



**Integrated Security Solutions**  
South Sudan

## HUMAN RIGHTS POLICY

### GENERAL

Archer fully subscribes to the United Nations guiding principles on human rights, namely its corporate responsibility to respect human rights.

### NARRATIVE

Archer's foundational principle is the respect human rights and the avoidance of any infringement of the human rights of others, and will address any adverse human rights impacts with which the company may be involved.

The company also acknowledges its obligations as an affiliate to the International Code of Conduct (ICoCA) and its recognised international standards ISO 18788 and PSC.1 which is particularly relevant for the security industry and heightened by our unique complex operating environment where often the rule of law may be compromised.

The overall responsibility for the formation and maintenance of this policy is the author (Country Manager).

The company takes steps to understand the human rights issues that might be relevant to its operations (human rights focus). These issues are examined in the form of a human rights impact assessment (HRIA), and a human rights risk matrix which identify and mitigate against any potential violations. They will include but are not limited to:

**Labour rights** (working conditions; freedom of association and collective bargaining; child labour; safe and healthy working conditions & discrimination)

**Community rights** (standards of living and quality of life; community health & safety; community engagement; cultural heritage; minorities and indigenous peoples & resettlement)

**Supply chain** (supplier engagement & supplier code of conduct)

**Security & safety** (security management and training, sexual exploitation and gender based violence)

**Environment** (water security; impact of pollution; waste and hazardous materials management; preservation of biodiversity; broadening access to energy)

**Client rights** (client health & safety and data privacy)

## **Safeguarding**

Specific security and safety areas that may place operations at risk are identified as: use of force, apprehension and detention, identification and registration, weapons (where applicable), personnel suitability, grievance mechanisms (access to remedy), torture or other cruel inhuman or degrading treatment or punishment, sexual or gender based violence, human trafficking & prohibition of slavery and forced labour.

All personnel are involved and responsible for the maintenance of human rights, and this policy is communicated in such a way as staff and stakeholders are fully aware. Furthermore human rights is syllabus subject of the guards' basic training course. It is exercised as a discipline.

Archer has, where possible, taken care to talk with and listen to its stakeholders, including those that may be affected by company activities, or contribute to potential human rights violations. These stakeholders are identified as: the general public; clients; visitors to clients' premises; suppliers; staff and family members and government organs.

Archer has established, implemented and maintains procedures to treat all persons with dignity and with respect for their human rights, and these are communicated to all persons working on its behalf, including any contractual, legal and regulatory requirement applicable to Archer's security operations.

## **Norms of behaviour and code of ethical conduct**

Archer has established, implemented and maintains a separate Code of Ethics for norms of behaviour for all persons working on its behalf, including employees, subcontractors and outsourced partners. The Code of Ethics establishes the importance of professional conduct in security operations and clearly communicates respect for the human rights and dignity of human beings. The Code of Ethics ensures that all persons understand their responsibilities to prevent and report any abuses of human rights.

## **Sexual exploitation and gender based violence**

Archer has a zero tolerance approach to sexual exploitation and gender based violence. Security officers are trained to recognise, refrain from and report any incident that may endanger victims of such behaviour. Management staff undergo specific online training provided by ICoCA and United Nations. Suppliers are compelled to declare alignment with the Archer code of conduct on human rights and ethical conduct.

## **Staff welfare**

Archer maintains a comprehensive human resources function which ensures fair treatment of its staff. Furthermore the company provides training in deportment, health and hygiene. Archer maintains a health and safety policy which assesses any risk to its employees. The company ensures the free provision of clean drinking water, appropriate uniform and equipment, insect repellent, life jackets and personal protective equipment where required. All staff are able to communicate issues and concerns via a comprehensive supervisory network. Archer processes allow for a formal complaints procedure. All complaints are reviewed weekly, monthly and annually to ensure they have been effectively addressed.

## **Use of force**

Archer has established and documented use of force procedures for persons working on its behalf. These rules are taught as an individual part of the guards' basic training syllabus.

Archer has established use of force procedures to be employed by security operations personnel in self-defense, including the defense of persons under the protection of the organization.

The procedures include:

- authorization for the use and carriage of weapons by its personnel (where applicable)
- the use of force continuum
- the use of less-lethal force
- the use of lethal force
- the use of force in support of law enforcement (if applicable)
- training (as per above)

Archer has established and documented procedures specific to its scope of operations and the conditions of the work performed at each location. These are generally in the form of standard and tailored post orders. Archer's use of force procedures are consistent with applicable law and contractual requirements.

