**Team Safety, Security, and Conduct Guidance**March 2021

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Status (Revision, Admin. Change, Cancelled) | Document Revision No. | EffectiveDate | Description of changes |
| Initial Release | - | March 2021 | Baselined by the Configuration Control Board |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Introduction

The Office of Nuclear Smuggling Detection and Deterrence (NSDD) is committed to conducting all its work in a safe, secure, conscientious, and appropriate manner. This guidance document serves as a general reminder about safety, security, health, and conduct issues that may be encountered while supporting NSDD efforts.

# Safety and Security

Execution of the NSDD mission involves certain risks, including those associated with being near NSDD deployment activities and general operations at foreign installation sites, the handling of low dose sealed radiological sources for training and maintenance/calibration purposes, and the inherent risks involved with foreign travel.

In all situations, safety and security should be the first priorities and not simply another management consideration. NSDD personnel should immediately report any existing or potential safety or security issues of which they become aware. If there is a question as to whether Federal, contractor, or laboratory personnel should stay in a country to continue work or should leave due to safety or security issues, the Federal, contractor, or laboratory personnel should never decide to *stay* without consulting NSDD management. *In general, it is always preferable to err on the side of caution, and country teams are empowered to make decisions independently in the interest of safety and security.*

NSDD locations involved with domestic or international field work include:

* Deployment sites/facilities of partner countries (including but not limited to ports, terminals, airports, temporary or established land border crossings, green and blue borders, military installations),
* Training locations, such as HAMMER or facilities operated by foreign partners,
* Foreign Government or International Organization meeting/conference locations, such as foreign partner offices or the IAEA in Austria,
* USG domestic interagency facilities, such as U.S. border or military sites,
* Domestic and international private vendor facilities.

The NSDD Program expects all personnel conducting work for the program, both at domestic and international locations, to pay close attention to the general hazards commonly associated with these locations, including but not limited to:

* Proximity to general site/port/military operations and interdiction activities,
* NSDD construction and other installation activities,
* Electrical and other hazards associated with equipment handling and maintenance/repair troubleshooting,
* Working at heights (for instance, ladders to conduct maintenance on RPMs),
* Low-dose radiological sealed sources for the purpose of training and equipment maintenance/calibration and operational readiness assurance exercises,
* Inclement/extreme weather conditions,
* Areas with limited official law enforcement presence,
* Locations with risk of civil unrest or political instability.

The NSDD Program expects all laboratory and contractor personnel to be provided with training to mitigate these hazards, and it is to the responsibility of each contractor and laboratory to ensure that their personnel are properly trained and/or certified to perform the work they are doing. If anyone is asked to do something for which they are not trained (e.g. electrical work), or to go somewhere they do not feel safe, they should refuse.

NSDD personnel should always be aware of foreign travel safety and security considerations. All foreign travel may present challenges, but the travel that NSDD does to high-risk countries, with increased likelihood of crime, civil unrest, or other unsafe working and traveling conditions requires increased vigilance.

Some considerations for foreign travel:

* Scrupulously obey all local laws while in a foreign country – watch carefully for situations which have the potential to incur an arrest or lawsuit. This is a legal issue as well as a safety issue.
* Be aware of any specific, local dangers and any locations that are off limits.
* Read the country clearance cable and pay attention to Embassy guidelines for conduct in country. Follow any instructions provided by Embassy staff.
* Become familiar with the State Department travel advisories, as well as your organization’s internal country travel briefings, to be prepared for unique and constantly changing local conditions.
* Stay in touch with team members at all times; someone should always be able to locate a traveler in an emergency.
* Become familiar and follow applicable laboratory, corporate, and other Health and Safety, Security, Communications, and related plans, processes, procedures.

Please remember that all staff, whether Federal, laboratory, or contractor, are viewed by our foreign partners as representing the NSDD program and, more importantly, the U.S. Government. Please act accordingly in all circumstances.

All incidents involving safety or security should be immediately reported to the organization of the person involved and to NSDD headquarters. The program does not need to be notified about routine worksite events or difficult travel conditions, but please report any significant events. Please use your judgement, but if you are in doubt as to whether something needs to be reported, please err on the side of more reporting rather than less.

In cases where someone has been injured or has a serious health issue, where the local police or the Embassy is involved, or where severe weather or political unrest requires action, please notify NSDD management immediately, even on holidays and weekends. Please do not wait until the office opens. Please notify by email or phone and ensure that the message is received.

# Conduct

In addition to the safety and security guidance above, NSDD reiterates its commitment to ensuring a positive, respectful, and inclusive work environment for all team members whether in the office, through remote engagements, or while on official travel. This is of particular importance on official travel, when all staff are expected to uphold high standards of conduct in interactions with internal team members and external partners alike. In collaborating with fellow NSDD team members and external colleagues, staff are always reminded to:

* Be responsible. What you say and do matters. You are responsible for your words and actions and you will be held accountable for them.
* Be helpful. Your voice is your contribution — make it productive.
* Be thoughtful. Your statements can be attributed to NSDD regardless of your intent, and you should be thoughtful about making statements that could cause others to make incorrect assumptions.

NSDD team members should always do their part to keep our work at home and abroad a safe, productive, and inclusive environment for everyone. Any staff member who is put in an uncomfortable position in the presence of inappropriate behavior that goes against NSDD values is advised to raise this concern to management with no fear of retribution. Furthermore, if any NSDD team member recognizes an institutional process, policy, or structure that can be improved with attention to diversity, equity, inclusion, and mutual respect, they are encouraged to send concerns and recommendations directly to NSDD management or by any channel anonymously.

By following these guidelines while in the office or on travel, NSDD will be able to advance its mission while ensuring the safety and security of all team members in a positive and collaborative environment.

**Appendix A: Additional References**

The NSDD-level guidance outlined in this document is intended to provide additional detail and recommendations to supplement higher-level guidance and directives, which include, but are not limited to, the following:

* Office of Global Material Security (GMS) Program Notice 11 - Foreign and Domestic Travel Safety and Security
* GMS Program Notice 12 - Our Shared Commitment, Culture, and Values
* “DOE O 550.1 Chg 1, Official Travel” (DOE Directive on Official Travel Policy) - <https://www.directives.doe.gov/directives-documents/500-series/0550.1-border-chg1-ltdchg>
* “DOECares” Conflict Resolution Resources (Powerpedia) - <https://powerpedia.energy.gov/wiki/DOECares>

This list of additional resources will be updated and supplemented as needed.