

ANNEX IV INSO CODE OF CONDUCT

The following code of conduct shall be voluntarily observed by all those registered with the International NGO Safety Organisation.

Article 1: Incident Reporting

You are requested to report to INSO – in any medium or format - the basic details of any security incident that occurs to your organization or staff at the first reasonable opportunity. The content and timing of further distribution by INSO will be agreed with the reporting agency at the time.

Article 2: Confidentiality

You are requested to keep all information received from INSO *completely confidential* and not to share it with any person or organization external to your own NGO including with donors, partners, consultants, academics, media, websites, blogs and social media etc. Distribution *within* your NGO is permitted with the same restrictions applied. NGO managers are expected to take reasonable measures to ensure compliance with this article through development and application of binding internal policy. Employees of Private Security Companies contracted, seconded or otherwise embedded within an NGO will be considered *external* under this Article and may not receive any INSO provided information.

Article 3: Consideration of Others Safety

You are requested to consider the safety of others before asking that INSO censor or embargo your security report. If information must be censored or embargoed you are expected to work with us to determine a minimum amount of information that can be immediately released for the safety of others. All INSO reports are 100% anonymous.

BREACHES & SANCTIONS

The majority of breaches will be addressed informally in a spirit of mutual understanding and respect. For persistent or malicious breaches however INSO retains three non-sequential options (i) a warning letter (ii) a warning with a seven-day suspension or (iii) a warning with a three months suspension. Determination of a breach will be made by INSO exclusively. Suspensions will expire at the end of the stated period and the organization may reapply for services. Applications by previously suspended organizations may be rejected.

INSO combines strict operational protocol & training with robust technical measures to operate at a very high level of professional confidentiality. Incoming information has never, and will never, be knowingly shared with third-parties outside of the relevant organisations consent.