

Animal Welfare.  
Worldwide.



# Safety and Security Policy

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## 1. TARGET GROUP

This Safety and Security Policy applies to all employees, interns, and volunteers of FOUR PAWS, hereafter “colleagues”, as well as to all Board members and may be applied to other stakeholders depending on individual circumstances and the nature of their relationship with FOUR PAWS.

## 2. INTRODUCTION

FOUR PAWS is a global animal welfare organisation with offices as well as sanctuaries for rescued animals in numerous countries. Beside the local presence, FOUR PAWS works with local authorities and strategic partner organisations on the ground to support efforts with animal rescue and care, veterinary public health services, and the protection of livelihoods. Since its founding in 1988, the organisation has grown considerably, and with this expansion, safety and security risks to colleagues at FOUR PAWS have also increased over the years. Due to the organisation’s global animal welfare activities, a comprehensive approach to safety and security is required which takes into account the potential and actual risks colleagues are exposed to in different - sometimes politically or economically unstable - countries. The Safety and Security Policy outlines the principles and system that guide FOUR PAWS to achieve the highest possible level of safety and security in its offices and sanctuaries.

### **3. SAFETY AND SECURITY PRINCIPLES**

FOUR PAWS acknowledges that the completion of its mission is based on the participation of individuals in all parts of the world where FOUR PAWS operates. This includes secure office spaces to unstable conflict zones. The purpose of this Safety and Security Policy is to ensure the maximum possible levels of safety and security to operate in all contexts of FOUR PAWS activities.

The FOUR PAWS Safety and Security Policy is based on the following principles:

#### **3.1. Primacy of life**

The safety of colleagues at FOUR PAWS, visitors to the organisation's sanctuaries, and animals in its care is of the highest importance to FOUR PAWS.

Colleagues should never place themselves at excessive risk in order to meet programme objectives or protect the organisation's property, and always have the right to refuse to participate in activities which may pose a risk to their lives, without fear of retaliation.

FOUR PAWS commits to take reasonable measures to keep colleagues and visitors safe from foreseeable harm by developing standards which mitigate potential risks to their health and well-being.

#### **3.2. Informed consent**

FOUR PAWS commits that before their participation in activities or missions which may pose a risk to their health and safety, colleagues are presented - based on the best available information - with the operational environment, objectives and tasks to be performed as well as security plans to preserve their well-being if necessary.

Any colleague that does not give their informed consent to safety and security risks will face no repercussions to their employment when such colleagues accepted a position without full knowledge of the tasks and associated risks implicated.

The understanding of, and agreement to, the safety and security risks can be retracted at any moment without undue repercussions to their employment when such colleagues accepted a position without full knowledge of the tasks and associated risks implicated.

#### **3.3. Shared responsibilities**

Safety and security are a shared responsibility between FOUR PAWS and all colleagues, visitors or partners for whom FOUR PAWS assumes a duty of care.

While individuals are the primary responsible for their own safety, colleagues are called to contribute to the safety and security of others whenever possible. In addition, FOUR PAWS is committed to achieving the highest level of safety and security in all foreseeable situations where FOUR PAWS operates.

Colleagues at FOUR PAWS are obligated to adhere to the organisation's Safety and Security Policy and all related Standard Documents.

## 4. RISK AND SAFETY MANAGEMENT

The guiding principles of FOUR PAWS risk and safety management are the performing of safety and security risk analysis, the development of risk management plans, and the implementation of a risk and safety management system.

### 4.1. Safety and security risk analysis

FOUR PAWS aims to monitor and compile physical, psychological, organisational, and environmental foreseeable risks to FOUR PAWS and all persons and animals for whom the organisation has a duty of care.

Safety and security risk analyses are intended to be performed for all office and sanctuary locations, as well as travel assignments to high risks destinations.

### 4.2. Risk management plans

FOUR PAWS commits to develop risk management plans based on the safety and security risk analysis for each location where FOUR PAWS operates.

The risk management plans aim at reducing the risk of incidents on people, animals and goods under FOUR PAWS care through adequate measures to prevent, mitigate and respond to incidents. Aspects of risk deterrence are not part of FOUR PAWS risk and safety management. Programmatic decision-making process are always intended to encompass the necessary activities to achieve the mission of FOUR PAWS, the risks laid out in the safety and security risk analysis and the strategy to reduce as presented in the risk management plans.

#### 4.2.1. Risk and safety in sanctuaries

FOUR PAWS aims that all sanctuaries operate with an established emergency plan including standard operating procedures developed for the specific location.

Sanctuaries strive to live a self-preserving safety & security culture and to implement a continuous improvement process.

Visitors at sanctuaries are made aware of and are required to follow all safety protocols and employees' instructions.

### 4.3. Risk and safety management system

The risk and safety management system aims to lay out how FOUR PAWS manages risk and safety in the various locations where it operates.

