacuation Procedures:** We establish clear and practical evacuation plans tailored to each office and field location. These plans include designated assembly points, evacuation routes, and roles assigned to team members to ensure a smooth and efficient process.
- **First Aid Kits:** All Yeğed offices and field locations are equipped with fully stocked first aid kits, including essential medical supplies to handle minor injuries and emergencies.
- **Fire Extinguishers:** We install and regularly inspect fire extinguishers in all our facilities. Staff receive basic training on their proper use to respond quickly in the event of a fire.

- **Emergency Signage:** Clear and visible emergency exit signs and instructions are placed in strategic locations to guide staff and visitors during an evacuation.
- **Staff Training:** We train all staff and volunteers on emergency procedures, including first aid and fire safety, to ensure they can respond confidently in a crisis.

- **Mental and Physical Well-being**

At Yeced, we recognize the importance of maintaining the mental and physical well-being of our staff and volunteers, particularly those working in high-stress environments. To support them, we implement the following measures:

- **Stress Management Workshops:** We organize regular workshops to help staff and volunteers develop coping strategies for managing stress and building resilience.
- **Counseling Services:** Access to professional counselors or psychologists is provided for individuals experiencing emotional challenges due to their roles.
- **Peer Support Groups:** We encourage the formation of peer support groups where team members can share their experiences and provide mutual encouragement in a safe and supportive environment.
- **Regular Check-ins:** Supervisors conduct periodic check-ins with team members to identify signs of burnout or stress and provide appropriate support.
- **On-Site Medical Support:** During field operations, we ensure the availability of basic healthcare services, including first aid and medical personnel, when required.
- **Emergency Healthcare Access:** Clear protocols are established for accessing emergency healthcare services during operations, including transport to nearby medical facilities.

- **Incident Reporting and Response**

At Yeced, we are committed to ensuring a safe and transparent working environment by establishing robust systems for reporting, investigating, and resolving safety incidents. Our approach includes the following:

- **Clear Reporting Channels:** We provide multiple channels for reporting safety incidents, such as a dedicated email address, hotline, or digital reporting platform, ensuring accessibility for all staff and volunteers.  
yecedorg@gmail.com

- **Confidential Reporting:** To protect privacy, we ensure that all reports are treated confidentially, particularly in sensitive cases.
  - **Standardized Forms:** Incident report forms are standardized and easy to use, ensuring consistency in the information collected.
  - **Immediate Response Protocols:** Upon receiving a report, designated staff promptly assess the situation and take necessary steps to mitigate immediate risks.
  - **Thorough Investigations:** A trained team conducts impartial investigations to determine the root cause of the incident and identify necessary corrective actions.
  - **Documentation and Tracking:** All incidents and resolutions are documented in a central system to track recurring issues and monitor the effectiveness of implemented measures.
  - **Feedback to Reporters:** Individuals who report incidents are provided with updates on the status and outcome of the investigation to maintain transparency.
- **Compliance and Monitoring**
    - **Local Laws Compliance:** We meticulously align our practices with the occupational health and safety laws of the countries in which we operate, ensuring all operations meet legal requirements.
    - **International Standards:** Our safety protocols are designed to comply with globally recognized standards, such as those set by the World Health Organization (WHO) and International Labour Organization (ILO).
    - **Routine Audits:** Periodic safety audits are conducted to evaluate the effectiveness of current protocols and identify areas for improvement.
    - **Risk Assessments:** We perform regular risk assessments to address emerging hazards and adapt protocols accordingly.
    - **Feedback Integration:** Input from staff, volunteers, and stakeholders is actively sought and used to refine safety measures.
    - **Training Adjustments:** Based on monitoring outcomes, we update our training programs to reflect changes in safety requirements and best practices.

## IV. Responsibilities

At Yeçed, ensuring a safe and secure working environment is a shared responsibility among all members of the organization. The following outlines the key responsibilities of different stakeholders within our association:

### **Board of Directors**

- Establish and endorse policies to promote occupational safety and security in alignment with local laws and international standards.
- Allocate necessary resources for implementing safety measures, training, and monitoring.
- Regularly review safety reports and ensure accountability across the organization.

### **Program/Project Managers**

- Ensuring the safety of staff, volunteers, and beneficiaries during activities.
- Monitoring compliance with safety protocols within their programs.
- Developing and implementing safety protocols, procedures, and contingency plans tailored to Yeçed's activities.
- Conducting regular risk assessments and audits to identify and mitigate safety hazards.
- Ensuring that all staff and volunteers receive adequate training on occupational safety and security.
- Responding promptly to safety concerns or incidents, ensuring proper reporting, investigation, and resolution.

### **Staff and Volunteers**

- Comply with all safety and security policies and procedures established by Yeçed.
- Participate in mandatory safety training sessions and apply the knowledge in their roles.
- Report any safety hazards, incidents, or near-misses promptly to the management team.
- Support the implementation of safety measures during operations and in field activities.

### **Beneficiaries and External Stakeholders**

- Respect and adhere to safety protocols when participating in activities organized by Yeçed.
- Provide feedback on safety practices to help improve overall measures and ensure inclusivity.

## **V. Policy Review**

This policy will be reviewed annually by the management team to ensure its continued relevance and effectiveness. The review process will involve feedback from staff, volunteers, and stakeholders, as well as an evaluation of any changes in local laws and international safety standards. Updates and improvements will be

made as needed to maintain a safe and secure environment for all those involved in Yeçed's activities.

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