



## Security Policy

Organization of literacy support for independent Afghanistan

# 2025

# OLSIA SECURITY POLICY

## Contents

Board Approval .....	3
Policy Update .....	4
Policy Implementation .....	4
Policy Orientation .....	4
Background of the Organization .....	4
Our Vision: .....	5
Our Mission: .....	5
Goal .....	5
Humanitarian Principles:.....	5
OLSIA security Policy .....	6
Our attitude towards security .....	6
Day-to-day information collection and relationship-building/Project Based .....	6
Humanitarian Security .....	7
What is humanitarian security from OLSIA point of view? .....	7
Humanitarian Access Strategy .....	7
Constraints.....	8
Possible solution to get access.....	8
Communication at ordinary times .....	8
Supplies: .....	9
Security of the OLSIA Office: .....	9
Management of vehicles:.....	9
Movement inside the city area: .....	10
Documents to be kept .....	11
Case of Kidnapping .....	12
Kidnap ( (inside Jalalabad) .....	12
Safety .....	13

# OLSIA SECURITY POLICY

## Board Approval

The board of director of OLSIA, by resolution duly adopted by unanimous vote at a meeting duly called and held and not subsequently rescinded or modified in any way, has duly determined that this policy is workable and fair to and in the best interests of OLSIA, the board, approve this policy, recommended for use and directed that the amendment be submitted for consideration by OLSIA board members and ED at the OLSIA board meeting.

Each member of the board agrees to perform such further acts and execute such further documents as are necessary to effectuate the purposes hereof. This policy manual shall be understood and enforce in accordance with and governed by the laws of the government of Afghanistan.

The OLSIA Board Approval constitutes approval of this policy manual undersigned.

Abdul Qaum Almas

Signature

Fazal Rabani

Signature

Abdul Jabar Ameri

Signature

Farhad Naderi

Signature

Haroon Ahmadi

Signature



# OLSIA SECURITY POLICY

## Policy Update

In order to provide flexibility and operate within this policy, the security policies and procedures in this manual are subject to review and updates on regular basis. This policy was created in March 2024 and reviewed in June 2024.

The changes in rules and regulation, and implementation of new security practices are subject to changes in regulations and the existed processes or policies of OLSIA will need to be modified accordingly. Added this, it's important that any best practices or 'lessons learned' are regularly incorporated into the policies and procedures for continual improvement in regards to security. Any changes and updates will be incorporated in this manual on annual basis and will be effective for implementation after the approval of the OLSIA board. The next review of the policy will be performed in March 2027.

## Policy Implementation

The Executive Director, supported by the administrative head, is responsible for developing, reviewing and implementing security policies and procedures, as well as monitoring existing function and policies. OLSIA believes that all relevant staff receive access and regular training on security policies and procedures of the organization, so the benefits the document creates can be realized. Also, a regular and consistent enforcement of the policies across all levels of the organization is in place to minimize and mitigate the risks falling out of compliance with the policies.

In due course, the OLSIA board has a fiduciary duty to the organization to ensure that its staff understands and takes into consideration the proper use of the document and its implementation in practice. This includes making sure that there are good documented policies and procedures to protect and safeguard organization and its staff as relevant to security and management of OLSIA is responsible for ensuring these policies and procedures are communicated, followed, monitored, and corrected as needed.

## Policy Orientation

The purpose of this policy is to provide safeguard and provide secure workplace for all staff and the organization that reflects statutory responsibilities. This manual includes policies and rules for security and align with the overall goals of the organization that are written with enough clarity to be understood by individuals throughout the organization.

It is important that all relevant staff understand the policies and procedures adopted in this document. To effectuate, OLSIA administrative department head is responsible to conduct an orientation about the policy and all the updates and changes incorporated in this manual.

## Background of the Organization

The Organization of Literacy Support for Independent Afghanistan (OLSIA) was founded in 2024 with the conviction that education is the cornerstone of lasting peace, economic stability, and social inclusion in Afghanistan. Grounded in the belief that every person—regardless of age, gender or circumstance—deserves the opportunity to learn and grow, OLSIA is committed to building a brighter future for Afghan communities.

# OLSIA SECURITY POLICY

From its inception, OLSIA has positioned education as “first and for all,” directing its efforts toward increasing access to literacy, computer skills, vocational training and the English language. By mobilizing educated Afghan youth and partnering with local communities, OLSIA strives to overcome barriers that have long limited opportunities, especially among women and underserved populations.

