ASIAN BUSINESS SCHOOL

SAFETY & SECURITY POLICY

YEAR 2024-25

SAFETY & SECURITY POLICY

Policy Applies to	Asian Business School All Academic Staff & Students
Policy Date	29th April 2018
Reviewed On	9th Jan 2024
Revision Period	To be reviewed every year

ASIAN BUSINESS SCHOOL
SAFETY AND SECURITY POLICY

PREFACE

Asian Business School, Noida is committed to providing quality education for the sustainable development of all the stakeholders. As part of this commitment, we prioritize maintaining a safe and secure environment conducive to learning, working, and personal growth. The Safety and Security Policy outlined herein aims to safeguard the well-being of property, staff, students, and visitors at Asian Business School, Noida.

This policy serves as a guide for implementing measures to strengthen safety and security within the institution. Through collaboration with stakeholders, we endeavor to achieve our safety and security objectives effectively and efficiently.

FOREWORD

Asian Business School is a dynamic academic institution dedicated to preparing the youth for the challenges and opportunities in today's evolving business landscape. Recognizing the growth and diversity of our institution, we have formulated this Safety and Security Policy to ensure the protection of our stakeholders, including students, staff, and visitors.

This policy is rooted in global best practices and serves as a management tool to guide safety and security operations. Regular trainings and awareness programs will be conducted to ensure all members of the community are informed and engaged in maintaining a safe environment.

POLICY BACKGROUND

The Safety and Security Policy of Asian Business School, Noida is developed to address the imperative need for a secure environment in our institution. While we have enjoyed relative safety, we acknowledge the potential threats posed by internal and external factors. This policy aims to mitigate such risks and uphold the safety and security of all individuals and assets within the campus.

FUNDAMENTAL POLICY STATEMENTS

Policy Objectives

Broad Objective:

To establish a framework for effective safety and security services in the institution.

Specific Objectives:

- ✓ Define safety and security procedures and practices.
- ✓ Ensure compliance with national and international safety standards.
- ✓ Enhance capacity-building initiatives for safety and security.

✓ Raise awareness among staff, students, and stakeholders about safety and security policies.

Scope

This policy applies to all matters concerning the safety and security of individuals, property, and the environment within Asian Business School, Noida. It guides preparedness, response, and recovery actions.

Policy Statement

Asian Business School, Noida is dedicated to ensuring the safety and security of all members of the institution. To achieve this, the institution has established practices to:

✓ Foster a safe and secure environment across all facilities.

✓ Promote safety through policies and programs.

✓ Provide appropriate security measures during institute activities.

✓ Safeguard institute property.

✓ Establish partnerships with relevant agencies for enhanced security.
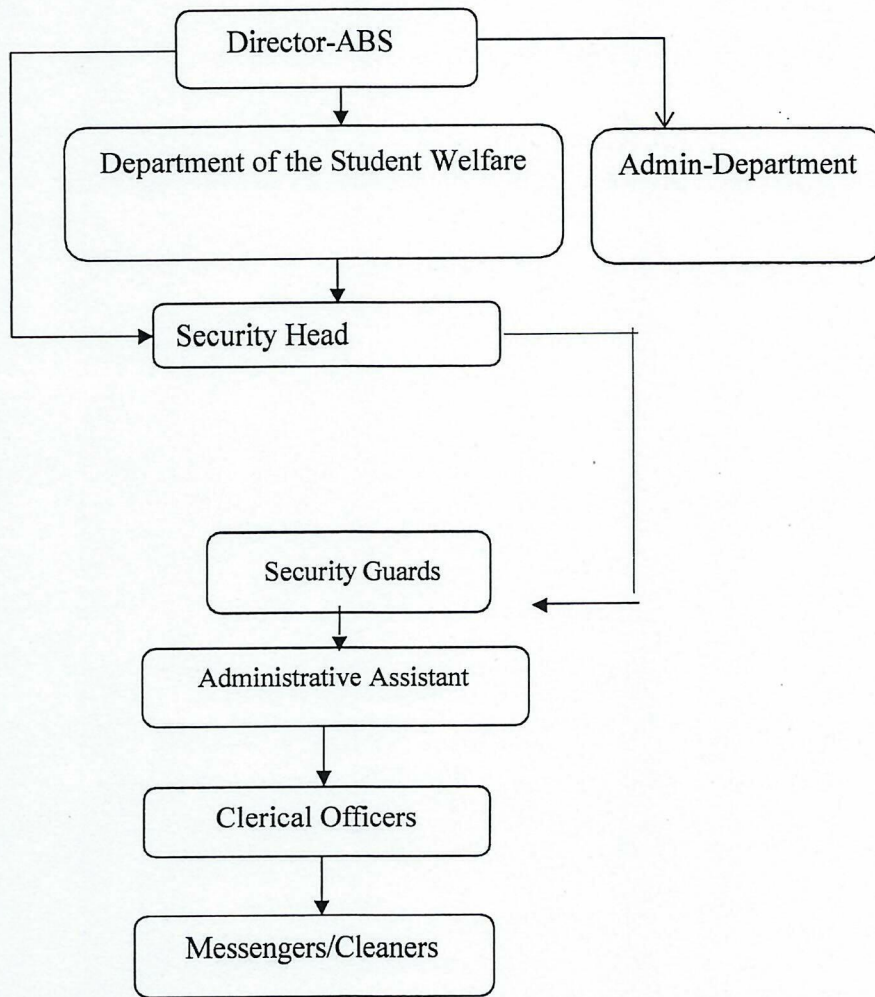
Policy Rationale

