



## POLICY ON THE PROTECTION OF AT-RISK INDIVIDUALS

<b>Policy Owner</b>	Chief Operating Officer
<b>Division/Unit/Department</b>	Protection Services
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<b>Approved by</b>	MEC
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<sup>1</sup> Amendment approval must be by the same structure that approved the initial Policy.

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## POLICY FOR THE PROTECTION OF AT-RISK INDIVIDUALS

### 1. INTRODUCTION

Providing a safe and secure environment is a strategic enabler for the core university teaching, learning, and knowledge production activities. Protection Services (PS) seeks to deliver a safe and secure environment on university premises and off-campus.

At-risk individuals are UJ stakeholders who, in the course of their UJ-related activities, may be exposed to elevated levels of personal risks, such as harassment, intimidation, and physical attacks. This includes whistle-blowers.

### 2. PURPOSE AND SCOPE

The purpose of this policy is to outline the personal protective services and measures that the University of Johannesburg (UJ) will provide to individuals who are identified to be at-risk, i.e., based on risks inherent to a role or by means of a reported threat, and after a comprehensive security risk assessment has been conducted by PS.

This policy outlines the guidelines for protecting at-risk individuals and has an institution-wide application. This policy must be read in conjunction with related UJ policies and standard operating procedures, including but not limited to:

- i. Event Risk Management (ERM),
- ii. Finance Policy.
- iii. Policy on Campus Access Control.
- iv. Events Safety and Security Standard Operating Procedure.
- v. Business continuity management policy and UJ Campus Emergency response plans.

## 2.1. Risk Categorization

The risk categorization matrix (Table 1) below will serve as a guideline for the personal protective measures that UJ may undertake. The measures contained herein are not exhaustive and may change from time to time.

The risk categorization of an individual is dynamic and may change at short notice and as part of a review, i.e., a move from one risk category to another. An individual may also have multiple categorizations assigned to them at the same time.

NB. An at-risk individual may decline or terminate approved risk mitigation measures at any time.

**Table 1.**

		<b>Risk Categorization Matrix</b>
<b>Risk Category</b>	<b>Description</b>	<b>Risk Levels</b>
Category 1 (C1)	Individuals who are at risk on the UJ premises only.	Insignificant Risk Minor Risk Major Risk
Category 2 (C2)	Individuals at risk on the UJ premises, at their residence, while in transit between UJ and the place of residence and attending off-premises meetings.	Insignificant Risk Minor Risk Major Risk
Category 3 (C3)	Individuals who are at risk when travelling domestically and/or internationally.	Insignificant Risk Minor Risk Major Risk
Category 4 (C4)	High-profile visitors (domestic or international)	Insignificant Risk Minor Risk Major Risk
Category 5 (C5)	Individuals who are at risk at their place of	Insignificant Risk

	residence only.	Minor Risk Major Risk
Category 6 (C6)	Dependent/s of at-risk individual (at risk at/around their normal place of residence only).	Insignificant Risk Minor Risk Major Risk

## **2.2. Risk categorization procedure**

### **2.2.1 Routine Risk Assessments**

- a. PS will initiate risk assessments for all individuals deemed at risk due to the inherent nature of their roles.
- b. The risk categorization of an individual is dynamic. It may change at short notice as part of a review, e.g., a move from one category to another, a move from one level to another, or both.
- c. PS will inform the responsible Management Executive Committee (MEC) member of the risk categorization of an at-risk individual and the related risk mitigation plan for approval.
- d. These risk assessments shall be reviewed at identified intervals determined by PS and according to the overall risk rating of the individual.

### **2.2.2 Event-based Risk Assessments**

- a. PS will initiate a risk assessment for an individual who reports a threat.
- b. PS will also initiate a threat to any individual or through any other mechanism and subject to the consent of the identified individual/s, e.g., UJ Hotline, SAPS, or tip-offs.
- c. PS will inform the relevant MEC member of the risk level of an at-risk individual and the related risk mitigation plan.
- d. These risk assessments shall be reviewed at identified intervals determined by PS and according to the overall risk rating of the individual.

### **2.3. Risk Categorization Levels**

**Insignificant risk** - Risks that do not warrant any additional intervention.

**Minor Risk** - Risks that require interventions that are available through existing operational-level controls.

**Major Risk** - Risks that require interventions beyond those that are available through existing operational-level controls.

