

National Research University
Higher School of Economics

REGULATIONS for Security Office

Moscow

1. GENERAL PROVISIONS

1.1. The Security Office (hereafter, the Office) of the National Research University Higher School of Economics (hereafter, the University) is an administrative subdivision of the University.

1.2. These Regulations govern activities of the Office, define its objectives, functions, rights and obligations of its employees, procedures for operation, reorganization and dissolution of the Office.

1.3. The Office's activities are governed by the Russian legislation, University Charter and bylaws, and these Regulations.

1.4. The Office's activities are supervised by the vice rector coordinating safety arrangements at the University, including counter-terrorism measures, fire safety at University buildings and dormitories (hereafter, the premises), military and mobilization training, civil defence, protection of data falling into the category of a state secret, as per the allocation of duties at the University (hereafter, the Coordinating Supervisor).

1.5. The composition, number of employees and the staffing table, and any changes to the composition and the staffing table of the Office are enacted by the Rector upon the recommendation of the Coordinating Supervisor.

1.6. The Office includes the following Subdivisions:

1.6.1. Security and Operations Office;

1.6.2. Fire Safety Office.

1.7. Professional duties and working conditions of the Office staff are stipulated in the employment agreements concluded with each employee, University Internal Regulations and other bylaws, as well as formal job descriptions.

Formal job descriptions of the Office staff are approved by the Director for Security.

1.8. The Office's full name is the Security Office of the National Research University Higher School of Economics.

1.9. In order to fulfil all its functions, the Office may have a round stamp bearing the University's full name and shortened name in brackets, as per the Charter and the Office's full name, as well as information-bearing stamps. Documents are stamped by the Office in



accordance with these Regulations. Stamps are kept by the Office employees appointed by the Director for Security to be responsible for stamp use and storage.

1.10. The Office has its own webpage (website) on the corporate portal (website) of the University, created and maintained as per the relevant University guidelines and containing up-to-date information on the Office's activities.

1.11. The Office's documents can be accessed by the Office staff, Rector, Coordinating Supervisor, persons authorised by them to audit the Office's activities, and other persons as permitted by the Russian legislation.

1.12. These Regulations and any amendments hereto shall be enacted by a University directive.

1.13. The Office may be reorganized or dissolved by the Rector's directive.

2. MAIN OBJECTIVES

2.1. The Office's main objectives are the following:

- 2.1.1. counter-terrorism security on the University premises;
- 2.1.2. safety at public events held at the University (student competitions, admissions, conferences, etc.);
- 2.1.3. access control and security arrangements on the University premises;
- 2.1.4. protection of the University data, including business secrets;
- 2.1.5. fire safety arrangements on the University premises;
- 2.1.6. fire prevention measures;
- 2.1.7. enforcement of fire safety requirements during planning, capital construction, renovation, major and routine repairs on the University premises;
- 2.1.8. control over maintenance and use of automatic fire protection systems and security systems;
- 2.1.9. maintaining primary fire-fighting equipment in working order;
- 2.1.10. investigating the causes and circumstances of fires that occur on the University premises;
- 2.1.11. civil defence arrangements, mitigating the impact of natural and technological disasters on the University;
- 2.1.12. safety and civil defence training of University staff;
- 2.1.13. warning University staff and students of natural and technological disasters;
- 2.1.14. planning evacuation of the University's property to safe areas;
- 2.1.15. implementation of civil defence measures during periods of public emergency (special legal status of the national authorities, local government and organizations that restricts rights and freedoms, enforced on the entire territory or in separate regions of the Russian Federation because of acts of aggression or an imminent threat of aggression against the Russian Federation);
- 2.1.16. cooperation with
 - 2.1.16.1. law enforcement agencies on matters related to prevention of terrorism and criminal acts on the University premises, and on other matters in accordance with the Federal Law No.40-FZ "On Federal Security Service" dated April 03, 1995, and Federal Law No.3-FZ "On Police" dated February 07, 2011;



2.1.16.2. State Fire Service (hereafter, the SFS) under the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters on matters related to fire safety at the University;

2.1.16.3. institutions, organizations and services of the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters (hereafter, the EMERCOM) in order to conduct rescue operations, arrange emergency response and provide primary disaster relief to University staff and students.