Safety and security in learning institutions are paramount due to increasing concerns such as assault, theft, substance abuse, and violence. Inadequate measures pose significant risks to stakeholders. This policy aims to address safety and security concerns through a well-defined implementation framework.

POLICY ADMINISTRATIVE STRUCTURE

Safety and Security Reporting Structure

The Security Head shall report to the Admin Manager on safety and security matters. Additionally, the Department of Student Welfare (DSW) will oversee safety and security measures in collaboration with the Admin Department.

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Safety and Security Organogram

Roles and Responsibilities

Management	To ensure that support and resources are available for the Implementation of the safety and security policy.
Department of Student Welfare along with the Admin Department	Coordination of security department, development and implementation of security strategy, policies and procedures and the monitoring of their effectiveness and efficiency. Investigations of all crimes or breaches in security; provision of expert and impartial up to date advice; liaison with other relevant agencies. Overseeing the management of contracted security personnel and defining their roles, duties and responsibilities in the Institute. Develop a manual to operationalize the Institute Safety and Security Policy
Security Head & Supervisor	Day to day management and implementation of the safety and security policy and procedures; monitoring of the policies and procedures to ensure their continued effectiveness and efficiency. Management and organization of training for security staff, investigation of crime, risk management, analysis and implementation of security solutions, monitoring of security equipment, including CCTV, Access control, Intruder alarms, Security systems, smoke detectors, keys, locks. Report all safety and security matters to the Chief Security Officer.
Security Guards	Security duties as defined in Assignment Instructions and Operational Instructions including patrols, locking/unlocking, event security, reception and access control, dealing with incidents and crime and crime prevention and monitoring of Security equipment.
Heads of Departments	• Promoting safety and security within their areas. • Ensuring staff have access to the Safety and Security Policy, ensuring staff and students understand and exercise

	their security responsibilities, including the presentation of identity cards when requested, have due regard to Institute property. • Liaising with the security team on matters of safety and security • Undertaking of safety and security risk analysis of the department areas of operation, with support from the security team to remove or reduce as far as possible, any security risks including maintaining equipment inventories. • Ensuring when a staff member leaves that all keys, Identities/passwords and any other Institute property in their possession have been surrendered.
Full/Part-Time Staff	They should ensure that they are conversant with the Asian Business School, Noida. Safety and Security Policy and participate in its implementation.
Students	To look after Institute property and to give due consideration to safety and security issues. Adhere to safety and security procedures. To heed to instructions given by Security personnel on issues of safety and security.

Safety and Security Committee

The Institute Safety and Security Committee, appointed by the Director in collaboration with the Dean of DSW, will oversee policy implementation and serve as a coordinating body.

Members of Safety & Security Team:

1. Head of the Security Team
2. Supervisor-Security
3. Security Guards
4. Admin Department-Head
5. Dean-DSW
6. Other Department Heads.

The committee's responsibilities encompass, but are not limited to:

1. Reviewing, evaluating, and establishing requirements for safety and security assessments, plans, programs, and education, including adjustments that may impact the quality of the Institute's living, learning, and working environment.

2. Conducting assessments of vulnerabilities, hazards, and risks associated with safety and security within the Institute.

3. Providing advice to management regarding the allocation of Institute resources and funding necessary for emergency management, safety, and security functions.

4. Offering oversight, coordination, and leadership to enhance emergency management and risk mitigation procedures, aiming to continually improve the disaster resilience of Asian Business School, Noida, in collaboration with other agencies.

5. Evaluating the effectiveness of the Institute's safety and security plans and programs, and offering continuous feedback on safety and security awareness initiatives.

6. Advising Institute management on safety and security matters.

PRIMARY SAFETY AND SECURITY AREAS

Campus Security

Ensuring the security of property, staff, students, and stakeholders is paramount. Security measures will be continuously strengthened to maintain a safe environment.

