

SECURITY OPERATIONS POLICY

1. Purpose

This Security Operations Policy outlines Expertise Consultancy's (EC) approach to managing security risks in a manner that safeguards people, assets, and reputation while respecting international human rights principles and the rule of law. It integrates operational controls with human rights compliance and is applicable across all of EC operations.

2. Scope

This policy applies to all EC employees, contractors, subcontractors, and partners engaged in security operations, including fixed site protection, mobile support, close protection, and logistical security tasks. It is especially critical in regions with elevated security risks.

3. Guiding Principles

EC adheres to the following frameworks:

- Voluntary Principles on Security and Human Rights
- United Nations Guiding Principles on Business and Human Rights
- International Code of Conduct for Private Security Service Providers
- Montreux Document on Private Military and Security Companies
- ILO Declaration on Fundamental Principles and Rights at Work
- Universal Declaration of Human Rights
- Modern Slavery Act 2015

4. Operational Security Commitments

a. Risk Assessment

- Conduct integrated security and human rights risk assessments prior to deployment.
- Engage local stakeholders to contextualize potential risks.
- Assess potential impacts of EC operations on the surrounding communities.

b. Use of Force

- Use of force is a last resort and must be reasonable, necessary, and proportionate.
- De-escalation is prioritized.
- All use-of-force incidents are documented and investigated internally.

c. Engagement with Security Providers

- All private and public security providers must commit to VPSHR compliance.
- Contracts include human rights clauses and enforce training requirements.
- Security personnel receive mandatory training in human rights and conduct.

d. Transparency & Accountability

- Maintain communication with clients, partners, and local stakeholders on security matters.
- Establish and operate a Grievance Mechanism that is anonymous, accessible, and protects whistleblowers.
- Publish periodic internal reports on security and human rights issues.

e. Diversity, Inclusion, and Non-Discrimination

- EC is committed to an inclusive work environment free from discrimination based on nationality, gender, religion, ethnicity, or other status.
- All personnel are expected to respect cultural diversity in operational environments.

5. Training and Awareness

- All EC security and operational personnel undergo VPSHR and human rights training during onboarding and periodically.
- Refresher training is conducted annually or as operational needs evolve.
- Senior management reinforces awareness through ongoing engagement and policy reviews.

6. Monitoring, Reporting, and Continuous Improvement

- Security and human rights incidents are reported promptly through internal reporting lines.
- Regular audits and risk reviews ensure policy effectiveness.
- Feedback loops and lessons learned from incidents feed into updated SOPs and strategic decisions which will improve the overall security operations management system.

7. Roles and Responsibilities

- Executive Management: Ensure strategic direction and resource support for security operations and VPSHR implementation.
- Security Management Team: Oversee implementation, compliance monitoring, and training.
- All Staff and Contractors: Comply with this policy and report any security or human rights concerns immediately.
- Human Resources: Integrate this policy into hiring, onboarding, and disciplinary processes.
- Risk and Compliance: Audit adherence and drive corrective actions when gaps are identified.

8. Grievance Mechanism

EC maintains a formal grievance mechanism to ensure that stakeholders and affected individuals can report misconduct or violations:

- Accessible, transparent, and culturally appropriate.
- Allows anonymous complaints.
- Protects complainants from retaliation.
- All grievances are investigated fairly and resolved promptly.

9. Review and Amendment

This policy is reviewed annually or when significant operational or legal changes occur. Updates are approved by EC senior management and communicated to all staff.

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