Updated May 2026

VISION ACTION SECURITY AND SAFETY POLICY

CEO Foreword

At Vision Action, the safety and security of our people is fundamental to everything we do. This policy sets out our commitment to protecting staff, volunteers, consultants, and others working with Vision Action, as well as the people and communities we serve, from harm, particularly in the environments in which we operate internationally.

It is supported by country-specific Security Plans and a separate Security and Safety Procedures and Guidance document, which together provide the practical arrangements for implementing this policy. Oversight is provided by the Trustees and ourselves as Co-CEOs.

While concise, this policy should be read alongside the Security and Safety Procedures and Guidance document, Vehicle Safety and Driving Rules, and other relevant Vision Action policies and guidance. Ultimately, maintaining a safe and secure organisation is a shared responsibility. Every individual representing Vision Action is expected to act with care, awareness, and accountability at all times.

Failure to uphold these standards may result in disciplinary action.

Tiwonge Mwase-Vuma
Co-CEO

Jale Canlibalik
Co-CEO

Contents

1. Purpose 3
2. Scope 3
3. Policy Statement 3
4. Legal Position 3
5. Core Safety Rules 3
6. Key Definitions 3
7. Roles and Responsibilities 4
Board 4
Co-CEOs (Security Officers) 4
Country Directors 4
All Staff 4
8. Reporting Requirement 4
9. Monitoring and Review 4
Key Performance Indicators (KPIs) 5
Policy documents 5
10. Legal and Regulatory Framework 5
SECURITY / SAFETY POLICY COMPLIANCE 6

Vision Action – Registered Charity No. 1081695 (England & Wales)
Companies House registration No. 4027804 (England & Wales)

VISION ACTION SECURITY AND SAFETY POLICY

1. Purpose

This policy sets out how Vision Action protects the safety, dignity, and wellbeing of all people it works with and meets its legal obligations.

2. Scope

This policy applies to all staff, volunteers, trustees, consultants and partners across all locations and activities, and covers the protection of both people and assets.

Vision Action ensures that security and safety measures are inclusive and non-discriminatory in line with the Equality Act 2010. Risk assessments and security arrangements must take account of different needs, risks, and experiences related to protected characteristics, including gender and disability, and must be applied fairly and consistently.

3. Policy Statement

Vision Action will take all reasonable steps to prevent harm and respond appropriately where risks arise.

Safety takes priority over programme delivery, assets, or reputation.

4. Legal Position

Vision Action complies with relevant UK legislation and host-country laws. Where standards differ, the higher standard will be applied where possible and safe to do so.

5. Core Safety Rules

Everyone must:

- Prioritise safety over delivery
- Report concerns immediately
- Follow local security plans
- Stop work if a situation is unsafe

The organisation will:

- Identify and assess risks
- Put in place proportionate controls
- Act quickly when concerns arise
- Learn from incidents

6. Key Definitions

- **Security incident:** Event threatening safety (e.g. violence, accident, theft)
- **Safeguarding concern:** Risk of abuse, exploitation, or harm to a person
- **Serious incident:** Event causing or risking significant harm requiring escalation

Vision Action – Registered Charity No. 1081695 (England & Wales)
Companies House registration No. 4027804 (England & Wales)

7. Roles and Responsibilities

Board

- Ensure appropriate systems and oversight
- Review and report serious incidents, alongside the Security Officers
- Fulfil Trustee duties under the Charities Act 2011
- Take reasonable steps to protect beneficiaries, staff and others from harm
- Ensure security and safety risks are addressed as part of overall governance
    - Identify risks in advance
    - Put in place proportionate controls
    - Ensure staff understand what to do
    - Act quickly when concerns arise
    - Learn from incidents and improve systems

Co-CEOs (Security Officers)

- Take on role of Security Officers
- Implement this policy
- Monitor standards of security and safety management, and reporting findings regularly to the Board
- Approve high-risk activities and work in new countries or areas
- Authorise suspensions or evacuations
- Report serious incidents, alongside the Board

Country Directors

- Maintain risk assessments and security plans
- Brief and train staff and international visitors
- Ensure compliance with this policy and security plans and local compliance requirements

All Staff

- Follow this policy and local plans
- Take reasonable care for safety
- Report risks and incidents immediately
- Stop work and seek advice if unsafe

8. Reporting Requirement

All concerns must be reported. Failure to report may result in disciplinary action.

