



Directors: Ben Fitzgerald and Rosie Frost

KINDCODY POLICY - NO RIGHT TO REMAIN

Revised: 10 APRIL 2021

Policy

1. The Personal Safety & Security of KINDCODY's beneficiaries, field staff, volunteers and external staff is paramount.
2. This policy on the withdrawal of staff, volunteers, and in some circumstances, beneficiaries, should be read in conjunction with KINDCODY's Risk Management Policy, 'KINDCODY ICF Field Security Policy 2021', dated April 2021, to be revised annually.
3. Notwithstanding that KINDCODY's Localism model (predominantly, indeed almost exclusively Local National Staff and Volunteers to help beneficiaries in-country) mitigates the risk to a tolerable level ; beneficiaries and staff and volunteers may be at risk while part of an international programme; KINDCODY recognises that beneficiaries, staff, volunteers, overseas staff and consultants may still be at risk for their safety and security. This risk is dynamic, and may rise above a tolerable level if there is a change in circumstance.
4. Should the Project Team, Field Team or Head Office, as part of this continuous risk assessment, deem that the risk has increased to an unacceptable level, then the Project Manager, Country staff or Head Office staff will give direction to temporarily suspend the programme, and withdraw the staff until the situation is deemed safe again.



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5. All beneficiaries, staff, volunteers and consultants are obliged to follow formal direction from the Project team, Field team or Head Officer to withdraw from the programme and/or area. Beneficiaries, staff volunteers, visitors and consultants have no right to remain in place and/or on task once so directed. Refusal to comply will result in sanction and administrative action.
6. This policy is to be outlined to all interested parties at the start of the programme, periodically throughout, and where relevant (i.e. a staff member reports they are being threatened).
7. Field staff management are to obtain confirmation that field staff have had this policy explained to them, and have understood.
8. Compliance with this policy is taken into force of the Staff handbook, and as such is part of each individual's contract.

Entry into Force

9. This policy is effective immediately.

Chris Frost, Chief Operating Officer