3. FUNCTIONS

3.1. In line with its primary objectives, the Office is vested with the following functions:

3.1.1. Security and Operations Office

3.1.1.1. draws up proposals and draft bylaws for information security, counter-terrorism measures and security arrangements on the University premises, and submits them for review to the Rector and Coordinating Supervisor;

3.1.1.2. compiles an annual schedule of counter-terrorism activities on the University premises;

3.1.1.3. submits proposals for the financial plan relating to security systems on the University premises;

3.1.1.4. participates in development of specifications for procurement of goods, works and services, including security equipment and materials to ensure safety of the University premises;

3.1.1.5. checks planning documents, specifications for renovation, major and routine repairs of the University premises;

3.1.1.6. prepares independent contractor agreements, submits them to the Director for Security for review and signing, and supervises their execution;

3.1.1.7. checks if organizations with which the University plans to conclude an agreement for security services possess the required licenses for security services;

3.1.1.8. puts in places the security system and access control, including for public events held at the University;

3.1.1.9. arranges the operation of an access control office, registers requests, ensures production, delivery, replacement, tracking and storage of passes and pass forms (electronic, temporary and single-use passes) for entry to the University premises;

3.1.1.10. collects and processes information on unlawful acts against University staff and students; defines possible direction and nature of unlawful acts; uncovers persons responsible for organizing the unlawful acts, and sources of information that damages the University's goodwill;

3.1.1.11. cooperates with law enforcement agencies on matters related to prevention of terrorism and criminal acts on the University premises, and ensuring safety at public events;

3.1.1.12. plans and implements measures designed to protect University information as prescribed by federal laws and regulatory documents devoted to information security; develops and executes the general policy on information security at all University subdivisions;

3.1.1.13. investigates violations of the information security and checks how University subdivisions address information security requirements;



3.1.1.14. defines requirements for safety control and analysis tools for information systems and resources, and forwards them to the IT Office;

3.1.1.15. evaluates information security risks, delineates information security requirements and monitors compliance, develops and updates bylaws for information security provision;

3.1.1.16. helps to develop risk mitigation mechanisms and assess damage from information security violations;

3.1.1.17. controls recovery actions aimed at restoring operation of information systems and resources after malfunctions and major failures; designs strategic improvement plans for information security;

3.1.1.18. monitors events connected to information security;

3.1.1.19. conducts functional audits (ordered by the Rector);

3.1.1.20. verifies data provided by potential employees (with their written consent).

3.1.2. Fire Safety Office

3.1.2.1. develops and enforces administrative documents and guidelines for fire safety on the University premises;

3.1.2.2. draws up action plans for compliance with SFS instructions, submits them to the Coordinating Supervisor for approval and enforces them;

3.1.2.3. compiles an annual schedule of fire safety measures on the University premises;

3.1.2.4. submits proposals for the financial plan relating to fire protection systems on the University premises, and remedying fire safety violations on the University premises;

3.1.2.5. reviews planning documents, specifications for renovation, major and routine repairs of the University premises to check if they meet fire safety requirements;

3.1.2.6. checks if the contractors hold relevant EMERCOM licenses for installation and repairs, maintenance of fire prevention systems, as well as fire safety certificates for the materials used;

3.1.2.7. participates in University inspection of completed development projects, facilities and infrastructure after renovation;

3.1.2.8. arranges integration and maintenance of modern fire protection systems in the University;

3.1.2.9. ensures fireproofing building structures on the University premises and devises ways to remedy the faults discovered;

3.1.2.10. ensures protection of the University's interests in case of a disaster (fire safety of server rooms and other areas that house the University's information assets, power supply of computer equipment, etc.);

3.1.2.11. ensures that visual aids and emergency escape plans are present on the University premises;

3.1.2.12. arranges operation of 24-hour control service to monitor fire prevention systems in all University buildings and territories;

3.1.2.13. ensures that the heads of University subdivisions and University officials comply with fire prevention measures indicated in SFS instructions, and with recommendations to remedy fire safety hazards issued by the Fire Safety Office;

3.1.2.14. provides basic fire safety training to University staff and officials;



- 3.1.2.15. cooperates with SFS and other organizations on matters relating to implementation of SFS instructions;
- 3.1.2.16. helps to investigate the causes and consequences of fires on the University premises;
- 3.1.2.17. plans civil defence measures during periods of public emergency, procedures for prevention of and protection from natural and technological disasters;
- 3.1.2.18. develops draft bylaws, administrative documents and guidelines governing the University's activities in the field of civil defence, prevention of and protection from natural and technological disasters;
- 3.1.2.19. participates in designing measures to improve resilience of the University premises during periods of public emergency or during natural and technological disasters;
- 3.1.2.20. helps to maintain local emergency alarm, management and warning systems in permanent working order;
- 3.1.2.21. keeps track and controls collection, storage and use of personal protective equipment, medical supplies; monitors condition of civil defence shelters of the University;
- 3.1.2.22. trains University staff in emergency response to military operations, natural and technological disasters and terror threat;
- 3.1.2.23. plans and conducts civil defence training and drills; enforces plans and instructions relating to civil defence measures, prevention of and protection from natural and technological disasters;
- 3.1.2.24. cooperates with institutions, organizations and services of EMERCOM in Moscow and Moscow oblast in order to conduct rescue operations, arrange emergency response and provide primary disaster relief to University staff and students.

