

# **Global Safety Management Guideline**

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## **1. Purpose and scope of this guideline**

- 1.1. This guideline is to identify the minimum standard requirements for all entities and stakeholders involved in the AIESEC activities to ensure that the safety management and crisis response management systems and structures are in place. This is to protect AIESEC as a whole organisation when we face any crisis and to prevent any crisis to happen.
- 1.2. This guideline is to be implemented for all full and non-full members of AIESEC, and this guideline is applicable for all activities organised under the name of AIESEC, including but not limited to: Exchange Programme, CEED, Conferences, and Study Tours.
- 1.3. In case of any miss-implementation or violation of this guideline, any parties involved must follow the complaint/dispute resolution process outlined in the XPP and the International Compendium Supporting document G1\_Internal Control Board.
- 1.4. Glossary:
  - a) Sending Entity MC is the MC whose local members are participating in overseas activities of AIESEC.
  - b) Hosting Entity MC is the MC whose hosting an Exchange Programme, CEED, Conference, Study Tour or any other AIESEC activities which receives international participants from overseas.

## **2. Responsibility of the Sending Entity MC**

- 2.1. To ensure all the EPs and members of own entity to sign a contract with AIESEC local or member committee prior to their travel abroad under any activities with AIESEC name. The contract must contain the following:
  - a) "I, \_\_\_\_\_, as a participant of AIESEC overseas activity (Exchange Programme/CEED/International Conference/Study Tour/ \_\_\_\_\_) understand and hereby agree to follow all the terms, conditions and responsibility of myself stated in the AIESEC Exchange Programme Policies as well as following statements:
    - i. To be responsible for own participation to the AIESEC overseas activity programme and act with own safety as the first priority;
    - ii. To be responsible for own decisions of going to the destination country/territory and for any safety risks it contains;

- iii. To be liable for any harms caused by own actions to any stakeholders involved;
    - iv. To have overseas travel and health insurance as own responsibility, and take vaccination if necessary;
    - v. To inform the contact details in the destination prior to leave the home country/territory, to their family and the Sending Entity AIESEC committee.”
  - b) Full Name; Contact details in the home country/territory; Duration of overseas activity; Destination country/territory; signature of agreement to above statements.
  - c) Emergency contact details in the home country/territory.
  - d) Acknowledgement signature, full name and the contact details of parents/guardians if the participant does not have power to enter into legal agreements by his/her own.
  - e) AIESEC Sending Entity responsible person full name and contact details.
- 2.2. To have a clear standard and guideline of identifying the possible destination choices and its restriction for any AIESEC overseas activities, based on own government or any official standard of safety status of the areas.
- 2.3. If the Sending Entity decide not to have such restriction or guideline, the SE must clarify and emphasize the responsibility of each participants to take their own responsibility and liability of choosing the destination, and **provide clear education** to the participants on the destination safety conditions including:
- a) Official status of the country/territory of its political situation;
  - b) Past terrorism, incidents and natural disasters records and current status of such safety standard;
  - c) Crisis prevention actions and mind set for traveling and living in the country/territory;
  - d) Potential diseases and its necessary vaccinations;

### 3. Responsibility of the Hosting Entity MC

- 3.1. To ensure all the participants of AIESEC activities hosted in own entity to register at their home country/territory's embassy or consulate.
- 3.2. To have the contact details of the participant at least ten (10) days before he/she arrives the country/territory.
- 3.3. To ensure all the participants of AIESEC activities hosted in own entity to agree on the responsibility and liability condition of AIESEC Hosting Entity in written proof (e.g. Indemnity form for conferences).
- 3.4. To receive a copy of the signed contract stated in 2.1 of this guideline from the Sending Entity MC and/or the participant.