Security of Students, Staff, and Other Stakeholders

To maintain the security of all individuals on the Institute premises, authorized security personnel shall be stationed at entry and exit points at all times. To regulate the movement of students, staff, and stakeholders, individuals must obtain clearance from Security Officers stationed at the main gate.

All staff and students are required to visibly display their valid Asian Business School, Noida identity card and gate pass when entering the Institute. These credentials must be presented to Security Officers or authorized Institute personnel. Additionally, Asian Business School, Noida staff members will be issued parking passes/stickers by the Chief Security Officer for designated parking areas within the Institute premises. Identity cards and gate passes are non-transferable, and any unauthorized transfer constitutes a serious offense punishable in accordance with Institute statutes.

All stakeholders seeking entry into the Institute premises must present a valid identification document, such as a national identity card, passport, or any other acceptable document. They must also provide details of their intended destination within the Institute. The Security Officer on duty will record these details in the visitor's book, including the visitor's name, national identity card information, destination, time of arrival, and departure. A gate pass will be issued to the stakeholder, which must be prominently displayed while on campus. Failure to comply with these procedures will result in the Security Officer reporting to their supervisor for further action. Individuals who fail to provide relevant identification will be denied entry to the Institute premises.

All vehicles entering the Institute must undergo security checks. Drivers and passengers must provide proof of Institute membership or obtain a visitor's pass to gain entry. A car pass will be issued to each driver upon clearance, which must be returned at the main gate before leaving the Institute.

Campus Environment and Infrastructure

The Institute remains committed to actively fostering a safe and secure environment for its staff, students, and stakeholders on a daily basis. To achieve this goal, the Institute will take proactive measures to mitigate or minimize the risks posed by conditions or factors that could lead to harm, damage, or insecurity for individuals on campus.

To ensure the safety of everyone on campus, security personnel will conduct regular patrols throughout the day and night within the Institute premises and surrounding areas. Additionally, the Institute will enhance visibility and safety by installing lighting along walkways and other areas prone to darkness within the campus.

Furthermore, the Institute, in collaboration with the Safety and Security Committee, will conduct routine safety and environmental inspections to identify any areas that require corrective action. This includes ensuring that Institute premises and rooms are equipped with appropriate security measures, such as the installation of closed-circuit television (CCTV) systems, to deter unauthorized entry and prevent damage or interference to the premises.

Institute Equipment

The Institute acknowledges the critical importance of protecting its assets effectively. Therefore, all Institute equipment, whether utilized, generated, processed, stored, transmitted, or accessed on campus premises or remotely (such as while working from home or in public spaces), must be securely managed at all times.

This includes ensuring the security of Institute equipment in the following scenarios:

- ✓ When left unattended

- ✓ In the presence of unauthorized individuals, including staff, students, stakeholders, and third parties

- ✓ During transit, including when leaving Institute premises

- ✓ No Institute assets shall be removed from the premises without prior approval from the relevant department head. It is the responsibility of the department head to ensure the adequate protection of Institute assets and to ensure their return in the same condition they were received. All equipment purchased by the Institute must be properly labeled and recorded in the Institute Asset Inventory.

- ✓ Labels on Institute assets should be affixed carefully to avoid damage to the equipment or the destruction of warranty stickers or other security features. The label/tag must be prominently displayed on the equipment to indicate clearly that it belongs to the Institute. Additionally, the label should provide information regarding the usage of the equipment and details of the individual responsible for it.

- ✓ Any staff requiring access to buildings with equipment after working hours must coordinate with the officer in charge of the respective rooms where the equipment is stored. The officer in charge should record the staff's particulars and the time of access to the building. If staff members have been provided with keys or other materials, they must surrender them upon departure, and this surrender should be accurately recorded by the officer in charge.

Institute Vehicles and Machinery

The safe operation of motor vehicles and other petroleum or diesel-driven machinery necessitates that operators receive proper training, possess qualifications, and demonstrate proficiency in handling the equipment. It is imperative to adhere strictly to operational guidelines to prevent personal injury, damage to equipment, or harm to any other property. The use of Institute vehicles and machinery is governed by the following protocols:

- ✓ Only authorized Institute drivers and designated Staff with valid driving licenses appropriate for the type of vehicle/machinery are permitted to operate Institute vehicles.

- ✓ Authorization to operate Institute vehicles may be revoked or denied if the driver demonstrates carelessness, recklessness, or has a history of traffic violations.

- ✓ The use of Institute vehicles for non-Institute activities is strictly prohibited unless authorized.

- ✓ Drivers and passengers must adhere to all traffic laws and regulations.

- ✓ The Administrative Department is responsible for ensuring that operating and maintenance manuals for all vehicles and mechanized equipment are securely stored and easily accessible.

