

# Annex A

## Safety and Security Guidance for Consultants and National Participants

Supporting Annex to the JES Safety and Security Framework  
for International Programming

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# 1. Purpose and Application

This Annex forms part of JES's Safety and Security Framework for International Programming. It provides practical guidance for consultants and national participants engaged in JES-supported international activities, including travel, workshops, meetings, consultations, site visits, trainings, and other programme-related events.

The guidance applies to all consultants engaged by JES and to national participants while participating in JES-supported activities. Some requirements apply specifically to international travellers; others apply to all participants, including those attending activities in their own country.

This Annex should be read together with the Core Framework and any relevant country-level safety and security notes. Where country-level guidance is more specific or more restrictive, that guidance prevails.

## 2. Core Expectations and Shared Responsibilities

Safety and security are shared responsibilities. JES will take reasonable steps to plan activities safely, monitor the operating context, select appropriate accommodation and venues, provide relevant briefings and contacts, and respond to incidents or emergencies in a manner appropriate to the circumstances.

Consultants and national participants are expected to act prudently, follow JES instructions and local partner advice, comply with local laws and customs, and avoid conduct that may increase risk to themselves, other participants, JES staff, partners, or programme activities.

JES does not provide armed protection, and JES staff and consultants are not armed. Participants should not assume that all risks can be eliminated. Remaining alert, exercising good judgement, and seeking advice before acting are central to personal safety.

### **Important:**

Participation in activities outside the JES-approved agenda - such as crime scene visits, unplanned institutional visits, travel to high-risk areas, or meetings arranged by third parties - must be cleared in advance with the relevant JES Project Director, International Program Director, Assistant Director, International Programs, or other designated JES focal point.

## 3. Preparation Before Travel or Participation

Before travelling or participating in a JES-supported activity, consultants and participants should ensure they understand the basic security, health, and logistical arrangements for the activity. JES will provide information appropriate to the role, location, and level of assessed risk.

International travellers should complete the following before departure:

- Review current Government of Canada travel advice, or equivalent national travel advisories, for the destination country before and during travel.
- Register with the relevant embassy or consulate travel registration service where available, and update the registration for each trip.
- Check travel health notices and obtain any required vaccinations, medications, or medical advice in advance of travel.
- Ensure passport validity meets entry requirements, normally at least six months beyond the date of travel unless a longer period is required.
- Carry copies of the passport identification page, visa or entry documents, insurance information, and any other key documents, keeping originals secure once in country.
- Ensure a mobile phone will function in the destination country and that emergency contacts are saved in the phone and kept separately in hard copy.
- Confirm airport pickup, accommodation details, JES contacts, local emergency contacts, and any specific arrival instructions before departure.
- Review medical and travel insurance arrangements, including the emergency assistance number and claims process.

National participants attending in-country activities should, where relevant, confirm venue, transport, start and end times, emergency contact arrangements, any personal medical needs, and any safety considerations that may affect their participation.

## 4. Arrival, Registration, and Orientation

On arrival in country, international travellers should follow JES pickup and arrival instructions and avoid making alternative arrangements unless cleared with the designated JES contact.

- Keep luggage identification discreet and avoid displaying full names, titles, or institutional affiliations unnecessarily.
- If a pickup has been arranged, confirm the driver's identity carefully. Ask the person to identify themselves rather than offering the expected name first.
- If in doubt about the person collecting you, return inside the airport or terminal and call the designated JES contact.
- Do not arrive under the influence of alcohol or any substance that may affect alertness or judgement.
- Avoid changing money at airports or in exposed public areas unless specifically advised that it is safe to do so.
- Attend any arrival or activity briefing provided by JES, local staff, hotel staff, or institutional partners, including guidance on safe and unsafe areas, transport, emergency contacts, and any current risks.

## 5. Accommodation and Venue Safety

JES will seek to use accommodation and venues that meet appropriate safety standards for the location and activity. Consultants and participants should follow hotel, venue, and JES guidance and should raise any safety concerns promptly.

- Keep passports, excess cash, additional bank cards, and valuables secured where possible.
- Know emergency exits, meeting points, front desk or security contacts, and the safest route between accommodation, venue, and approved transport.

- Do not invite guests to JES offices, event venues, or accommodation areas used for JES activities without prior approval from JES staff.
- Report concerns about accommodation, venue safety, harassment, threats, transport arrangements, or suspicious activity to the JES focal point as soon as practicable.
- Follow venue-specific evacuation or emergency procedures in the event of fire, natural disaster, civil unrest, or other emergency.

## 6. Conduct and Personal Security

Consultants and participants should take precautions similar to those they would take in a high-crime area, adapted to the local context and the guidance provided by JES and local partners.