Operating across multiple provinces, OLSIA implements projects that combine classroom learning with practical skill-building: establishing computer learning centers, delivering soft-skills training, and facilitating vocational pathways. These initiatives are designed not only to educate but to empower learners to participate meaningfully in the economy and society.

OLSIA’s vision is of a united and prosperous Afghanistan where development opportunities are accessible to all, thereby fostering social inclusion and stability. Its mission centers on building a collective movement of educated Afghan youth who champion education for all ages and all genders—with no discrimination. The ultimate goal is to enhance livelihoods, create economic opportunities, and contribute to the country’s long-term development.

Through transparent governance, community-centered design and partnerships that link education with employment, OLSIA seeks to ensure that every Afghan has a chance to unlock their potential. We believe that when people lead their own learning and development, the benefits ripple outward—strengthening families, communities and the nation.

## Our Vision:

A united and prosperous Afghanistan where education and development opportunities are accessible to all, fostering social inclusion and stability.

## Our Mission:

We aim to build a collective movement of educated Afghan youths to support education above all, education for all ages and all genders without any discrimination of any kind.

## Goal

To improve access to education, vocational skills, and economic opportunities, enhancing the livelihoods of Afghan communities and contributing to the country’s long-term development.

## Humanitarian Principles:

OLSIA is committed to the principles that are central to establishing and maintaining the provision of humanitarian response to the affected people in natural disasters and complex emergency situations and/or implementation of human development interventions. The main humanitarian principles defined by UN have been adopted by OLSIA. The four core principles are:

- Humanity
- Neutrality
- Impartiality and,
- Independence

# OLSIA SECURITY POLICY

## OLSIA security Policy

### Our attitude towards security

Security is the first priority for OLSIA, and OLSIA staff has an obligation to learn and understand the security basic measurement and knowledge's for better understanding of certain level of risk management to make ensure the safety and security of office, staff and projects in the field. All OLSIA staff should receive refresher security training quarterly from outside organization such as INSO or internally from OLSIA security officer and security focal point.

**Security decisions:** Everyone in the operation has responsibility for implementing OLSIA Head Office safety and security policies.

**Staff orientation:** All new staff, regardless of position, must be given an updated briefing on potential threats in the area and OLSIA safety and security policies and procedures.

**Safety and security assessment procedures:** Head Office has the primary responsibility for conducting the safety and security assessment and developing appropriate measures to reduce vulnerability, often those best able to conduct assessments in a specific area are the staff members working there. And all OLSIA staff should continually monitor significant political, social, economic, and military events in the areas where works.

### Day-to-day information collection and relationship-building/Project Based

1. Prior to any field missions to the project site, every morning all OLSIA staff should participate in security meeting chaired by the security officer, sharing information and then confirm the schedule of activity for the day.
2. All OLSIA staff must monitor and collect information via radio, newspapers, and pass all the security related information to the security officer in order to ensure the safety of OLSIA activities.
3. Prior to having OLSIA security meeting, OLSIA must monitor security related information distributed by INSO, at the same time OLSIA security staff must have close relation with INSO for having clearer picture of security in the country and especially in OLSIA project field areas.
4. Gathering information as mentioned in above, OLSIA security officer is responsible for doing analyses and assessing the current security situation to determine the level of risk, in saying that the security officer must not allow OLSIA staff to travel to unsecured areas.
5. prior to any OLSIA staff visit outside Jalalabad city to a rural area, the OLSIA security officer must contact INSO office seeking for security updates about the target area and at the same time to contact the project site about ground information but not telling them of the staff member planned visit. It's worthwhile contacting any other NGOs operating in the same area.
6. OLSIA must deal carefully with the sensitive security information provided by all stakeholders.
7. OLSIA must maintain a high level of relationship with the line government departments, with all the security agencies (INSO) with the UN organizations and the NGO community. Very necessarily OLSIA must maintain a very close relationship and cooperation with other Key stakeholders in the region, especially with the intention of sharing information and of cooperating in an emergency.
8. OLSIA Security officer is responsible for sharing Security threat information and advice for OLSIA staff by phone or SMS however it is official time, Holiday or off time.

