Objective

This policy outlines the Himalayan Trust's (The Trust) commitment to preventing and countering terrorism within our organisation. It aims to safeguard our people, assets, and reputation while complying with New Zealand's legal and regulatory requirements.

Scope

This policy applies to all The Trust's staff and board and for the purposes of this policy, the following are also included in the definition of 'any person':

- Former employees;
- Persons seconded to The Trust;
- Consultants and Contractors (individuals, contractor staff, sub-contractors or affiliated persons with third parties).
- Board members and trustees.

Context

Terrorism: Under New Zealand law, a terrorist act is defined as an ideologically, politically, or religiously motivated act – including, but not limited to, those causing death or serious bodily injury – intended to intimidate a population, or to compel the government to do or not do certain things.

Violent extremism: The justification of violence with the aim of radically changing the nature of government, religion or society. This violence is often targeted against groups seen as threatening violent extremists' success or survival or undermining their world view.

Extremism: Religious, social or political belief systems that exist substantially outside of more broadly accepted belief systems in large parts of society and are often seen as objectionable to large parts of society. Extreme ideologies may seek radical changes in the nature of government, religion or society or to create a community based on their ideology.

Policy Statements

1. **Risk Assessment**: The Trust regularly assesses and mitigates terrorism-related risks. Our risk management framework includes guidance on performing consistent threat assessments, vulnerability analysis, and risk treatment plans. Our procurement processes include the screening of all existing and potential partners

and subcontractors.

2. **Travel Security**: Employees wanting to travel to high-risk areas must adhere to travel advisories issued by MFAT. If the risk of terrorism is rated 'minor' against the NZ terrorism watch list, then travel will not be permitted until the threat or risk reduces below 'minor'.

3. **Escalation and Whistleblowing**: All employees are encouraged to report any suspicious activities related to terrorism; whistle-blowers will be protected under the Protected Disclosures Act.

4. **Training and Awareness**: The Trust will provide regular training to employees on recognising signs of radicalisation, handling suspicious packages, identifying high risk areas or activities and responding to threats.

5. **Recruitment and onboarding:** All recruitment will require a clear pre-screening check before the offer of employment to identify and prevent the onboarding of persons associated or aligned with any form of terrorism.

6. **Cybersecurity**: The Trust will protect the organisations digital infrastructure from cyber threats especially those related to terrorism. Employees must follow cybersecurity protocols, and all identity, recruitment and procurement checks will be stored securely and tested periodically.

7. **Emergency Response**: The Trust has a documented emergency response plan that includes procedures for handling terrorist incidents which is reviewed on annual basis.

8. **Compliance**: The Trust's anti-terrorism efforts will comply all applicable NZ laws, regulations, and international conventions including the Anti-Money Laundering and Countering Financing of Terrorism Act 2009, and Terrorism Suppression Act 2002. The Trust will collaborate with NZ law enforcement agencies, intelligence services, and other relevant bodies to prevent and respond to terrorism.

    a. Require regular reviews of all organisations and individuals against lists of 'terrorist organisations'. The Himalayan Trust will use the NZ Police list of designated terrorist entities and individuals: https://www.police.govt.nz/advice/personal-

community/counterterrorism/designated-entities/lists-associated-with-resolutions-1267-1989-2253-1988

b. Also include reference that any partnership, mou, or contract should be checked against this.
c. Direct, potential and downstream partners will undergo counterterrorism reviews and checks against the NZ Police terrorism entities list before an MoU, contract, design or partnership is arranged.
d. Checks will be conducted on an annual basis and at the beginning of any new contract, MoU, project or partnership.
e. Checks will be stored in the risk management register and in Board meeting minutes on an annual basis.
f. Counterterrorism clauses will be written into all partner agreements.

9. **Reporting** In the event of an identified terrorism risk above 'minor', monthly reporting on existing and recently identified risks will help ensure the Trust's Senior Leadership Team is aware of the fluid nature of terrorism activity in areas of intended travel.

Review and Update

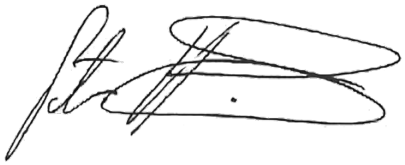
This policy will be reviewed annually and updated as needed.

Non-Compliance With This Policy

Failure by a staff member to fully comply with this policy may amount to misconduct or serious misconduct by the staff member. After investigation by The Himalayan Trust, failure by a staff member to fully comply with this policy may result in The Himalayan Trust taking disciplinary action in accordance with the code of conduct.

Approval

This Policy has been approved by The Himalayan Trust, with effect from 18 March 2025.



Signed _____

Document information:

Date Adopted: 18th March 2023	Last Reviewed: 18th March 2025
Next Review Due: 18th March 2027	Approved By: Board of Trustees

End of Document

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