## **Weapons authorization**

Although Archer does not currently use armed personnel, the company has developed and documented procedures for authorizing its personnel where required, to be armed in the performance of security operations. Authorization for the use of weapons will only be carried out by the Country Manager and or the Chief Executive Officer. Use of firearms would only be:

- a) granted only to those personnel who the organization has determined to be suitable for the tasks to be performed and who have undergone background investigations appropriate for the duties performed;
- b) specific to a type and model of weapon(s) and is issued only after the individual has qualified on that type and model to a published standard identified in the use of force procedures which is appropriate to the weapon and expected duties.

In the event that the Archer policy on the use of weapons changes, all arming authorizations would be in writing and signed by the appropriate authorizing official before a weapon and ammunition is issued to an individual. Archer would retain documentation of individual qualification results for as long as the individual has authorization to be armed.

## **Use of force continuum**

Archer has established and documented procedures describing a use of force continuum, applying an appropriate amount of force reasonably necessary for the security operations. Elements of the continuum include:

- a. use of force are reasonable in intensity, duration and magnitude based on the circumstances applicable at the time

- b. warning persons and providing the opportunity to withdraw or cease threatening actions when the situation or circumstances permit
- c. de-escalation of applied force if the situation and circumstances permit
- d. supervisory controls over initiating, escalating and de-escalating the use of force and the limitation of that authority

Use of force continuum procedures are consistent with the inherent right of self-defence.

### **Less-lethal force**

Archer's use of force procedures address the use of less-lethal force, namely the degree of force that is less likely to cause death or serious physical injury, as well as the types of less-lethal force authorized and available to its personnel in the conduct of its security operations. Archer has documented procedures for the use of less-lethal force in accordance with applicable and relevant laws of self-defense including, but not limited to, the following circumstances:

- a. against persons assaulting other persons or own self to prevent injury or continuation of the assault when alternatives to the use of force have failed or are not available
- b. against persons resisting a lawful apprehension when alternatives to the use of force have failed or are not available
- c. to prevent the loss or destruction of property under the protection of the organization

Currently Archer's less lethal force methods are identified as: PR-24 night stick and plasti-cuffs. Training is provided to all personnel in their use.

### **Lethal force**

Despite Archer not utilizing methods of lethal force, in the event that company policy changes it recognizes that lethal force is justified only under conditions of necessity and may be used only when lesser means cannot be reasonably employed or have failed. Archer's use of force procedures identify applicable laws of self-defence for each of its security operations and will address the use of lethal force in relation to the following:

- a. inherent right of self-defence
- b. defence of others
- c. defence of property including inherently dangerous property or critical infrastructure that, if lost or destroyed, would create an imminent threat of death or serious bodily harm

Archer understands that lethal force would only be justified only under conditions of necessity when there is a reasonable belief that:

- a. a person or persons present an imminent threat of death or serious bodily harm to the individual or others in the vicinity
- b. when necessary to prevent the actual theft or sabotage of inherently dangerous property
- c. to prevent the sabotage or destruction of critical infrastructure, the damage to which competent legal authority determines would create an imminent threat of death or serious bodily harm or injury

## **Use of force in support of law enforcement**

Whilst Archer does not provide support to law enforcement agencies, the company understands that when requested or authorized to do so, Archer will request Rules for the Use of Force (RUF) from the law enforcement authority or controlling military authority of the relevant state for this function. Where RUF are unavailable, Archer's use of force procedures shall additionally address the following elements derived from the United Nations, *Basic Principles on the Use of Force and Firearms by Law Enforcement Officials*:

- intentional lethal use of firearms shall only be made when strictly unavoidable in order to protect life; (This does not change the inherent right to use reasonable and necessary force in self-defence)
- the use of force continuum shall include visual or aural identification of Archer's personnel as law enforcement with clear warning of the intent to use firearms

## **Use of force training**

Archer's rules for the use of force (RUF) procedures describe initial and recurrent training requirements. Where and when applicable, security operations personnel authorized to carry firearms will satisfactorily complete documented training which includes firearms familiarization (academic-classroom), live-fire qualification and use-of-force training. Such training will be completed every 12 months or more frequently depending on legal or contractual requirements or as indicated by Archer's risk assessment. Records of training and demonstration of competence are maintained for as long as the individuals are associated with Archer.

