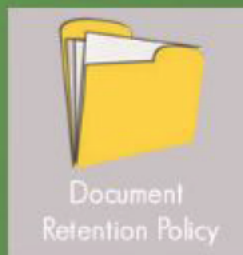
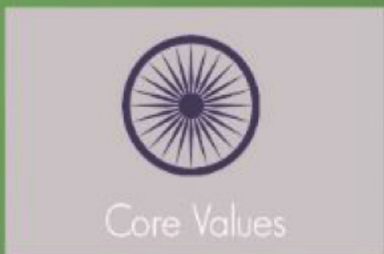


JK DAG HR Manual



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2.1.13 Counter Terrorism Policy

Counter Terrorist Procedures

Introduction

The purpose of this procedure is to address the risk concerns raised by donors and to comply with the law of the land to ensure that the funds of JK DAG is not used for terrorist activity directly or indirectly.

Staff recruitment

1. JK DAG asks for reference from at least two people about the candidate to be recruited as staff of JK DAG with the following procedure.
 - a. A written reference from the referee.
 - b. A written reference in JK DAG's prescribed format from the referee as given in the annexure.
 - c. A telephonic confirmation from the referee on the written statement.
2. During the interview process, the candidate's background will be checked for any unlawful activity carried in the past or have been convicted for any criminal offence in the court of law. The candidate has to give a self-declaration that he / she does not have any criminal record in the past.
3. Appraisal of the staff reviewed by Management annually on their conduct.

Partner profile:

JK DAG partner with organizations that have complied with the government rules and regulations as required for a NGO to do.

1. Filing of IT returns on time as per IT Act, 1961.
2. Assessment Order received from the IT Office to confirm that the fund was used for charitable purpose only. (Complied with Sec 12A exemption of IT Act 1961).
3. Monitoring visits to the partner office / project locations to ensure that the work has been undertaken as per the MoU signed between JK DAG and the partner. This will include observation of other source of funding and its origin.
4. A declaration from the partner that the fund was not used for any anti-social or terrorism related activities annually.

Fund receivable:

1. In the FCRA account foreign currency grants will not be credited to JK DAG account, until it is supported by the donors' communication, which clearly states that, the fund to be utilized for charitable purpose.
2. JK DAG does not receive funds from organizations who either exploit the poor or use unethical means to raise funds.
3. As per government regulation no anonymous funds above Rs. 1.00 Lac or 10% of donations can be received by JK DAG.

Fund Utilization:

1. JK DAG utilizes the funds for charitable purposes only.
2. JK DAG avoids cash transfer (within the prescribed limit of the law of the land) to beneficiaries, in normal course.



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3. JK DAG ensures that selection of beneficiaries are undertaken through proper survey, and with the concurrence of local authorities and where possible with the knowledge of the local government officials.
4. JK DAG ensures that the support provided to the beneficiaries is utilized only for the purpose of culture, economic, social and health development of the communities, which is spelt out in the proposal.

Staff Safety and Security Policy

Some of the procedures written in Staff Safety and Security Policy which are related with Terrorism are given below:

N. Involvement with Arms

JK DAG staff must not carry or take up arms or weapons under any circumstances and must not use or hire armed personnel either directly or indirectly. Arms and armed personnel must not be allowed in JK DAG premises or vehicles, except if staff are threatened or coerced. Permission to use or hire armed personnel (either directly or indirectly) may only be granted by the Executive Director on a case by case basis.

Carrying weapons may also increase the risk of violence, since someone with a weapon can be seen by armed groups or individuals as a threat, and since a weapon may be taken from the staff and used against the staff. Remember that a cosh, machete or stick is also a weapon.

Staff should never handle a weapon, even if simply offered the chance to hold one for a few seconds. All kinds of firearms, guns, mines, grenades etc. can fire or explode if not correctly handled by a trained person. A photograph of a staff member holding a weapon could be used to damage the reputation of JK DAG in the local community.

O. Involvement with Armed Forces

JK DAG should only undertake work involving links with armed forces when it can be done without undermining our identity as an independent humanitarian actor. Guidance must be sought from the HRD Unit in specific cases of potential involvement, and a decision will be taken by the HR staff who will consult with the respective Director where this involves wider implications for the organization's identity.

R. Kidnapping

Humanitarian staff are unfortunately sometimes at risk of kidnap. They may be kidnapped for several reasons including:

1. To hold for ransom.
2. To cause a political effect or achieve publicity.
3. To be used as human shields.



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JK DAG's policy is that ransom will not be paid in any circumstances in case of kidnap, nor will JK DAG engage in any political bargaining.

If kidnap occurs, Headquarters should immediately set up a crisis management team. Concern line Director has responsibility for managing the incident (Referred to in this section as the Incident Manager).

The Incident Manager should consider the following actions, depending on the circumstances and his or her assessment of the best course of action:

1. Inform the local police and other appropriate authorities.
2. All communication, including with the kidnappers, government authorities, or the media needs to be strictly coordinated with one person responsible for all communications.
3. Inform all relevant parties of the name and contact details of the Incident Manager.
4. Request that no action be taken in relation to the incident without prior agreement with him or her.
5. Decide whether to negotiate directly with the kidnappers or to use an intermediary and whether to call in specialist advice, either from the police or from a reputable company specialising in hostage negotiations.



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DECLARATION OF COMMITMENT

To be signed by all JK DAG staff (regular, contracted and project) and volunteers.

A copy will be kept on file at the appropriate JK DAG office or personnel file.

I declare that:

1. I have read and understood JK DAG – Counter Terrorism Policy.
2. I will work within the procedure as laid out in JK DAG – Counter Terrorism Policy.

Name: _____

Signature: _____

Date: _____