

JES Safety and Security Framework for International Programming

This Framework establishes Justice Education Society's approach to safety and security across all international programming.

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1. Purpose and Scope

Justice Education Society (JES) operates in countries and regions where security, health, and safety risks may be significantly higher than those typically encountered in Canada. These risks may include, but are not limited to, high levels of violent and petty crime, road safety hazards, health risks, and exposure to natural disasters and other emergencies.

The purpose of this Safety and Security Framework for International Programming is to set out JES's overarching approach to safety and security management and to establish minimum standards and expectations applicable across all international activities. The Framework is intended to support informed decision-making, promote risk awareness, and reduce exposure to avoidable risks while recognizing that not all risks can be eliminated.

This Framework applies to all JES international programming and related activities and is binding on all individuals engaged by or participating in JES-supported activities, including JES staff, consultants, national participants, partners, and visitors.

It should be read in conjunction with the relevant annexes, which provide detailed guidance tailored to specific roles, contexts, and countries of operation. Where applicable, hyperlinks or references to the most current versions of annexes will be provided.

This Framework forms part of the JES Employee Policy Manual as B16 and should be read together with B12: Travel Policy, B1: Code of Conduct Policy, B4: Workplace Bullying and Harassment Policy, B8: Drug and Alcohol Policy, and B10: Digital Technologies and Acceptable Use Policy.

2. Operating Context and Risk Environment

JES operates in environments where security, health, and safety conditions may differ significantly from those in Canada and other low-risk contexts. While JES has not experienced targeted attacks against its staff, consultants, or participants in the course of its work, individuals engaged in JES programming may nonetheless be exposed to elevated risks associated with the operating context.

These risks may include high levels of violent crime such as robbery, armed assault, kidnapping, and gang-related activity, as well as widespread petty crime including pickpocketing and theft. Road traffic accidents are also a common hazard in some countries of operation due to poor road conditions, inadequate vehicle maintenance, and unsafe driving practices. In addition, certain regions in which JES operates are subject to natural hazards—including floods, hurricanes, earthquakes, landslides, and volcanic activity—which may disrupt travel and programme delivery and pose risks to personal safety.

JES monitors the security situation in its countries of operation and takes prevailing conditions into account when planning activities and travel. However, JES cannot guarantee complete safety at all times. Individuals engaged in JES activities are therefore expected to remain alert, exercise good judgement, and follow safety and security guidance provided by JES staff and local partners who are familiar with current conditions on the ground.

Failure to observe safety and security guidance, or to follow the advice of JES staff and partners, may increase risk not only to the individual concerned but also to others involved in JES activities.

Some JES staff may perform their duties remotely or from home locations outside Canada. In such cases, staff are expected to remain aware of local safety and security considerations relevant to their working environment and to follow JES guidance relating to travel, communications, and incident reporting where applicable.

3. Duty of Care and Shared Responsibility

JES has a duty of care to take reasonable steps to safeguard the safety and security of individuals engaged in its international programming. In fulfilling this responsibility, JES incorporates safety and security considerations into programme planning and implementation, monitors operating environments and evolving risk conditions, and provides guidance and support to those participating in JES activities. Where incidents or emergencies arise, JES will take reasonable steps to coordinate an appropriate response and provide assistance consistent with the circumstances and operating context.

At the same time, safety and security are a shared responsibility. All individuals engaged in JES-supported activities are required to take responsibility for their own conduct, to act in a prudent and responsible manner, and to comply with applicable JES policies, local laws and customs, and safety and security guidance issued by JES staff and local partners.

JES relies on the cooperation of staff, consultants, and participants to ensure that safety and security measures are effective. Individuals are expected to follow the advice of JES staff and partners who are familiar with current local conditions and risks. Failure to observe such guidance may increase risk not only to the individual concerned but also to others involved in JES activities.

JES does not provide armed protection, and JES staff and consultants are not armed. While JES takes reasonable steps to mitigate risk, it is not possible to eliminate all risks associated with international operations. Individuals engaged in JES activities must therefore remain alert to their surroundings, exercise sound judgement, and avoid activities or situations that may unnecessarily increase personal or programme-related risk.

4. Risk Awareness and Compliance

While JES maintains a duty of care, individuals engaged in JES activities also bear responsibility for their own conduct and risk awareness. All individuals participating in JES international activities are required to maintain an ongoing awareness of the security, health, and safety risks associated with the operating context and to take reasonable steps to reduce exposure to those risks. This includes exercising caution, remaining alert to surroundings, and adapting behaviour in response to changing conditions.

Compliance with JES safety and security guidance is mandatory. Individuals must adhere to the requirements set out in this Framework and in the applicable annexes, including guidance relating to pre-departure preparation, arrival and in-country conduct, travel and transportation, accommodation, communications, and personal behaviour.

Individuals are expected to follow instructions and advice provided by JES staff and local partners, particularly where such guidance relates to identified risks or emerging security concerns. Where necessary, individuals may be instructed to refrain from certain activities, locations, or modes of travel that are assessed to present unacceptable risk.

Failure to comply with safety and security guidance, or refusal to follow the advice of JES staff or partners, may result in corrective measures. These may include modification or cancellation of travel plans, removal from specific activities, or termination of an assignment or participation, as appropriate.