# OLSIA SECURITY POLICY

## Humanitarian Security

### What is humanitarian security from OLSIA point of view?

Security under a humanitarian mandate is, therefore, the set of conditions and measures consistent with the humanitarian spirit aimed at enabling the work to be carried out, making reasonable risks, both immediate and long-term, for staff, beneficiaries, our organization and any other third party. Risks cannot be made to disappear completely. There is no such thing as "zero" risk. This will be achieved through implementing security strategies which are:

- Neutrality
- Impartiality
- Transparency

#### **Risk functions and “acceptable risks”;**

- Acceptance
- Deterrence
- Protection

In general, from OLSIA’s point of view, great benefit, which in humanitarian terms means saving lives, implies that the activity has to be undertaken regardless of the level of risks. Security Rule in Humanitarian Response OLSIA security module especially for project sites and for travels is based on an analysis of reality and benefits from the knowledge and experience of others. The security module in OLSIA is always subordinate to the organization's technical management. Therefore, with OLSIA the security is part of the support structure, and like other support functions it is to advise, not to decide. OLSIA intention for having security measures is that it shouldn’t be keeping us from doing our work us safe while doing humanitarian emergency response.

**If the support functions take on a decision-making role in security, someone is avoiding their duties, someone is opening the door to bureaucracy, and someone is not doing their job.**

## Humanitarian Access Strategy

Humanitarian access, mandated refers to a two-pronged concept, comprising:

1. Humanitarian actors’ ability to reach populations in need
2. Affected populations’ access to assistance and services

And third one from will remote management, OLSIA will collect information during need assessment and the proposed access strategy will be based on analysis of the data collected as discussed about security same concept is almost applied for access strategy.

Here in Afghanistan full and unimpeded humanitarian access is a fundamental prerequisite (precondition) to effective humanitarian action, especially in situations of armed conflict and sometime in natural disasters.

# OLSIA SECURITY POLICY

## Constraints

OLSIA has experienced multiple constraints impinge on access.

- Bureaucratic restrictions imposed by local administration (de-facto) on personnel and humanitarian supplies.
- Intensity of hostility in civilian areas
- Attacks on humanitarian personnel and theft of assets

And of course the humanitarian security strategies will be very helpful to obtain access of course in neutral situations. But if some groups intention will be dominating media they will target the most beneficial sector and group of societies.

## Possible solution to get access

OLSIA is committed to involve affected population in all stage of intervention development process including assessment, design, planning, implementation including beneficiary selection and M&E. Involving affected population in the process will improve ownership and will make the intervention acceptable by the people. And same for access, the people affected by the crises have great influence of all aides involved in the manmade conflicts and they are involved and make them to participate in the process of developing the intervention access will become ease.

If it is not easy to access the beneficiaries because of road blockage, armed forces, fighting, criminals then you may use the following approach to access the beneficiaries:

1. Managing remotely
2. Advocacy and Mitigation security risk
3. For cash intervention the preferred strategy is to bring the beneficiaries to a safe location and will provide transportation expenses too.

OLSIA will never compromise accepted humanitarian principles in order to obtain access, for short term some needy people may not be able to access aid but in long term it will have positive impact for improving humanitarian response and also will bring positive change in life of people and advocacy with the de-facto authorities to do their responsibilities also can affect positively to access clients (beneficiaries) during humanitarian response.

## Communication at ordinary times

1. OLSIA all staff is equipped with communications equipment's (Cell Phones) wherever it works, especially while on travel outside of city.
2. OLSIA office and project sites are equipped with all means of communication for gathering and sharing security information, of particular the register phones with INSO which needs to be always kept on for receiving all the emergency information send by INSO, SMS, Email and Call. The INSO send information always be attended by the security officer and if the security officer is out of office, someone else will be responsible for checking all update security information and alerts
3. When staff go to the areas where the cell phone doesn't work, staff members requires to carry Thuraya Satellite phones to maintain regular contacts with the OLSIA office. The regular contacts must be from selected places in the plan and at least up on arrival to the target area and at the time of departure from the target area towards the office.

# OLSIA SECURITY POLICY

## Supplies:

1. Generator fuel should be replenished promptly when the stock hits half (60 liters) of the full storage (120 liters).
2. The fuel tank of the generator must always be full all the time.
3. At least more than half gas cylinders for common use should be kept full all the time.
4. At least 60 liters (in 3 tanks) of fuel must be kept in storage for emergency evacuation on vehicles.
5. Food storage should be maintained, consisting of 10kg of rice, 10 noodle meals, 10 food cans, one (1) liter of cooking oil, three (3) kilograms of sugar, and one (1) kilogram of salt.
6. Five dozen (60) bottles of mineral water should be stored.
7. One (1) liter of kerosene should be stored.
8. The admin is responsible for maintaining the supplies and checking out the stock once in a week.
9. The supplies should be stored in the safe room to avoid being consumed for everyday use.

