A) Background

Legal Aid and Consultancy Centre (LACC), established in 1987, is an independent non-governmental organization (NGO). LACC is a pioneer in the field of providing free legal aid and combating gender based violence and human trafficking for promoting women’s access to justice. LACC is dedicated to protect and promote the dignity, well-being and rights of women and children in Nepal. It is committed to uplifting the social, political, legal, economic and cultural status of women and children, defending their interests and eliminating all forms of discrimination and violence against them. LACC is a pioneer organization led and run by women advocates with the aim to promote human rights and humanity.

As the organisation works for socially oppressed and victims of domestic and other kinds of violence in a country where almost every 10 year there is political instability and movements, many kinds of general and specific threats may occur to the organisation as a whole and its members, staff and individual clients. Whereas natural hazards such earthquake, landslide, flood are common issues of safety and security while other social and geopolitical causes are also notable in the country.

B) Purpose:

Legal Aid and Consultancy Center (LACC) recognises that the operating sector and geographical area of the organisation vary from people to people and place to place within Nepal. As such, its members, staff, property and clients are prone to different kind of vulnerabilities. In order to tackle and mitigate the vulnerabilities related with safety and security risks, this safety and security policy has been introduced and implemented by the Executive Board

C) Status:

This policy is under the constitution of the organisation and is bound by the prevailing laws of Nepal. Any clauses contradicting with the constitution and prevailing laws of Nepal shall be considered null and void.

This policy will be reviewed by the Board every two years and in-case the Board members consider this to be updated due to substantial change in the situation of the organisation, it may be revised earlier also.
D) Functions:

The policy is effective from the date of approval by the Board and shall be implemented by the security focal person assigned by the organisation. All safety and security related issues must be reported to the Security Focal Person at the earliest.

E) Plan/Strategy:

As a pioneer organisation working for the rights of women and children, LACC considers itself as a well accepted organisation in the community. Public acceptance is considered as a biggest tool to mitigate any safety and security challenges. However, it is necessary for each organisation to plan for the mitigation of any vulnerabilities. Therefore, LACC has adopted the following strategies and methodologies for its safety and security.

1) Maximize Acceptance

LACC believes that the acceptance is one of the biggest tool to protect any organisation and hence takes the following measures to increase its acceptance in the community:

- Make sure we are perceived as impartial, transparent, honest and equitable. Services are given regardless of the race, creed or economic status of the victim
- Develop good relationship with all tiers of the government (federal, provincial, and local)
- Develop good relationship with local and village level authorities
- Always prioritize close relationships to communities, thereby ensuring that the local community will accept LACC and its partners as “one of their own” and thus assume some level of protection and information sharing.
- Be transparent in recruitment, programmes and financial usage.
- Communicate with clarity, cross-check you are understood wherever possible.
- Have culturally appropriate appearance and behaviour (avoid wearing shorts and tops which leave the shoulders open – although this kind of dress is becoming more and more common in Kathmandu among young Nepali).
- Make sure that our programme activities are correctly and positively perceived.
- Maintain as much of a presence as possible in the project sites.
- Ensure frequent and regular participatory monitoring, as well as monitoring the behaviour of partner staff.
2) Preparedness at all times

After acceptance, we need to be prepared physically for tacking the threats, therefore, following measures have been envisaged to be prepared for the possible threats:

a) **Visibility**: Excessive visibility can create over expectation or give more exposure to all sorts of anomalies, therefore, LACC prefers to present in a moderate way such as boards only outside office, less advertisement over different media but not compromising the quality of message necessary for awareness raising.

b) **Protective devices**: mobile phone at all times with charged batteries in office and project area, locks in accommodation.

c) **Insurance**: All staff, executive board members, office building and logistics along with cash vault are insured for full coverage.

d) **Protective procedures**:
   - Ensuring dedicated guards or others available to protect office premises 24 hours a day.
   - Adherence to, and understanding of, security procedures by all staff members
   - Regular safety and security trainings to staff/members.
   - Clearly visible notices, informative signs for visitors, clients, staff, members.
   - Compliance management

e) **Communication Tree (flow of information)**: Any message of the organisation is channelled through proper mechanism so as exact message is relayed to the destination and is well understood by the other party.

3) Risk/Threat Assessment:

<table>
<thead>
<tr>
<th>SN</th>
<th>Types of incident Threats</th>
<th>Risk level</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strikes, blockades, demonstrations</td>
<td>low, medium high</td>
<td>high</td>
</tr>
<tr>
<td>2</td>
<td>Extortion</td>
<td>mid</td>
<td>low</td>
</tr>
<tr>
<td>3</td>
<td>Robbery</td>
<td>low</td>
<td>low</td>
</tr>
<tr>
<td>4</td>
<td>Instability of the country</td>
<td>high</td>
<td>medium</td>
</tr>
<tr>
<td>5</td>
<td>Earthquake</td>
<td>high</td>
<td>medium</td>
</tr>
<tr>
<td>6</td>
<td>Threat from opponent</td>
<td>high</td>
<td>medium</td>
</tr>
</tbody>
</table>
### 4) Roles and Responsibilities:

<table>
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<tr>
<th>LACC Head Office</th>
<th>Executive Chairperson – Ms Anita Neupane Thapaliya</th>
</tr>
</thead>
</table>
| **Responsibilities** | - To maintain emergency details of staff and members in the emergency folder, including tracking current location in travel database of each staff.  
- Be familiar with security/evacuation/medical procedures  
- Keep Donors reported for crucial information such as drop or halt of project activities  
- To supervise evacuation procedure from a head office level  
- Update and ensure possession of most up to date security plan  
- Ensuring monitoring of press and other sources for additional information on country  
- Networking with other agencies in relation to safety and security  
- Networking and collaboration with Nepal police. |
| Security Focal Person at LACC Head Office | Security Focal Person (Finance Officer – Ms Sagun Satyal) |
| **Responsibilities** | Collecting and providing regular and timely information on incidents, significant political changes and potential threats to the Executive Chair.  
Keeping regular track of field staff’s movements, providing them/collating from them security information and advising them after decisions taken with Executive Chair, on appropriateness of movements.  
Ensuring that agreed office- hibernation kits are in place or assigned places and the go bags are easy to grab.  
Ensuring that vehicle and staff documents, necessary in event of evacuation, are updated and in place  
Prepare and implement security capacity building plan for staffs |
| **Local Level** | Security Focal Person of each LACC Office and Partner Offices |
| **Responsibilities** | Providing security updates from field offices/partner in monthly incident report format. |

Endorsed by the Executive Board on: 18 July 2019