

SAFETY AND SECURITY MANUAL

Document Owner: Business Incubation Association in Tripoli (BIAT)

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Authorized by: Dr. Fawaz Hamidi- BIAT Chairman

Status: Effective

General Description

Purpose:

BIAT recognizes that work for the NGO often places great demands on employees/ consultants in conditions of complexity and risk and has established policies to help minimize risk to employees.

Description:

The Board and the Chairman are responsible for BIAT security management. Any issues with country security should be raised with the Chairman. Security incidents must always be reported to the Chairman, no matter how potentially embarrassing to an individual or BIAT.

Situational awareness must be maintained at all times by continually evaluating the security environment. The Chairman or his/her representative should conduct briefings on the security situation and relevant operating procedures for all staff and visitors as necessary.

Under no circumstances may BIAT staff bear arms.

Scope:

The policy applies to all staff and visitors to BIAT offices.

Responsibility:

Chairman
Vice Chairman
All Employees
Field Units

  