



FIELDWORK / INTERNATIONAL TRAVEL RISK MANAGEMENT & EMERGENCY RESPONSE POLICY

Purpose

1. The purpose of the policy is to promote safety and to reduce risks or violations by providing information to Members of the VIDEA community involved in Fieldwork / International Travel, while recognizing that individuals have the primary responsibility to manage these risks. The policy also addresses the emergency response and evacuation steps to be taken if necessary.

Definitions

2. **Members of the VIDEA community:** includes all VIDEA staff, field school or study tour participants, volunteers, interns and students while such individuals are acting in a capacity related to their role at VIDEA, whether or not it is on VIDEA property.

3. **Fieldwork / International travel:** A VIDEA organized or endorsed activity involving one or more members of the VIDEA community, which takes place beyond the physical boundaries of VIDEA. The following are some examples: fieldwork, including partnership building, monitoring and evaluation conducted by staff; field schools; study tours; student, intern, or volunteer exchanges; funded or non-funded internships; practicum placements; travel to attend conferences and VIDEA business; and activities that are part of a VIDEA project or program.

Fieldwork / International Travel Policy

4. All Members of the VIDEA Community are responsible to attend all VIDEA trip briefings and debriefings that are related to their travel. Thereafter, all members of the VIDEA community are responsible to further prepare themselves in advance of the Fieldwork and International Travel in which they intend to participate, and to conduct themselves in a safe and risk adverse manner while engaging in the Fieldwork and International Travel.

5. The extent of advance planning and preparation should be commensurate with the level of risk associated with the Fieldwork and International Travel.

6. When travelling to countries determined by VIDEA to have a heightened risk of kidnapping or hostage-taking, all members of the VIDEA community will be required to read, and to sign, the VIDEA Kidnapping and Hostage-taking Policy, to demonstrate that they fully understand and accept the associated risks.

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7. Members of the VIDEA community who are organizing, leading or supervising Fieldwork and International Travel will take additional steps to familiarize themselves with the risks of the

Fieldwork or International Travel and will consult and seek the expertise of others to address risks that fall outside their own areas of knowledge.

Risk Management and Emergency Response

8. Pre-trip briefing:

8.1. To ensure minimized risk, all members of the VIDEA community will attend all parts of the VIDEA pre-trip briefing, and all other external briefings as requested by VIDEA. Failure to comply in full will result in the withdrawal of a placement offer and termination of the placement.

8.2. On completion of, or at any time during, the pre-trip briefing, VIDEA may withdraw a placement offer and terminate a contract should it be determined the individual is unsuitable to undertake the placement. Issues that could lead to such termination include:

- Failure to demonstrate practical skills required to undertake the placement.
- Failure to demonstrate sufficient cultural sensitivities.
- Failure to demonstrate sufficient commitment to health and safety requirements.
- Failure to conduct oneself with integrity including intentional misuse of power, exploitation or coercion, in relation to partner organization staff, or other members of the host community, in ways that contravene the values of VIDEA.
- Failure to treat others with dignity and respect, regardless of gender, race, religion or lack of religion, colour, national or ethnic origin, language, marital status, family status, birth, sexual orientation, age, disability, socio-economic background, caste, political conviction, HIV and AIDS status, physical appearance or lifestyle.

9. Health

9.1 All participants will attend a registered travel clinic prior to their placement and will receive all vaccinations and medications that are recommended by the travel doctor for the country of placement. Exceptions are only made for:

- Vaccinations that have been previously received and are still within their span of protection – written proof will be required;

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- Vaccinations that are medically contra-indicated – written documentation from a medical doctor will be required and the participant will be required to sign a release from liability form;

9.2 All participants are responsible for following all health-related requirements set out by the clinic doctor and by VIDEA. Failure to comply with requirements may result in the termination of the placement and the return to Canada of the participant – please note any increased costs of flights or travel that occur from such termination will be borne by the participant. Health related requirements will include, but are not limited to, the following:

- Daily use of malaria medication, if identified by clinic doctor.
- Daily use of mosquito repellent in countries where malaria medication is required.
- Daily use of a mosquito net for sleeping under in countries where malaria medication is required.
- Use of a condom in all sexual encounters.
- In addition, VIDEA requests that program or project participants identify to a staff member any medications that are regularly taken, pre-existing health conditions, and/or any mental health issues, including depression, anxiety, or eating disorders, in advance of accepting the position. VIDEA requests also to be notified of drug or alcohol addiction issues in advance of accepting the position.

10. Safety

10.1 Participants will adhere to all safety guidelines issued by the southern partner, VIDEA, Global Affairs Canada, or Foreign Affairs Canada. Failure to do so may result in termination of the placement and withdrawal from the country, depending on the program, excess travel costs may be borne by the participant.

10.2 In the event of a difference of opinion or dispute relating to levels of safety, the views of VIDEA or the Canadian Government will take precedence over the views of the southern partner.

10.3 Upon request for evacuation by VIDEA, Global Affairs Canada, or Foreign Affairs Canada the participant will leave the country of placement by the quickest, safest route, or as directed by VIDEA through the Emergency Response Plan, by Global Affairs Canada, or Foreign Affairs Canada. On evacuation to a place of safety the participant will contact VIDEA at the earliest practical and safe opportunity.

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10.4 In case of a medical emergency necessitating evacuation, this will be arranged immediately by VIDEA staff or the participant. Evacuation will be to the most appropriate health facility depending on location. All VIDEA community participants are required to hold valid travel insurance, and are expected to review and understand the details of their policy prior to departure. Should a participant require removal from their country of placement, they (or a representative) must make contact with their insurance company immediately.

11. Abuse of Power

VIDEA considers all forms of abuse of power and exploitation to be incompatible with its fundamental belief in the human dignity of all people, international legal norms and standards, and with its core values. VIDEA staff, interns, program participants, consultants or associates, must never engage in any forms of humiliating, degrading, abusive or exploitative behaviour under any circumstances.

VIDEA prohibits the exchange of money, employment, goods or services for sex (including sexual favours or other forms of exploitative behaviour). VIDEA believes that engaging in commercial sexual transactions is contrary to its core values and undermines the work and the reputation of the organization. In most cases, a transaction of this sort is the result of an unequal power dynamic and, as such, exploitative. As well as causing potential harm, such behaviour brings the organization into disrepute, and disciplinary action - up to and including dismissal - will be taken against any staff member, intern, program participant, consultant or associate engaging in such transactions.

VIDEA includes coercion in its definition of exploitation. Exploitation can include: sexual relationships with co-workers, who may view you as being in a position of power despite your perception of the relationship; and sexual relationships with associated staff and contractors, wherein your role is connected to their source of livelihood, and as such places the relationship within a context of unequal power relations, and is potentially coercive. VIDEA recognizes that in some cases the risk involved may involve parties that are cognizant of the unequal power relations, and may be determined to be outside of VIDEA's responsibility. However, in such cases whereby VIDEA recognizes a participant, female or male, to be placing at risk the individuals, host community, partner organization or VIDEA, through promiscuity, manipulation of power, or exploitation, VIDEA reserves the right to dismiss a participant. Further, VIDEA reserves the right to determine when a violation of power or an instance of coercion has occurred, and to proceed in a manner that duly protects its partner communities.

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All staff, interns, consultants and associates of VIDEA are required to respect the rights, voice and dignity of the children, individuals, families and communities with whom we work and/or with whom they have contact, and to act in their best interest. The impact of participation in an international program under this contract is in no instance meant to result in negative economic, social, or environmental outcomes borne by members of the host community, and in case wherein it does, VIDEA reserves the right to respond as it deems necessary.

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