## Security of the OLSIA Office:

1. All records of visitors should be kept thoroughly.
2. In principle, all visitors except for the OLSIA Employees need approval of office Admin/security officer for entering the Office
3. The gatekeeper is responsible to make sure that no explosives material is attached to any (OLSIA) returning vehicles up on arrival by conducting proper mirror check and at the same time eye check.
4. OLSIA office must provide all the lightening equipment's to the guards in order to keep the office compounds lightening to encounter any suspicious activity if happens. The guard is responsible to use the lightening system properly.
5. According to OLSIA policy one guard in daytime and two guards in the nighttime. After 20:00 hrs. the two nightshift guards must continually be watching things carefully. The night shift guards may take a nap in the evening hrs., but after that must be awake for the night. For emergency cases the nightshift guards must know how to drive cars as well.
6. OLSIA should seek for the collection of security information and advice from INSO regarding the safety of OLSIA Office facilities and also staff members and make appropriate improvements accordingly.
7. The doors should be locked attentively, and the keys of important doors should be solely in the custody of the Admin or Security officer
8. For security reasons storing large sum of cash in the office is not recommended, therefore frequent deposit in the bank account is highly recommended.

## Management of vehicles:

1. All OLSIA vehicles should be kept at the office to keep it always available for emergency evacuation. A driver should be kept stand-by as well
2. For security reasons OLSIA vehicle must be always kept in return for emergency evacuation and a driver must always be available at the location mentioned in above.
3. A technical check and periodical inspection (On weekly basis) according to the checklist must be conducted without any exception.

# OLSIA SECURITY POLICY

4. By the end of every day activity, the keys and any other legal documents of the vehicles must be kept in OLSIA office.

## **Movement to/from rural areas (outside the Jalalabad City) and emergency actions**

1. In order to mitigate the level of existed risk it's strongly recommended for district visit or rural area, using a low profile vehicle.
2. For security reasons, during conducting long distance missions for OLSIA management staff it is recommended to use two vehicles.
3. Confidentiality should be kept prior for security reason; it is highly recommended to limit the information relating to any field visits prior to traveling to any rural areas.
4. Two spare tires, repair tools, wire ropes, and medical first-aid kit should be carried in visiting rural areas.
5. The OLSIA Employees should carry cell phone or satellite and make regular contact
6. Rescue operation should be enacted when the OLSIA Employees do not return at least an hour prior to sunset and provide no reporting by then. In this case: OLSIA should report to the INSO office.
7. OLSIA staff, accompanied by the Guards, should trace the route to the area and collect information from place to place. They must carry cell phone or satellite to ensure regular contact with office.
8. If the employees on the rescue operation cannot obtain information by sunset, they should return to the OLSIA Office for the day. OLSIA after consulting with INSO, should request search and rescue by the government security Office.
9. OLSIA Employees (always, even at ordinary times, when insecurity is informed should report to the OLSIA Office upon departure, arrival, and passing of landmark points.

## **Movement inside the city area:**

1. Avoiding busy markets, gatherings, mass demonstrations, military and Police convey is strongly recommended.
2. The OLSIA Employees should not follow fixed moving schedule inside the city area, and should change route randomly.
3. Avoiding going out after dark is recommended as far as possible. When needed, for instance to attend a meeting, the OLSIA Employees need the security officer approval.
4. When moving in a vehicle, the windows should be closed and the doors should be locked.
5. The OLSIA Employees should report to the OLSIA Office on arriving at destinations and departure from there without exception.

# OLSIA SECURITY POLICY

## Documents to be kept

1. Internal communication line in an emergency (disclosed to the OLSIA Employees), and emergency communication lines with INSO and government contact:
2. Employee information
  - Photocopies of passports, OLSIA ID card and National ID card
  - Photocopies of residential applications (blood type, home contact, etc.)
  - Two photographs for each person for IDs
3. Documents to be kept and carried in an emergency ‘
  - Contracts with the government and any other documents with similar content
  - Bankbooks
  - Cash (20,000 Afghanis and 5, 00 US dollars)
  - Files of employee information
  - Every employee should be responsible for his/her own documents
3. Important data in computers (to be copied onto memory chips, flash, or extra hard disk)  
Under supervision of the Security officer and director, responsibilities in an emergency are divided as follows.
  1. Information collection and communication: Security officer
  2. Securing of evacuation route: Security Officer/ Director
  3. Securing of documents to be carried: Security Officer/ Director + responsible staff
  4. Directions to the OLSIA Employees: Security Officer
  5. Communication with relating organizations and institutions: Director / Deputy
  6. Arrangement of medical requirements and first-aid: Director and Medical Staff