4. RIGHTS AND OBLIGATIONS OF THE OFFICE STAFF

- 4.1. Office staff are entitled to
 - 4.1.1. request from other University subdivisions documents and information needed for the Office to perform its functions, within their scope of duties;
 - 4.1.2. submit proposals to the Director for Security on improving the activities of the Office and University as a whole;
 - 4.1.3. use computers, copiers and other office equipment, communication tools and other physical infrastructure of the University in order for the Office to perform its functions;
 - 4.1.4. participate in committees and working groups to resolve matters falling within the Office's competence.
- 4.2. Office staff shall
 - 4.2.1. protect confidentiality of data contained in the Office documents;
 - 4.2.2. improve and develop University activities supported by the Office;
 - 4.2.3. perform their professional duties diligently and in full;
 - 4.2.4. comply with resolutions of the University Academic Council, University orders and directives, instructions from the Rector, Coordinating Supervisor, Director for Security in a timely manner;
 - 4.2.5. advise heads of University subdivisions on matters of security and civil defence.



5. OFFICE MANAGEMENT

5.1. The Office is headed by the Director for Security appointed and dismissed by the Rector's directive.

5.2. The Director for Security is responsible for direct overall management of the Office and reports to the Coordinating Supervisor.

5.3. The Director for Security

5.3.1. manages the Office's activities; ensures appropriate work arrangement, fulfilment of objectives and functions stipulated by these Regulations, and compliance with resolutions of the Academic Council, University orders and directives, and instructions from University management;

5.3.2. monitors professional activities of the Office staff;

5.3.3. duly submits proposals aimed at improving the Office's operation and enhancing its efficiency;

5.3.4. prepares draft documents devoted to the Office's activities;

5.3.5. draws up a spending plan for the next calendar year to ensure that the University premises have all the physical infrastructure required for the Office to perform its functions;

5.3.6. provides continuing professional training to the Office staff together with University subdivisions responsible for the given area of study;

5.3.7. ensures appropriate working conditions for efficient, high-quality work;

5.3.8. monitors compliance of the Office staff with the Russian legislation, University Charter and bylaws, including Internal Regulations, occupational safety, general safety procedures and fire safety guidelines.

5.4. The Director for Security is entitled to

5.4.1. demand that the Office staff perform their professional duties defined in the formal job descriptions diligently and in a timely manner;

5.4.2. demand that the Office staff observe the Russian legislation, University Charter, Internal Regulations, occupational safety, general safety procedures, fire safety guidelines and other bylaws, resolutions of the Academic Council, directives, orders and instructions from the University management;

5.4.3. request from other University subdivisions documents and information needed for the Office to fulfil its objectives and functions;

5.4.4. send the Office staff to classes, seminars and other training events in order to enhance their qualifications;

5.4.5. provide incentives or take disciplinary actions against the Office staff;

5.5. The Director for Security is liable for the following:

5.5.1. unsatisfactory or incomplete fulfilment of objectives and functions assigned to the Office by these Regulations, failure to implement in full and on time resolutions of the Academic Council, directives, orders and instructions from the University management;

5.5.2. violation of the Russian legislation, University bylaws, incorrectness of information provided to the University management;

5.5.3. loss of documents generated in the course of the Office's activities and disclosure of confidential information that the Office possesses;



5.5.4. failure to put in place and implement document management procedures at the Office, as prescribed by University bylaws.

6. COOPERATION WITH OTHER UNIVERSITY SUBDIVISIONS

6.1. The Office cooperates with other University subdivisions on matters relating to its objectives and functions assigned by these Regulations.

6.2. The Office cooperates with

6.2.1. Office of Corporate Procurement and Auctions, on matters relating to procurement of goods, works and services required by the Office, in accordance with the procedures established at the University;

6.2.2. General Affairs Unit, on matters relating to document preparation and management;

6.2.3. Accounting Office, on matters relating to payment for services provided to the University, goods delivery, tracking and writing off the University property;

6.2.4. Planning and Finance Office, on matters relating to cost budgeting and reimbursement under independent contractor agreements for security and fire safety services;

6.2.5. Legal Support Office, on matters related to drawing up independent contractor agreements and bylaws;

6.2.6. Office of Logistics, on matters relating to purchase of security systems equipment, office supplies and stationery;

6.2.7. Office of Transport Services, on matters relating to use of road transport by the Office for work-related purposes;

6.2.8. Human Resources Office, on employment-related matters;

6.2.9. IT Office, on matters relating to provision of confidential user information, network access and telecommunications links;

6.2.10. other University subdivisions, on matters relating to security at University premises.



Stamps Used by HSE Security Office

1. Round stamp of the Security Office (*“Дирекция по безопасности”*), 40 mm in diameter, with special digits. Used to certify the signature of an Office employee on documents originating directly from the Security Office (consignment notes, internal safety guidelines, committee reports).

2. Round information bearing stamp *“Для пропусков”* (For Passes), 30 mm in diameter, with special digits. Affixed to temporary and single-use passes. Used to certify the signature of an employee responsible for giving out temporary and single-use passes and temporary pass forms. Stored by the head or on-call staff of the access control office, Security and Operations Office, Security Office.