- ✓ When moving machinery, tools, and materials, precautions must be taken to secure them to prevent endangering staff, students, stakeholders, or the public.

- ✓ Exceeding the vehicle's designated passenger capacity is strictly prohibited.

- ✓ All mobile petroleum or diesel-powered machines must be equipped with functional fire extinguishers at all times.

- ✓ Drivers must turn off the engine before refueling.

- ✓ No Institute vehicle shall leave the Institute compound without a duly signed work ticket.

Deployment of Security Personnel

Security staff will be deployed strategically to enhance surveillance and response capabilities under the supervision of the Administration Department.

Training and Capacity Building

Regular training sessions on safety and security practices and procedures will be provided to both security and non-security staff, as well as students. Security personnel will be equipped with practical tools and equipment necessary to carry out their duties effectively. Training in customer relations will also be provided to security staff. Continuous security training will be conducted to enhance personnel's ability to address evolving security challenges. The Institute's security staff will consistently uphold high levels of integrity in their operations, acting lawfully, honestly, and professionally at all times.

Safety Signs and Labels

Proper labeling and signage will be employed to communicate safety and security information effectively.

Security Access Control

Access control mechanisms will be implemented to regulate movement within and around the campus.

Management and Maintenance of Lifts

Regular inspections and maintenance of lifts will be conducted to ensure user safety.

Safety and Security in the Hostel and for the Day Scholars

Stringent rules and security measures will be enforced to ensure the safety of hostel residents and day scholars. Security department shall continually monitor the situation around the institute and in the hostel to map out safe and secure living areas for the hostellers and day scholars.

First Aid, Emergency Equipment, and Procedures

In case of emergencies, the Institute is committed to providing first aid services to its staff, students, and other stakeholders. First Aid Officers will be appointed and trained across various functional areas by Institute management. Regular training sessions on first aid response procedures will be organized for both staff and students. The appointed first aid response officers will be chosen for their willingness and enthusiasm to fulfill their role effectively. First aid kits will be readily available in all work areas to mitigate the severity of emergencies. In the event of severe emergencies, cases will be referred to the Institute or the nearest health facility as appropriate. Additionally, the Institute will provide a standby vehicle, including a fire engine and driver, to respond to and evacuate during severe emergencies.

SOCIAL PRACTICES AFFECTING SAFETY AND SECURITY

Sexual Harassment

Asian Business School, Noida is dedicated to fostering an institutional environment where every individual can pursue their studies, careers, and duties without fear of sexual harassment. To uphold this commitment, the Institute has established an Internal Committee (IC) to ensure a safe and harassment-free environment through:

- ✓ Raising awareness and educating about healthy relationships.
- ✓ Providing training for first responders.
- ✓ Offering professional counseling and support services.
- ✓ Supporting student-led initiatives aimed at preventing sexual harassment.
- ✓ Establishing a communication platform for reporting incidents of sexual harassment.
- ✓ Periodically evaluating the effectiveness of measures taken to prevent sexual harassment.
- ✓ Implementing comprehensive policies related to sexual harassment prevention and response.

Civil Disturbances

Civil disturbances have the potential to lead to various issues, including violence, disorderly conduct, and vandalism. Asian Business School, Noida management is committed to promptly addressing any complaints that arise. The security office at Asian Business School, Noida will implement plans and measures to manage disturbances effectively, with a focus on protecting both life and property.
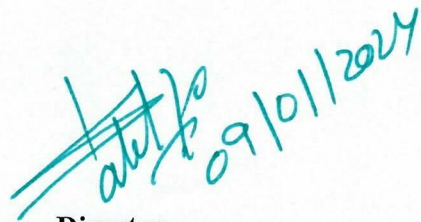
Physical Violence

Asian Business School, Noida strictly prohibits any form of violence, threats, or intimidation from staff, students, or any stakeholders. This includes physical acts, oral or written statements, gestures, or behaviors in any medium, whether face-to-face or through electronic communication channels. Individuals engaging in such behavior will face disciplinary action to uphold safety and security standards.

MENTORING & EVALUATION

The policy's implementation will undergo ongoing monitoring and evaluation to assess its effectiveness in enhancing safety and security within the institute. This process will determine if the intended goals are being met, identify any challenges in implementation, and pinpoint necessary corrective actions to maintain a safe environment. The outlined implementation strategy will serve as the foundation for this monitoring and evaluation, ensuring the ongoing commitment to the interests of Asian Business School, Noida's staff, students, and stakeholders.

POLICY REVIEW

The Institute will establish a mechanism to track the implementation and progress towards achieving the objectives outlined in this policy. This mechanism will also facilitate the collection of feedback, enabling updates and reviews of the policy as needed.

09/01/2024

Director

Asian Business School, Noida