



13 SECURITY TIPS: THE EMPLOYEE CYCLE

The European Interagency Security Forum

Recruitment

1 COMPLETE A RISK PROFILE

Assess the specific risks to each placement.

2 ADVISE ON SPECIFIC RISKS

Inform and advise possible candidates of specific risks associated with the placement, e.g. in a country where homosexuality is illegal.

3 TEST SECURITY UNDERSTANDING

Test candidates on their security understanding and their ability to handle the context in which they will be working (for example, ask candidates during the recruitment process to work through a simple scenario).



Induction

4 BRIEF ABOUT ACCEPTANCE

Brief employees about acceptance principles and techniques (ensure they are able to communicate about the organisation, its principles, etc).

5 BRIEF AND TRAIN ON SECURITY

Ensure employees know the contextual risks related to both visible and hidden personal characteristics. Provide briefings timely and adequately.

6 OBTAIN INFORMED CONSENT

Ensure staff understand the risks of the position and context, the mitigating measures required by the organisation and the responsibility of the individual and the residual risks they will face.



Performance and Development

7 UPDATE ON REPORTING

Update all staff on a regular basis on incident reporting procedures, including for harassment and bullying, and the actions which will take place following a report.

8 RUN CRISIS RESPONSE DRILLS

Run simulations to check how Human Resources and Security Risk Management collaborate on crisis management.

9 BUILD CAPACITY COLLABORATIVELY

Consider ongoing, cross-cutting capacity building events, such as 'brown bag lunches', inclusion of discussion points in monthly meetings, joint short trainings, etc.



Transition

10 ASK AND DEBRIEF ABOUT SECURITY CONCERNS

Include questions on security concerns in any debriefing process and feed-back to the appropriate department.



Incidents

11 SHARE INFO WITH SECURITY

Ensure procedures are in place to keep both HR and security staff informed of incidents - to cross-check information and discuss appropriate reaction.

12 REALISE A RISK ASSESSMENT

Before investigating an incident, undertake a risk assessment in conjunction with the security team.

13 ANTICIPATE SECURITY IMPLICATIONS

In case of disciplinary hearings, HR and SRM should discuss any possible safety and security implications and mitigate accordingly.