The following elements are included in Archer's use-of-force training:

- a. applicable laws of self-defence to particular security operations
- b. a review of Archer's weapons authorization, storage and carriage policy
- c. a review of the differences between use of force appropriate to security operations and the rules of engagement appropriate to military forces
- d. a review of legal liabilities that may result from the use of force and firearms which result in the death or serious injury of a person
- e. obedience to superior orders as a defence shall not be available in circumstances where it can be reasonably determined that instructions to use force were manifestly unlawful
- f. application of use of force continuum

Archer has developed training aids to be carried by its personnel to assist them in understanding, remembering and applying specific use of force procedures or applicable RUF.

**Apprehension of persons** - Archer's operational procedures and training address apprehending persons alleged to have committed an attack against persons or property they protect. The procedures describe the legal context under which persons may be held against their will, the limitations on the use of force in such apprehension, and procedures for when and to whom the organization will transfer custody of the person or persons being held.

**Search** - Archer's operational procedures and training describe the circumstances under which third parties may be searched for weapons or other contraband. Search of persons at access control points

describes the requirement to treat such persons in accordance with fundamental human rights, cultural considerations and personal dignity.

**Detention operations** - Guarding, transporting, or questioning persons under arrest, detained, or imprisoned by law enforcement authorities is outside the scope of Archer.

### **Procurement and management of weapons, hazardous materials and munitions**

Whereas Archer does not currently employ or deploy armed guards, the company has established and documented procedures and records for the procurement, management, accountability and traceability of weapons, in the event that the policy on the use of firearms changes. The procedures include:

- a. compliance with applicable and relevant national and international law (e.g. UN sanctions)
- b. compliance with import and export controls, registrations, certifications, permits and transport requirements
- c. acquisition
- d. secure storage
- e. controls over their identification, issue, use, maintenance, return and loss
- f. records regarding to whom and when weapons are issued
- g. identification and accounting of all ammunition and weapons
- h. proper disposal with verification

### **Uniforms and markings**

Consistent with the security of its clients, other civilians and the requirements of law, Archer utilizes uniforms and markings that identify its personnel and means of transport as belonging to the organization. This identification is visible at a distance and distinguishable from those used by military and police forces.

Archer has established and documented procedures for use of uniforms and markings, in terms of training and controlled issue and disposal.

### **Internal and external complaint and grievance procedures**

Archer has established procedures to document and address grievances received from internal and external stakeholders (including clients and other affected parties). The procedures are communicated to internal and external stakeholders to facilitate reporting by individuals of potential and actual nonconformance with ISO 9001:2015, ISO 18788:2015, PSC.1-2012, or violations of international, national and local laws or human rights. Archer shall investigate allegations expeditiously and impartially, with due consideration to confidentiality and restrictions imposed by local law. Archer has established and documented procedures for:

- a. receiving and addressing complaints and grievances
- b. establishing hierarchical steps for the resolution process
- c. the investigation of the grievances, including procedures to
  - I. cooperate with official external investigation mechanisms
  - II. prevent the intimidation of witnesses or inhibiting the gathering of evidence
  - III. protect individuals submitting a complaint or grievance in good faith from retaliation
- d. identification of the root causes

- e. corrective and preventive actions taken, including disciplinary action commensurate with any infractions
- f. communications with appropriate authorities

Grievances alleging criminal acts, violations of human rights, or imminent danger to individuals are dealt with immediately by the organization and other authorities, as appropriate.

The grievance procedures are publicly available via the Archer web-site.

### **Whistle-blower policy**

Archer has established a whistle-blower policy for people working on its behalf, who have a reasonable belief that a non-conformance of ISO 9001:2015, ISO 18788:2015, PSC.1-2012 has occurred, and respect their right to anonymously report the non-conformance internally, as well as externally to appropriate authorities. Archer shall not take any adverse action against any individual for the act of making a report in good faith. Archer shall inform the client of reported violations of law or respect for human rights.

The whistle blower mechanism is publicly available on the company web-site.

### **Discrimination**

Area exercises a zero tolerance against any form of discrimination against ethnic, religion, gender or any disability that does not affect a person's ability to carry out their allotted task or duty in a way that may cause risk to the wellbeing of clients or fellow staff.

### **SUMMARY**

This policy along with all others will be formally reviewed at the annual management review for efficacy. All parties including staff and stakeholders are strongly encouraged to regularly familiarize themselves with this policy, which is displayed at the head office and all sub offices, and to request for any clarification that may be required.



John Davies

Country manager

Archer International Limited

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