



EXTRA — A T H R —

Consulting • Program Management • Business Development

MANAGING PROGRAMS .. DELIVERING IMPACT

**HEALTH, SAFETY, SECURITY, ENVIRONMENT
& SAFEGUARDING POLICY
(HSSES POLICY)**



POLICY STATEMENT

ATHR EXTRA Consulting is committed to protecting the health, safety, security, dignity and wellbeing of employees, consultants, trainers, enumerators, participants, clients, partners, visitors and communities affected by its work. This policy applies across office-based assignments and field activities, including research, surveys, assessments, monitoring and evaluation, institutional development, capacity building, market and value-chain studies, livelihoods and enterprise support, digital and data assignments, workshops and events.

ATHR EXTRA recognizes that professional consulting services may involve travel, field exposure, stakeholder interaction, sensitive data, psychosocial pressure, safeguarding risks, security constraints and environmental impacts. These risks shall be identified early and managed using a proportionate, risk-based and “Do No Harm” approach.

- Work-related injury, illness and unsafe working conditions.
- Security incidents during travel, field missions, workshops or stakeholder engagement.
- Safeguarding, harassment, exploitation, abuse or discrimination.
- Data-protection, confidentiality and research-ethics breaches.
- Environmental harm, unnecessary waste and avoidable resource consumption.
- Operational disruptions that may affect people, clients or project delivery.

Core Principle

All incidents and harmful impacts can be reduced through effective planning, competent supervision, ethical conduct, staff engagement, timely reporting and continuous improvement.

HSSSES OBJECTIVES

Management Commitment

- Achieve zero fatalities and prevent serious injuries, occupational illness and major security incidents.
- Maintain safe, respectful and healthy workplaces, training venues and field environments.
- Ensure compliance with applicable laws, client requirements, donor standards and contractual HSSSES obligations.
- Promote a proactive culture of safety, safeguarding, inclusion, ethics and accountability.
- Protect research participants, beneficiaries, communities and vulnerable groups from harm.
- Reduce the environmental footprint of travel, events, office operations and project activities.
- Strengthen business continuity and operational resilience through effective risk management.



MANAGEMENT COMMITMENT

- Provide visible leadership and clear accountability for HSES performance.
- Allocate adequate resources for risk assessments, security measures, safeguarding and emergency preparedness.
- Integrate HSES into proposals, workplans, budgets, field missions, procurement and subcontracting.
- Ensure personnel understand their roles, reporting channels and stop-work authority.
- Review incidents, lessons learned and corrective actions, and continually improve systems.

Business Priority

HSES performance is a core business priority equal to quality, ethics, cost, schedule and client satisfaction.

- Stop or suspend an activity when there is an imminent threat to safety, security, dignity or ethical compliance.
- Maintain safe and organized office, training and meeting environments.

OFFICE, TRAINING & FIELD SAFETY

- Pre-assignment and site-specific risk assessments for field visits, trainings and events.
- Safe venue selection, emergency exits, occupancy limits and accessibility considerations.
- Journey planning, communication check-ins and security briefings for field travel.
- Ergonomic workstation setup and reasonable measures to prevent fatigue and repetitive strain.
- Safe handling of electrical equipment, cables, temporary setups and presentation equipment.
- Specific controls for visits to construction sites, factories, laboratories or other higher-risk locations.

PERSONNEL RESPONSIBILITIES

Office, Training & Field Safety

- Follow ATHR EXTRA policies, assignment-specific risk controls and client/site rules.
- Report hazards, incidents, near misses, security concerns and safeguarding concerns promptly.
- Participate in induction, security briefings, safeguarding training and emergency drills as required.
- Use appropriate PPE where a field location or client site requires it.
- Respect confidentiality, informed consent, cultural sensitivity and professional boundaries.



RISK MANAGEMENT

Wellbeing & Protective Measures

ATHR EXTRA applies a structured risk-management approach before and during every assignment. Controls shall be proportionate to the activity and context, with higher-risk field missions subject to documented approval and additional safeguards.

- Hazard and context identification, including health, security, safeguarding, environmental and reputational risks.
- Likelihood-impact assessment and assignment of clear mitigation measures.
- Field mission risk assessment and security clearance where required.
- Daily or periodic safety/security briefings for higher-risk activities.
- Incident, near-miss and safeguarding reporting with corrective and preventive actions.
- Escalation criteria for postponing, relocating or stopping activities.

WELLBEING & PROTECTIVE MEASURES

- Ergonomic work practices, breaks and workload management.
- Psychosocial wellbeing and respectful workplace practices.
- Hydration, heat-stress precautions and suitable clothing during field work.
- PPE for exceptional field environments when required by the risk assessment or host site.
- Special consideration for pregnant staff, persons with disabilities and other individuals requiring reasonable accommodation.