#### *I. C1 Categorization – UJ Premises Only*

PS may implement one or more (in combination) of the mechanisms below for an individual in this category and in accordance with the risk level. These measures include but are not limited to the following:

- a. Providing support in lodging a complaint with the South African Police Service (SAPS)
- b. Providing situational awareness training and emergency contact details.
- c. Providing support by assisting the individual in downloading and configuring the UJ 's mobile security application. A mobile panic device linked to the control room is subject to the overall risk level.
- d. Enhancement of technical and/or physical security mechanisms, e.g., barrier gates, access control, surveillance equipment, intrusion, or panic alarms.
- e. The deployment of Security Officer/s at the workplace.
- f. Provide an alternative workstation.

NB. The list of mechanisms below is subject to change in accordance with the operational requirements of the University and/or industry trends.

#### *II. C2 Categorization - UJ Premises, Place of Residence, and Transit*

In addition to the mechanisms outlined in C1 above, PS may implement one or more (in combination) of the mechanisms below for an individual in this category and in accordance with the risk level. These measures include but are not limited to the following:

- a. Providing support through planning or personal transport routes.
- b. Provision of transport and/or escort.
- c. Liaison with private security providers contracted by the individual (where applicable).
- d. Review technical and/or physical security mechanisms at the place of residence. The enhancement or installation of such measures is subject to the overall risk level and in accordance with UJ Finance policies and procedures.
- e. The deployment of static Security Officer/s at the place of residence.
- f. The deployment of a Close Protection Officer/s
- g. A mobile panic device linked to the control room may also be provided.
- h. Provide an alternative workstation.

*III. C3 Categorization – Domestic and International*

PS may implement one or more (in combination) of the mechanisms below for an individual in this category in accordance with the risk level. These measures include but are not limited to the following:

- a. It is the responsibility of any traveller to conduct a risk assessment before their trip. At-risk travellers must inform PS of any travel plans a minimum of seven working days before embarking on the trip (national or international) to review their travel-risk assessment and mitigation plan.
- b. Providing support by assessing prevalent security conditions at the destination for domestic and/or international travel.
- c. International travellers must comply with UJ Policies and procedures regarding adequate travel insurance and health protocols.
- d. The deployment of a Close Protection Officer escort may only be provided subject to approval by the Vice-Chancellor (for domestic and international travel).

IV. *C4 Categorization – At-risk visitors (domestic or international)*

PS may implement one or more (in combination) of the mechanisms below for an individual in this category in accordance with the risk level. These measures include but are not limited to the following:

- a. It is the host's responsibility in UJ to inform PS of the intention to host any at-risk individuals.
- b. The hosting MEC member must approve the mitigation plan for at-risk individuals.
- c. PS will provide at-risk individuals with situational awareness training and emergency contact details.
- d. PS will assist visiting at-risk individuals in downloading and configuring the UJ's mobile security application (where applicable). A mobile panic device linked to the control room may also be provided.
- e. Providing support through liaison with the protocol and/or security services contracted by the individual should there be any special requirements beyond the ERM process.
- f. Providing support through the enhancement or installation of technical security measures.
- g. The deployment of static Security Officer/s at the place of work or residence.
- h. The deployment of a Close Protection Officer/s at the place of work or residence.

V. *Category 5 (C5) and Category 6 (C6) – Individuals and/or their dependents who are at risk at or around their place of residence only.*

PS may implement one or more (in combination) of the mechanisms below for an individual in this category and in accordance with the risk level. These measures include but are not limited to the following:

- a. Providing support through planning or personal transport routes.
- b. Provision of transport and/or escort.



- c. Liaison with private security providers contracted by the individual (where applicable).
- d. Review technical and/or physical security mechanisms at the place of residence. The enhancement or installation of such measures is subject to the overall risk level and in accordance with UJ Finance policies and procedures.
- e. A mobile panic device linked to the control room may also be provided.
- f. The deployment of static Security Officer/s at the place of residence.
- g. The deployment of a Close Protection Officer/s
- h. Provision of emergency accommodation.

### **3. DEVIATION FROM THE POLICY**

In exceptional circumstances, the Vice-Chancellor and Principal (VC), in consultation with the Chief Operating Officer (COO), may authorize deviation from the Policy, subject to written approval.

### **4. FINANCIAL IMPLICATIONS**

Any expenditure incurred in the provision of these services or infrastructure must be supported by the responsible MEC Member in accordance with the UJ Finance Policies and Procedures.

Any expenditure for protection for the Vice-Chancellor and Principal (VC) should be approved as follows:

- a) The Council Chairperson, alternatively the Vice-Chairperson if the former is unavailable.
- b) In case of an immediate threat, the Chief Operating Officer (COO) will approve, and the Council Chairperson (Vice-Chairperson if the former is unavailable) will ratify.

<b>Approval History Table</b>	
<b>Name of Approval Body (Committee)</b>	<b>Date that the review was approved</b>
MEC	24 January 2023
MEC	30 January 2024