- Do not display wealth through jewellery, watches, cash, cameras, laptops, tablets, phones, or other visible valuables.
- Avoid using laptops or handling sensitive documents in public spaces. When carrying equipment, use an ordinary bag rather than a laptop bag where possible.
- Carry only the cash and cards needed for the day. Keep other funds and cards secure.
- Avoid automated banking machines unless JES or local staff advise that a specific location is safe.
- Do not leave valuables visible in parked vehicles. Seek local advice if deciding whether to carry or secure equipment.
- Avoid taking photographs without permission, particularly of children, women, security personnel, police, military, court facilities, crime scenes, or sensitive infrastructure.
- Keep prescription medication in its original container, with the patient's and prescribing doctor's names clearly identified where possible.
- Be cautious when approached by persons claiming to be police or officials. Politely ask to contact the JES focal point or partner institution before complying with unexpected requests.
- Do not leave food or drinks unattended or accept snacks, drinks, gum, cigarettes, or similar items from strangers or new acquaintances.
- Do not accept invitations, transport, or suggestions from strangers, and do not discuss JES's work with casual acquaintances.
- Avoid demonstrations, large gatherings, areas of visible tension, and any location that feels unsafe or unfamiliar unless JES has advised otherwise.

## 7. Travel and Transportation

Transport arrangements will normally be made or approved by JES. Consultants and participants should not make independent journeys connected to JES activities without first considering safety implications and, where relevant, consulting JES or local partners.

- Use transport arranged by JES, local staff, trusted partners, the venue, or the hotel. Do not hail taxis in the street unless JES has advised that this is safe in the specific location.
- Avoid travelling at night wherever possible, particularly between cities or through unfamiliar areas.
- Do not use public buses or informal transport where these are assessed to pose heightened risks of crime, road traffic accidents, or unreliable safety standards.
- Do not travel in visibly marked institutional vehicles where doing so may increase risk, unless JES has assessed and approved the arrangement.

- If using a taxi or hired vehicle, ensure the driver does not pick up additional passengers. Wait indoors until the vehicle arrives where possible.
- When travelling by car, keep doors locked, windows closed, valuables out of sight, and seatbelts fastened in both front and rear seats. If a vehicle does not have functioning seatbelts, refuse the journey and seek an alternative.
- Remain alert to motorcycles when walking or travelling by vehicle, as motorcycles may be used in theft, robbery, or surveillance in some contexts.
- Do not walk unaccompanied unless the local context has been assessed as safe. Where walking is unavoidable, stay in well-lit, populated areas, avoid phone use or headphones, and move directly and confidently to your destination.
- For border crossings or inter-city travel, carry required identification and follow the instructions of the JES driver, staff member, or designated partner.

#### Transport red lines:

Do not undertake unplanned travel to high-risk locations, night travel, informal transport, public buses in high-risk areas, or travel in marked institutional vehicles where this could create a security risk, unless specifically assessed and approved by JES.

## 8. Communications and Information Security

Reliable communication is essential during JES activities. At the same time, public or careless disclosure of locations, travel plans, programme information, or personal details may increase risk.

- Carry a charged mobile phone at all times during travel or JES activities and keep emergency numbers saved and available in hard copy.
- Lock phones, tablets, and laptops with a password, PIN, or biometric security where available.
- Avoid saving contacts in ways that disclose family relationships or sensitive identities if the phone is lost or stolen.
- Do not share real-time locations, travel movements, accommodation details, participant lists, or sensitive programme information on social media or messaging platforms.
- Disable automatic location tagging on social media, camera applications, and public posts while travelling or attending sensitive activities.
- Report lost or stolen phones, laptops, identification, or JES materials promptly to the designated JES contact.

## 9. Health, Medical Emergencies, and Psychosocial Support

Health risks vary by country and activity. Consultants and participants are expected to take reasonable steps to prepare for personal health needs and to seek timely assistance if illness, injury, or distress arises.

- Review applicable health advisories for diseases such as dengue, malaria, chikungunya, zika, measles, or other country-specific risks.
- Use mosquito repellent, long sleeves, long pants, and other preventative measures where mosquito-borne illness is a risk.
- Carry essential medication in original packaging and keep an adequate supply in hand luggage when travelling.
- Know how to access medical care, including insurance emergency numbers, hotel support, local emergency services, and JES or partner contacts.
- Notify JES staff as soon as practicable of any illness, injury, accident, or medical concern that affects participation or safety.
- Recognise that some JES work may involve exposure to distressing material, including crime scenes, testimonies, or photographs. Consultants and participants are encouraged to raise concerns early and seek support if affected.
- Sexual harassment, exploitation, abuse, discrimination, and other inappropriate conduct are unacceptable and should be reported promptly through JES reporting channels. Reports will be handled sensitively and, where appropriate, confidentially.