**In case the responsible person is out, the Deputy director and manager takes the responsibility as Vice Representative.**

Emergency evacuation for the International people, Donors or others guest of OLSIA

1. OLSIA has responsibility to take care of all international visiting OLSIA office, office need to give them security briefing on arrival
2. The International guest should make themselves familiar with evacuation routes and measures while come to OLSIA office and during Field visit.
3. The International should register with the International Committee of Red Cross (ICRC) for using its airplanes. They also should maintain contacts with the flight officials of UNHAS, ICRC, etc., OLSIA shall facilitate.
4. When an air route is not secured, the International should move to Kabul via land route. They should maintain close contact and move together with INSO and other NGOs in a convoy.
5. If evacuation is not possible, the International should seek protection at the UN (UNAMA) office or the organization designated as gathering place by ACBAR. Or INSO.

# OLSIA SECURITY POLICY

## Case of Kidnapping

Kidnap (Outside Jalalabad)

Initial stage	A few hours pass (Second stage)	One day later (Third stage)
1- Inform Director at OLSIA office (5W, How)	OLSIA contacts ICRC.	OLSIA keeps several channels (ICRC, elders, AOGs)
2- Office contacts INSO and UNAMA. Don't chase kidnapper strongly, let them go.	OLSIA contact elders	If kidnapper is AOG, OLSIA considers their request (withdrawal, etc) and explain our neutrality.
3- OLSIA staff contact staff family every one hours	OLSIA staff contact staff family every one hours	OLSIA staff contact staff family constantly
4- NDS will try to identify the mobile phone's owner through INSO channel.	If staff is not rescued, third steps	If kidnapper is criminal, OLSIA sees their request (money etc), then take action

## Kidnap (inside Jalalabad)

Initial stage	A few hours pass (Second stage)	One day later (Third stage)
Inform to Director or office (5W, How)	If police cannot rescue, OLSIA thinks second step.	OLSIA sets up and keeps several channels (ICRC, elders, AOGs)
Office contacts INSO and police as soon as possible.	OLSIA contacts Interior ministry.	If kidnapper is AOG, OLSIA considers their request and explain our neutrality.
OLSIA staff contact staff family every one hours	OLSIA staff contact staff family every one hours	OLSIA staff contacts family constantly.
If police cannot rescue, OLSIA thinks second step.	If staff is moved out the city, OLSIA contacts ICRC.	If kidnapper is criminal, OLSIA sees their request (money etc), then take action

# OLSIA SECURITY POLICY

## Safety

"Safety" is about protecting yourself against accidents or unintentional, chance events, for example, road accidents, floods or diseases. The following is OLSIA policy keeping all involved in the organization safe, staff, clients (beneficiaries and third parties involved).

PPE (Personnel Protection Equipment) The first and most important step is to analyzing problem areas in the office or projects sites where are employees most likely to get hurt which safety procedures need the most with its equipment. It's very essential that the manager should make staff to know the value of some equipment and make them believe that they are needy in time.

The most common cause of injury for office workers is falling and more often office workers get injured because of lack of proper equipment. So office needs some basic set of safety equipment to protect employees in some cases if there is a need required the manager should train them and it should include such first aid kit, fire extinguisher, alarms, and mobile phones.

### First Aid Kit

OLSIA strives to keep available the first Aid kit in office to make sure that supplies are readily accessible and members should know how to use them in an emergency case. The first Aid kits supplies will be checked time by time to be available. First Aid kit is a necessary to provide within the organization for employees before happening of any accident.

However, the tools are valuable and it should be available at any moment of incident. Beyond the supplies creating and emergency medical plan should also be in at the OLSIA of priority to do list (with needed medicines & dressings). Safety at Office, On the Way and Project site Before starting project or activities, OLSIA will strengthen its employee's awareness on how to act or start activities and specific measures will be predicted, because an enabling work environment is essential for the wellbeing of employees in order to be aware of hazards in the workplace, safety tips go a long way toward preventing accidents.

OLSIA management recommends its employees to adhere to safe driving procedures and the collection of information from the project site to make sure the safety and security of personal and projects.