



POLICY

HUMAN RIGHTS

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1.0	03/10/2025	Nadia Boateng	Initial draft of the POL	Anastasia Akuamoah	Emmanual Baah	Approved

1 Introduction

At Offin Security Services Limited, we are committed to upholding human rights in all aspects of our operations will be a. This policy outlines our commitment to respect and promote human rights in our workplace and communities. We believe that respecting human rights is fundamental to building a sustainable and ethical business.

1.1 Policy statement

Offin recognizes its responsibility to respect all human rights as outlined in the International Bill of Human Rights and the ICoCA. We prohibit discrimination, torture, cruel/inhuman treatment, slavery, forced labor, and child labor.

1.2 Scope:

This policy applies to all employees, contractors, partners, and stakeholders associated with Offin Security Services Limited, including suppliers and clients. It encompasses all aspects of our operations, both domestically and internationally.

1.3 Commitment to Human Rights:

Offin Security Services Limited is dedicated to

- *Respecting the rights of all individuals:*
Recognition of the inherent dignity and equal rights of every person.
- *Promoting a safe and inclusive work environment:*
Creation of a workplace where diversity is celebrated, and all individuals feel valued and respected.
- *Adhering to local and international human rights standards:*
Commitment to applicable local and international laws.

1.4 Guiding principles

- *Legality and Proportionality:*
All actions must be lawful, necessary, and proportional.
- *Non-Discrimination:*
Services provided without discrimination based on race, gender, religion, etc.

- *Gender Equality:*
 - Commit to preventing gender-based violence and ensuring equitable treatment.
- *Vulnerable Persons:*
 - Special consideration for the rights of children, women, and other vulnerable groups.
- *Right to privacy:*
 - Protect personal information and privacy of employees and clients, ensuring compliance with relevant data protection laws
 - Collect, process and stored securely of personal data with roles based authorization
- *Health and Safety:*
 - Commit to providing a safe and healthy work environment, ensuring all safety protocols are adhered to and regularly reviewed
 - Encourage employees to report unsafe conditions without fear of retaliation
- *Fair labour practices:*
 - Comply with labour laws and ensure fair wages, reasonable working hours, and safe working conditions
 - Respect the right of employees to organise and bargain collectively

2 Implementation

The responsibility of the implementation lies with management team. They are required to:

- ensure that all employees are aware of and understand this policy
- provide necessary resources and trainings to support the implementation of human rights practices.
- Integrate human rights considerations into business operations and decision making processes

2.1 Reporting Mechanisms

Employees can report any concerns regarding human rights violations through the following channels:

- **Direct Reporting:** Employees are encouraged to report concerns directly to their immediate supervisor or manager. This allows for quick resolution and open communication.
- **Designated Human Rights Officer:** A Human Rights Officer will be appointed to handle all reports related to human rights violations. This officer will ensure confidentiality and impartiality in investigations.
- **Anonymous Reporting System:**
 - **Hotline:** A dedicated phone line for anonymous reporting is available.
 - **Online Portal:** An anonymous online platform will be provided for employees to submit reports securely.
- **Clear Reporting Guidelines:** Employees will receive guidelines on what constitutes a human rights violation and how to document and report incidents.

2.2 Training Awareness

Offin Security Services Limited will conduct regular training sessions to ensure all employees understand their rights and responsibilities under this policy. Training will include:

- Awareness of human rights issues relevant to our industry.
- Procedures for reporting violations.
- Best practices for fostering a respectful and inclusive workplace.

2.3 Monitoring and Review

This policy will be reviewed annually to ensure its effectiveness. The review process will include:

- Assessing the implementation of the policy.
- Gathering feedback from employees regarding the policy and its impact.
- Making necessary updates to reflect changes in legislation, organizational practices, or societal expectations.

2.4 Feedback

We encourage employees to provide feedback on this policy and its implementation.

Feedback can be submitted through:

- Direct communication with supervisors or the Human Rights Officer.
- Anonymous suggestions via the reporting system.

By fostering a culture of respect for human rights, Offin Security Services Limited aims to create a work environment that supports the dignity and well-being of all employees and stakeholders.

3 Forms

File ID	Purpose