## 10. Media, Photography, and Public Exposure

Some JES activities may be visible to the public, media, justice institutions, or civil society. Public exposure must be carefully managed to protect individuals, partners, and programme activities.

- Do not speak on behalf of JES to the media or at public events unless expressly authorised by the JES Chief Executive Officer, International Program Director, Assistant Director, International Programs, Director of Finance, or another authorised JES representative.
- Refer unsolicited media inquiries, photographers, or requests for comment to JES staff or the JES Vancouver office.
- Do not post details of JES activities, locations, participants, partners, sensitive meetings, or travel movements on social media without approval.
- Do not photograph or record participants, children, justice institutions, police, security personnel, victims, witnesses, case materials, or sensitive sites unless permission has been obtained and it is safe and appropriate to do so.
- JES may review written, audio, photographic, or audiovisual material produced in connection with JES activities prior to publication where safety, security, consent, or reputational considerations arise.

# 11. Dealing with Threats, Incidents, and Emergencies

Most consultants and participants will not experience serious incidents. However, all individuals should think in advance about how they would respond if confronted with a threat, emergency, or unsafe situation.

Situation	Guidance
<b>Uncomfortable situation or suspicion</b>	Trust your instincts. Leave the location or person as soon as it is safe to do so and inform the JES focal point.
<b>Theft or robbery</b>	Do not resist or take physical risks. Stay calm, keep hands visible, move slowly, comply with requests, and do not offer more than is demanded.
<b>Carjacking</b>	Remain calm and compliant. Exit only if instructed, explain movements such as removing a seatbelt, avoid direct eye contact, leave the vehicle door open, and let assailants leave.
<b>Gunfire</b>	Take immediate cover on the ground, lie flat and face down, avoid running, crawl to solid cover if possible, and contact JES or emergency services as soon as safe.
<b>Witnessing a crime or accident</b>	Do not stop unless there is no alternative. Apparent accidents may be dangerous or staged. Ask the driver to continue and report to police or authorities when safe.
<b>Kidnapping or express kidnapping</b>	Remain calm, avoid confrontation, and cooperate with demands. Prioritize survival and report as soon as possible when safe.
<b>Demonstrations or unrest</b>	Move away from crowds, demonstrations, roadblocks, or large gatherings immediately. Do not observe, photograph, or engage.
<b>Natural disaster or evacuation</b>	Follow venue, hotel, partner, and JES instructions. Move to designated safe areas and keep communication channels open.

# 12. Incident Reporting and Escalation

All safety, security, or health incidents, concerns, or near-misses connected to JES activities must be reported promptly. Reporting allows JES to support affected individuals, assess ongoing risk, and take steps to prevent further harm.

Reportable matters include crime, threats, harassment, discrimination, sexual harassment, exploitation or abuse, accidents, illness or injury, lost or stolen documents or equipment, unsafe transport, suspicious approaches, concerns about accommodation or venues, non-compliance with safety guidance, and any situation that may compromise the safety of individuals or programme activities.

- Consultants should report concerns to the relevant JES Project Director, International Program Director, Assistant Director, International Programs, or other designated JES focal point as soon as practicable.
- National participants should report concerns to the designated JES focal point for the activity or through any confidential reporting channel made available for the activity.
- In an immediate emergency, contact local emergency services first where safe and appropriate, then notify JES as soon as practicable.
- Reports will be handled sensitively and, where appropriate, confidentially. Retaliation for good-faith reporting is unacceptable.
- JES staff are responsible for documenting, assessing, and escalating incidents in accordance with the Core Framework and JES procedures.

Staff and participants may also raise concerns anonymously using the JES Conduct Report Form, available in English and Spanish [here](#), which goes directly to the Board Chair and is not accessible to JES staff or management.

## 13. Practical Checklist and Acknowledgement

The following checklist may be used for onboarding consultants, briefing travelling participants, or preparing national participants for JES-supported activities.

Item	For whom	Completed / Notes
Read the JES Safety and Security Framework and this Annex	All consultants / relevant participants	
Review country-level safety and security note	All travellers / activity leads	
Confirm itinerary, accommodation, venue, and approved transport	Travellers / activity leads	
Save JES, local, emergency, hotel, and insurance contacts	Travellers / activity leads	
Carry copies of ID, passport, insurance, and key documents	International travellers	
Check health notices, vaccinations, medication, and insurance	International travellers	
Attend arrival or activity safety briefing	All participants	
Understand incident reporting route and emergency escalation	All participants	
Confirm media, photography, and social media restrictions	All participants	
Raise personal safety, accessibility, health, or participation concerns	All participants, as relevant	

**Acknowledgement: Go [here](#) to confirm that you have received and reviewed this Annex and understand that you are expected to follow JES safety and security guidance, the advice of JES staff and local partners, and any relevant country-level safety and security notes while participating in JES-supported activities.**