EMERGENCY PREPAREDNESS & RESPONSE

Environmental Responsibility

Emergency arrangements shall be established according to location and assignment risk. Staff shall know whom to contact, how to evacuate or shelter, and how to report an incident.

- Medical emergencies and first-aid response.
- Fire, electrical and facility emergencies.
- Security incidents, civil unrest, access restrictions or sudden deterioration in local conditions.
- Road traffic accidents and travel-related emergencies.
- Safeguarding incidents or threats to participants and vulnerable persons.
- Loss, theft or compromise of sensitive data and equipment.

ENVIRONMENTAL RESPONSIBILITY

- Minimize unnecessary travel and use remote engagement where practical.
- Reduce paper use through digital documentation and electronic workflows.
- Avoid single-use plastics in trainings and events where feasible.
- Use energy, water and consumables efficiently.
- Select venues, suppliers and materials with lower environmental impact when reasonably available.
- Dispose of electronic waste, batteries and other controlled waste responsibly.



TRAVEL, TRANSPORT & FIELD MIS- SIONS

Training & Awareness

- Use vetted transport providers and roadworthy vehicles appropriate to the route and context.
- Require licensed, competent drivers and prohibit unsafe driving practices.
- Plan routes, departure times, communications and check-in arrangements before travel.
- Apply seat-belt requirements and reasonable limits on driving hours and night travel.
- Avoid travel when security, weather, road or health conditions create unacceptable risk.
- Maintain emergency contacts and ensure field teams have suitable communication capability.

TRAINING & AWARENESS

- HSSSES induction for employees, consultants and temporary personnel.
- Field security and journey-management briefings.
- Safeguarding, PSEA, anti-harassment and code-of-conduct awareness.
- Research ethics, informed consent and confidentiality training for enumerators and research teams.
- Emergency response, first-aid and incident-reporting awareness as relevant to the assignment.
- Supervisor and project-manager HSSSES leadership development.

SAFEGUARDING, ETHICS & DATA PROTECTION

Third-Party Management

Because ATHR EXTRA works with institutions, communities, entrepreneurs, research participants and potentially vulnerable groups, safeguarding and ethical conduct are integral to safe consulting practice.

- Zero tolerance for sexual exploitation and abuse, harassment, discrimination, retaliation and abuse of power.
- Respect for dignity, inclusion, cultural sensitivity and non-discrimination.
- Informed consent and appropriate protection of research participants and interviewees.
- Confidential handling of personal, commercial and sensitive project information.
- Need-to-know access, secure storage and responsible transfer of data.
- Clear reporting and referral pathways for safeguarding and ethical concerns.

SUPPLIERS, CONSULTANTS & PART- NERS

- Third parties shall comply with ATHR EXTRA's code of conduct and applicable HSSSES requirements.
- Selection shall consider competence, safeguarding standards, safety records and ability to protect confidential information.
- Higher-risk subcontracted activities shall be subject to documented risk controls and oversight.
- Serious non-compliance may result in suspension or termination of the assignment or contract.



From planning to impact, We are
with you every step of the way.

MONITORING & CONTINUOUS IMPROVEMENT

Community & Social Responsibility

- Periodic HSES reviews, assignment debriefs and management evaluations.
- Incident, near-miss and safeguarding reporting and trend analysis.
- Corrective and preventive action tracking.
- Feedback from staff, clients, partners, trainees and community stakeholders.
- Lessons learned integrated into procedures, training materials and future proposals.

COMMUNITY & SOCIAL RESPONSIBILITY

- Apply “Do No Harm” principles in research, training, advisory and livelihood-related activities.
- Respect local laws, cultural norms and community priorities without compromising human dignity or professional ethics.
- Promote inclusive participation, accessibility and equal opportunity.
- Support sustainable institutional development, local capacity and responsible economic empowerment.
- Avoid creating unrealistic expectations or unintended negative social and economic impacts.

POLICY REVIEW & IMPLEMENTATION

This policy shall be communicated to ATHR EXTRA personnel, consultants, subcontractors and relevant stakeholders. It shall be reviewed periodically and when there are significant changes in operations, legal requirements, client standards or risk context. Management is responsible for implementation and continuous improvement across all assignments.

Policy Scope

Consulting • Project Management • Research & Data • Monitoring & Evaluation • Institutional Development • Risk & Quality • Digital & Data • Social Protection • Livelihoods & Enterprise • Market & Value Chains • Capacity Building & Change Management

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