



LiteHaus

DIGITAL LEARNING - INSPIRING MINDS

INTERNATIONAL



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Personnel Safety & Security Policy: All personnel

Purpose

This Personnel Safety & Security Policy outlines the values, principles and standards of behaviour expected of all personnel of LiteHaus International Inc. to ensure that the safety and security of personnel in all activities is maintained.

Background

LiteHaus International Inc. became an incorporated association, registered with the Queensland Office of Fair Trading on 9th February 2018, having acted as an unincorporated association known as LiteHaus Foundation since 16th September 2017. LiteHaus International Inc. (herein referred to as LiteHaus International) was established to globally contribute to the removal of obstacles encountered in the pursuit of quality and relevant education, ultimately enabling individuals to reach their full potential.

On the 8th May 2019, LiteHaus International become officially registered as an Australian charity with DGR-status with the Australian Charities and Not-for-profits Commission. LiteHaus International is governed by the stipulations of its Constitution and operates in accordance to its Standard Operating Manual, formally adopted as a live document in January 2019.

Vision

LiteHaus International actively strives to create a safe and secure working environment where all personnel feel comfortable in executing their roles, and where hazards and risks have been considered and adequately mitigated. We acknowledge that as an international organisation, we have a variety of working environments. A number of these are in developing world contexts where security and safety are genuine concerns. We envisage a working environment where all personnel are encouraged to identify risks and hazards and contribute to mitigation strategies. We aim to maintain a culture in which safety and security is everyone's business and everyone's responsibility. The organisation's other policies – namely the Sexual Abuse & Harassment Policy, the Gender Equality & Diversity Policy, the Complaints, Whistleblowing and Incident Reporting Policy, the Code of Conduct, the Standard Operating Manual risk management plans, and the Cultural Sensitivity Program (Papua New Guinea) – all contribute to the safe and secure working environment which the organisation strives to always maintain.

Definitions

- **Personnel:** any members of LiteHaus International who are actively engaged in any of the organisation's activities.
- **Safety:** the condition of being protected from danger or risk.
- **Security:** freedom from danger or fear.

Code of Conduct

This Personnel Safety & Security Policy should be read and adhered to in respect to the general ethical and behavioural guidelines outlined in the LiteHaus International – Code of Conduct.

Actions

All personnel of LiteHaus International must:

- Agree to abide by this policy and adhere to its stipulations throughout the duration of their involvement with the organisation;
- Actively contribute to a safe working environment and the mitigation of hazards to themselves and other personnel;

- Contribute to all discussions regarding the improvement of safety and security across the organisation's international spheres of operation;
- Identify and report any hazards during project work immediate to project leads or the board;
- Consider and seek the advice of local facilitators (when travelling) when travelling and communicating in international contexts; and
- Be aware and adhere to the risk management plans within the Standard Operating Manual and the LiteHaus International – Cultural Sensitivity Program (Papua New Guinea) document prior to and while travelling.

In addition to the above, the senior management of LiteHaus International should:

- Ensure that channels for incident reporting remain accessible to all staff members, and that a general culture of approachability is maintained;
- Ensure that standards of privacy and confidentiality of personal information are maintained;
- Ensure that all community fundraising activities undertaken are safe and mitigation strategies are in place to reduce risk of injury, fear or damage;
- Ensure that public liability insurance and travel insurance policies are always current and that all personnel abide by the stipulations which underpin these policies;
- Ensure that all travelling personnel have adhered to the safety and security requirements detailed in the Standard Operating Manual; and
- Ensure that the safety and security requirements detailed in the Standard Operating Manual and this policy remain relevant and responsive to change over time.

Related policies

- LiteHaus International – Standard Operating Manual
- LiteHaus International – Code of Conduct
- LiteHaus International – Cultural Sensitivity Program (Papua New Guinea)
- LiteHaus International – Gender Equality & Diversity Policy
- LiteHaus International – Sexual Abuse & Harassment Policy
- LiteHaus International – Complaints, Whistleblowing & Incident Reporting Policy