



The International Code of Conduct for Private Security Service Providers (ICoC) Outline about how to become a Signatory Company

On 9 November 2010, 58 companies became Signatory Companies to the International Code of Conduct for Private Security Service Providers (ICoC).¹ This document sets out the way to become a Signatory Company:

Should I become a Signatory Company?

The ICoC is open for signature to Private Security Companies and Private Security Service Providers as defined in the ICoC. In short, this means entities that provide one or more of the following services:

guarding and protection of persons and objects, such as convoys, facilities, designated sites, property or other places (whether armed or unarmed), or any other activity for which the Personnel of Companies are required to carry or operate a weapon in the performance of their duties

Further, the ICoC articulates principles applicable to the actions of companies while performing these security services in Complex Environments. These are defined as:

any areas experiencing or recovering from unrest or instability, whether due to natural disasters or armed conflicts, where the rule of law has been substantially undermined, and in which the capacity of the state authority to handle the situation is diminished, limited, or non-existent.

If you feel that the ICoC would apply to your company and / or services provided, then you should consider becoming a Signatory Company.

What obligations or commitments will I undertake?

The ICoC itself creates no legal obligations and no legal liabilities on the Signatory Companies, beyond those which already exist under national or international law. However, you will be publicly affirming your responsibility to respect the human rights of, and fulfill humanitarian responsibilities towards, all those affected by your business activities. As a Signatory Company you also will commit to operate in accordance with the Code. The Code itself contains many principles ranging from what you will require of your personnel through to specific commitments regarding management and governance of your company. There are also commitments regarding working with others. The Code acts as a founding instrument for a broader initiative to create better governance, compliance and accountability and you will commit to work with other stakeholders to establish objective and measurable standards and also external independent mechanisms for effective governance and oversight. The Steering Committee envisaged in the Code was established with representatives from the private security industry who have been working with civil society and governments to develop the initial arrangements for the independent oversight mechanism. If you become a Signatory Company you will be encouraged

¹ <http://dcafdev.ethz.ch/content/download/1415/19562/version/3/file/INTERNATIONAL>

to get in contact with the industry representatives. The Steering Committee recently released for comment a draft Charter of the mechanism. Full details of this are on the website, including an Explanatory Note. The charter is open for comment until 16 March 2012. The draft charter has significant implications for Signatory Companies – including potentially requiring them to share more information in the future with the oversight mechanism. It also envisages a new category: “member companies”. This would be the full membership level for companies, and would be achieved on obtaining certification and by consenting to performance assessments carried out on the company. We encourage you to read the charter where the proposals are set-out in detail and to comment on it (through your trade association if relevant), and to stay abreast of developments on this initiative more generally by frequently checking the website (www.icoc-psp.org).

Please note that as a Signatory Company, you cannot claim to be certified under the ICoC until certification has been granted by the future governance and oversight mechanism as outlined in the ICoC.

What does it cost?

There is no fee to become a Signatory Company. Of course there may be internal costs for you as you implement the commitments in the code, and there are likely costs in the future associated with certification, auditing and monitoring, reporting and/or mechanism to address alleged violations of the Code.

What will happen after I become a Signatory Company?

Your company's name will be made public as a Signatory Company on the website: www.icoc-psp.org. You will also be given the contact details of the Signatory Company representatives on the interim Steering Committee and encouraged to discuss how you may best contribute to and remain informed of their work.

I've decided I do want to be a Signatory Company. How do I go about this?

1. You need to send a letter on company letterhead, signed by the appropriate senior level person in your company, indicating: a) that you understand the commitments set-out in the ICoC, b) that you request to be considered a “Signatory Company” and c) listing all states where your company is incorporated, registered, has operational/regional headquarters or other business units/affiliates along with their respective addresses. The full name and position of the person signing should be clearly identifiable in the letter.

The letter should be addressed to:

Ambassador Claude Wild
Head of Political Affairs Division IV
DFA Federal Department of Foreign Affairs
Political Affairs Division IV, Human Security
International Code of Conduct
Bundesgasse 32, 3003 Bern
Switzerland

Please scan the signed letter, attach it as a PDF to an email and send it to the following email: icoc@eda.admin.ch. The original should also be posted to the above address.

2. Please also send a one paragraph (approximately 15 lines) **description of your company, including services provided**, and also your **company logo** as a .jpg attachment to the above email. These may be used next to your company's name on the website designated by the Swiss government and/or in other lists of Signatory Companies prepared by the Swiss government.
3. Finally, please also provide the **name and contact details** of the designated ICoC contact point at your company. All correspondence to Signatory Companies will be sent to this contact going forwards.