5. Incident Reporting and Escalation

All safety, security, or health incidents, concerns, or near-misses arising in the course of JES international activities must be reported promptly. This includes, but is not limited to, incidents involving crime, threats, accidents, illness or injury, harassment or discrimination, or any situation that may compromise the safety or security of individuals or programme activities.

Consultants and national participants are required to report any safety or security concerns or incidents to the relevant JES Project Director, Director of International Program, or other designated JES focal point as soon as practicable. This includes reporting situations in which they believe their own actions, or the actions of others, may have compromised safety or security.

JES staff are responsible for ensuring that reported incidents are appropriately documented, assessed, and escalated in accordance with JES procedures. Where necessary, incidents must be escalated to senior management, including the Director of International Programs, Assistant Director, International Programs, and the Chief Executive Officer, and appropriate follow-up actions must be taken to mitigate further risk.

Failure to report safety or security concerns or incidents in a timely manner may increase risk and undermine JES's ability to respond effectively. All reports will be handled sensitively and, where appropriate, confidentially.

In the event of a serious security incident or emergency, JES will take reasonable steps to support affected individuals and coordinate an appropriate response. This may include identifying designated emergency contact points, coordinating with local partners, facilitating access to medical care or emergency services, liaising with relevant authorities or diplomatic missions where appropriate, and supporting evacuation or relocation decisions where necessary. The nature of such support will depend on the circumstances of the incident, the operating environment, and the role of the individual involved (e.g. staff, consultants, or participants).

Specific emergency procedures and contact arrangements may be outlined in relevant annexes or project-level guidance appropriate to the operating context.

Where appropriate, JES may also provide additional reporting mechanisms to allow concerns to be raised confidentially or anonymously.

6. Medical Emergencies and Health Considerations

Health risks are an inherent component of international operations, and individuals engaged in JES activities may be exposed to illnesses, diseases, or medical emergencies depending on the country of operation. JES requires all individuals to take appropriate steps to prepare for health-related risks prior to travel or participation in international activities.

Individuals are responsible for ensuring that they are medically fit for travel and engagement in JES activities, including obtaining required vaccinations, medications, and medical clearances, as applicable. Appropriate medical, health, and travel insurance coverage must be in place in accordance with JES requirements and contractual arrangements.

In the event of illness, injury, or medical emergency, JES staff will provide reasonable support and assistance, including facilitating access to medical care or emergency services where possible. Individuals are required to follow established emergency procedures and to notify JES staff as soon as practicable of any medical incident or concern.

JES cannot assume responsibility for all medical outcomes and cannot guarantee the availability or quality of medical services in all locations. Individuals are therefore expected to act prudently, seek timely medical attention when required, and comply with health-related guidance issued by JES staff and relevant authorities.

7. Communications and Public Exposure

Effective management of communications and public exposure is essential to maintaining the safety and security of JES personnel, partners, and activities. In certain operating contexts, public visibility or inappropriate disclosure of information may increase security risks.

All individuals engaged in JES international activities must exercise caution in their communications and avoid disclosing sensitive information relating to JES programmes, personnel, locations, or movements. The use of social media, messaging platforms, or other public communications must not reveal real-time locations, travel plans, or details of JES activities while in-country.

Engagement with media, including journalists, photographers, or other members of the press, must be carefully managed. No individual may speak on behalf of JES at public events or to the media unless expressly authorized by the Chief Executive Officer, the International Program Director, Assistant Director, International Program, or the Director of Finance. Any unsolicited media inquiries should be referred to JES staff in-country or to the JES Vancouver office, as appropriate.

JES reserves the right to review written, audio, or audiovisual material produced in connection with its activities prior to publication where there are potential safety, security, or reputational risks. Failure to comply with communications guidance may result in corrective action.

8. Compliance and Supporting Documents

This Safety and Security Framework for International Programming is supported by a set of annexes and related documents that provide detailed guidance tailored to specific roles, contexts, and countries of operation. These supporting documents form an integral part of JES's safety and security system and must be read and applied in conjunction with this Framework.

The supporting documents include, but are not limited to:

- **Annex A:** Safety and Security Guidance for Consultants and National Participants
- **Annex B:** Country-Level Safety and Security Notes
- Relevant acknowledgements, liability waivers, and onboarding tools, as applicable

Compliance with this Framework and the relevant supporting documents is mandatory. Failure to comply may result in corrective action, including modification or cancellation of travel or activities, removal from assignments or participation, or other appropriate measures.

9. Review and Updates

This Safety and Security Framework for International Programming is a living document and will be reviewed periodically to ensure that it remains relevant and responsive to JES's operating contexts, organizational policies, and donor or regulatory requirements.

Updates may be made in response to changes in security conditions, lessons learned from incidents or near-misses, or updates to related JES policies and procedures. Revisions to this Framework and its annexes will be communicated to relevant staff, consultants, and participants as appropriate.

Individuals engaged in JES international activities are responsible for ensuring that they are familiar with the most current version of this Framework and any applicable annexes.

JES may periodically brief staff and project teams on safety and security considerations through internal meetings, project discussions, or other appropriate forums.