#### 4.3.1. National and International law and regulations

All legal and regulatory obligations that apply to FOUR PAWS workplaces are intended to be incorporated into the safety and security risk analysis and the risk management plans in a clear and coherent manner

#### 4.3.2. Focal points

FOUR PAWS is committed to have, in each location in which FOUR PAWS operates, a safety and security focal point in charge of updating the safety and security risk analysis of their respective locations as well as communication, compliance, and implementation of the risk management plans.

#### 4.3.3. Accessibility

FOUR PAWS safety and security rules and regulations aim to be transparent, shared and known by all individuals under FOUR PAWS care.

The reporting of an incident, complaint, grievance is intended to be possible by all on a 24/7 basis.

#### 4.3.4. Preparedness

Individuals under FOUR PAWS care are intended to be assessed, and prepared if necessary, to complete any FOUR PAWS activities involving known risks. FOUR PAWS is committed to organise appropriate safety and security trainings and certification.

#### 4.3.5. Control

The access to facilities and appropriate permission are aimed to be controlled for each location according to the relevant procedures on each site.

The consent to participate in a FOUR PAWS mission and to comply with the safety and security measures ought to be documented and controlled prior to the participation of the activities.

FOUR PAWS is committed to assess the level of preparedness of individuals prior to the participation in the activities and adjust their participation if needed.

### 4.4. Continuous improvement

FOUR PAWS commitment to safety and security includes monitoring and reviewing the organisation's risk and safety management system. Safety and security risk analyses and risk management plans are aimed to be reviewed systematically and periodically. The adequacy and effectiveness of the FOUR PAWS risk and safety management system are evaluated, and adapted, if necessary.

FOUR PAWS commits to systematically update its Safety and Security Policy to ensure the safety and security of all colleagues, partners, and of all animals in its care.

## 5. IMPLEMENTATION

### 5.1. Accountability

#### 5.1.1. Board

FOUR PAWS Board is accountable for the organisation's safety and security management system.

#### 5.1.2. Directors Country

The ultimate accountability for all locations (except legally independent sanctuaries) and assets within a particular country lies with each Director Country (or the highest ranked colleague in representation offices), as countries have different risk levels and face different threats.

#### 5.1.3. Site Managers

FOUR PAWS risk and safety management at the organisation's sanctuaries falls within the accountability of the Site Managers.

### 5.2. Responsibility

#### 5.2.1. Directors Country

Directors Country are responsible for providing leadership on all matters of safety and security under the guidance of the international department in charge of the subject matter. Directors Country are responsible for adherence to the measures defined in the Safety and Security Policy and all related documentations, and for ensuring that incidents are reported. They are required to document all safety and security incidents and must keep records of emergency contact information for all colleagues.

#### 5.2.2. Colleagues

Colleagues have a responsibility to adhere to all safety and security policies and guidelines, which are relevant to their particular employment situation, and to report any situation that jeopardises the safety and security of colleagues or visitors.

## 6. CONSEQUENCES OF BREACHING THE SAFETY AND SECURITY POLICY

Breach of this Safety and Security Policy may constitute an infringement of applicable laws resulting in civil or criminal liability and may have an adverse effect on FOUR PAWS and other colleagues.

In case of non-compliance with the provisions of this Safety and Security Policy, FOUR PAWS will take necessary response measures and might need to take disciplinary actions, up to and including termination of contractual relationship with FOUR PAWS or, if necessary, report the incident to the relevant authorities.

Any colleague found to be involved in fraudulent and/or corrupt activities, or who has been negligent in the exercise of their supervisory duties will be subject to disciplinary action, including potential dismissal (termination of their employment). If warranted, FOUR PAWS will also initiate civil and/or criminal proceedings against those individuals involved.

## 7. REPORTING OF MISCONDUCT

Colleagues must immediately report any breach of this Safety and Security Policy, whether deliberate or accidental, to their line manager or other relevant function within the organisation appointed to receive and handle such reports. The Compliance and Integrity line is always an option to report potential misconduct or legal breach. Should a line manager be involved in the suspected breach of this Safety and Security Policy, incidents must be reported to their superior or through the Compliance and Integrity line. Should other relevant function within the organisation appointed to receive and handle such reports be involved in the suspected breach of this Safety and Security Policy, incidents must be reported to their superior. Colleagues at FOUR PAWS must not prevent any other colleague or affected individual from reporting a suspected breach of this policy.

FOUR PAWS will not retaliate against colleagues who report a presumed breach of this Safety and Security Policy in good faith no matter the outcome. Should colleagues choose to knowingly make false allegations, FOUR PAWS may take disciplinary action. FOUR PAWS provides colleagues with instructions on how to confidentially report a suspected breach of this Policy.





FOUR PAWS International  
VIER PFOTEN International –  
gemeinnützige Privatstiftung  
Linke Wienzeile 236  
1150 Vienna | Austria  
phone: +43-1-545 50 20-0  
office@four-paws.org



[four-paws.org/linkedin](https://www.four-paws.org/linkedin)



[four-paws.org/instagram](https://www.four-paws.org/instagram)



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