Outline India Research Private Limited
Staff Security Plan

1. Purpose

The Staff Security Plan outlines the procedures and measures taken by Outline India Research Private Limited to safeguard the safety, and security of its employees, particularly during fieldwork and data collection activities across varied geographies in India.

2. Scope

This plan applies to:

- All Outline India staff, consultants, and field investigators

- All operational locations including head office, field sites, and travel routes

- All phases of project execution, especially during field deployments

3. Key Objectives

- Ensure safety and well-being of staff during official duties

- Prevent and respond to incidents involving physical threats, harassment, or environmental risks

- Provide clear guidance for emergency response and communication

4. Risk Assessment & Planning

- A **pre-deployment risk assessment** is conducted before fieldwork, especially in remote, politically sensitive, or high-risk areas.

- Assessment includes:

  o Local socio-political climate

  o Health and sanitation conditions

  o Availability of transport and emergency services

  o Gender-specific safety risks

- Field plans are adjusted based on risks identified.

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5. Staff Preparedness & Training

- Field staff receive **mandatory training** on:
    - Personal safety and conduct in the field
    - Emergency communication procedures
    - First aid and local support coordination
    - Informed consent and respectful community engagement
- A **Field Investigator Handbook** with security guidelines is shared prior to field travel.

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6. Travel & Logistics Safety

- All staff must:
    - Share travel itineraries with project leads in advance
    - Use company-authorized transport where possible
    - Avoid night travel and high-risk zones
    - Carry a mobile phone with sufficient balance and backup power
- Female staff are provided options for same-gender accommodation and transport, wherever feasible.

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7. Communication & Emergency Protocols

- A **designated field contact** remains available during all fieldwork.
- Staff must check-in regularly with supervisors via calls or messages.
- In case of emergency:
    - Contact local authorities (police/health) immediately
    - Inform the Outline India central office contact
    - Log incident in the **Incident Reporting Form** within 24 - 48 hours

8. Incident Reporting & Response

- Any security-related incident (theft, harassment, accident, etc.) must be reported using the internal **Incident Reporting Form**.

- Management investigates and takes corrective actions, including:

    o Local authority coordination

    o Staff counselling or medical support

    o Updates to field protocols if needed

9. Review and Compliance

- This plan is reviewed **annually** or in response to specific incidents.

- All team members are required to comply with the procedures outlined herein.

- Non-compliance may lead to disciplinary measures in accordance with HR policy.

Approved By:
Management – Outline India Research Private Limited