9. Monitoring and Review

Annually:

- Review policy
- Review sample of country security plans
- Review incident reports for quality and timeliness
- Check training completion records

Vision Action – Registered Charity No. 1081695 (England & Wales)
Companies House registration No. 4027804 (England & Wales)

Key lessons from incidents will be documented and shared across the organisation to improve future practice

Vision Action applies a layered assurance approach to ensure risks are managed, reviewed, and independently overseen.

Line	Role	Example
1st	Operational (Country Directors)	Manage risks daily
2nd	Oversight (Co-CEOs/Compliance Lead/Safeguarding Lead)	Review and guide
3rd	Independent assurance	Internal audit/Trustee scrutiny

Key Performance Indicators (KPIs)

- % of staff completing mandatory training
- % of countries with up-to-date risk plans
- Number of incidents (by severity)
- % of incidents reported within required timeframe
- Number of safeguarding concerns reported
- High-risk countries requiring Board oversight

Policy documents

	Code	Document name	Type	Location
*	SS01	Security And Safety Policy	Policy	Sharepoint/HR & Admin
*	SS02	Security And Safety Procedures and Annexes	Procedure	This document
*	SS03	Vehicle safety and driving rules	Rules	Sharepoint/HR & Admin
	SS04	Travel and Activity Security Summary - Template	Template	Sharepoint/HR & Admin
	SS05	Incident Report Form	Template	Sharepoint/HR & Admin
	SS06	Country Security and Safety Plan - Example	Template	Sharepoint/HR & Admin

***Documents must be read together.**

10. Legal and Regulatory Framework

Vision Action operates in accordance with the following key legal, regulatory, and standards frameworks:

1. Health and Safety

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Corporate Manslaughter and Corporate Homicide Act 2007

2. Safeguarding, Governance and Charity Regulation

- Charities Act 2011
- Charity Commission guidance (including CC3, CC8 and CC26)
- Charity Commission requirements on safeguarding and serious incident reporting
- British Standard BS 25800:2024 (Safeguarding)
- Children Act 1989 and 2004
- Care Act 2014

Vision Action – Registered Charity No. 1081695 (England & Wales)
Companies House registration No. 4027804 (England & Wales)

- Safeguarding Vulnerable Groups Act 2006 (DBS checks and regulated activity)
- Protection of Freedoms Act 2012 (updates to vetting and barring system)

3. Data Protection and Information Security

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

4. Equality and Inclusion

- Equality Act 2010

5. Counter-Terrorism and Security

- Terrorism (Protection of Premises) Act 2025 ("Martyn's Law")
- UK counter-terrorism legislation and sanctions regimes

6. Ethical Practice and Supply Chains

- Modern Slavery Act 2015

7. International and Operational Compliance

- Host country labour, employment, and safety legislation
- Applicable national laws governing programme delivery and operations

Vision Action applies these frameworks alongside internal policies and adopts the higher standard where UK and local legal requirements differ, unless legally prohibited or impractical.

SECURITY / SAFETY POLICY COMPLIANCE

I confirm that I have received and been briefed on the Vision Action Security and Safety Policy and understand my responsibilities to comply with and promote its requirements.

I further confirm that I have read and understood the following associated documents:

- Security and Safety Procedures and Guidance (including relevant annexes)
  Vehicle Safety and Driving Rules

I agree to comply with the requirements, guidance and rules contained within these documents and to report any security, safety or safeguarding concerns in accordance with Vision Action procedures.

Signed	
Name	
Position within Vision Action	
Date	

Vision Action – Registered Charity No. 1081695 (England & Wales)
Companies House registration No. 4027804 (England & Wales)