



**THE NYERI NATIONAL
POLYTECHNIC**

**CORPORATE SOCIAL
RESPONSIBILITY (CSR)
POLICY**



Approved by the Full Council on this 23rd day of December, 2021

Signed:



ANNE N. MWANGI
CHIEF PRINCIPAL/COUNCIL SECRETARY



FCS. RICHARD K. GIQUI
CHAIRMAN OF THE COUNCIL

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ACRONYMS AND ABBREVIATIONS

CSR	Corporate social responsibility
NNP	Nyeri national polytechnic
SDGs	Sustainable development goals
SWANNP	Students welfare association of Nyeri national polytechnic
TVET	Technical vocational education and training

OPERATIONAL DEFINITION OF TERMS

Polytechnic:	wherever it occurs in this policy shall mean "Nyeri National Polytechnic" or "NNP"
Corporate Social Responsibility (CSR):	Means and includes but is not limited to: a) Projects or programs relating to activities specified in part 2 of this policy; or b) Projects or programs relating to activities undertaken by NNP in pursuance of recommendations of the CSR Committee in accordance with the CSR policy.
Committee:	Means the corporate social responsibility committee of the polytechnic established under this policy.
CSR Policy:	Relates to activities to be undertaken by the polytechnic as specified in this policy and the expenditure thereon, excluding activities undertaken in pursuance of normal course of business of the polytechnic.
Ethical norms:	Means standards which when followed promote values such as trust, good behaviour and fairness.
Laws:	Means binding rules of conduct whether formal or informal meant to enforce justice and prescribe obligations.

PREFACE

The Nyeri National Polytechnic being a corporate body has a responsibility towards the society and environment in which it operates. Besides the main mandate of producing skilled workforce to the industry and moulding entrepreneurs, the polytechnic engages in community service and social responsibility initiatives.

The council is determined to improve access to and equity of quality training and ensure that the polytechnic plays its role in the realization of sustainable development goals (SDGs), Vision 2030, education sector policies and the government agenda on the "Big four". In line with this the polytechnic has put in place this policy which encompasses strategies for the realisation of planned community service and CSR initiatives.

The council commits to offer policy direction and oversight in the implementation of this policy. Further, the council shall provide required infrastructural, financial and human resources needed for the effective and efficient actualisation of the provisions within this policy.



FCS. RICHARD K. GIQUIHI
CHAIRMAN OF THE COUNCIL

FOREWORD

The government and regulators have developed various guidelines pertaining to responsibilities of entities as well as the mandatory corporate social responsibility provisions, enabling legislations and various executive orders via circulars.

The mission of the Nyeri national polytechnic is to provide trainees with globally competitive education and training, research skills; and provision of consultancy services for sustainable development. Its vision is to be a world class polytechnic for sustainable development. To realize these two goals, an effective CSR policy is paramount for the sole purposes of impacting community service mind-set to key stakeholders (staff and trainees) and also to give back to the society that plays an important role in the existence of the polytechnic.

The polytechnic has previously been involved in CSR activities of various forms and magnitudes guided by the management team. For this reason, the polytechnic has formulated this policy to enhance and codify all the CSR activities that shall be undertaken going forward, as well as the processes and procedures of identifying and executing such activities.

This policy will enable the Polytechnic to have a coordinated approach to planned community services and CSR activities. The polytechnic management, staff and trainees shall party to education and environmental undertakings that promotes the betterment of the surrounding community and the country at large.



ANNE N. MWANGI
CHIEF PRINCIPAL

VISION

To be a world class Polytechnic for Sustainable Development

MISSION

To provide trainees with globally Competitive Education and Training, Research skills; and provision of Consultancy Services for Sustainable Development

MOTTO

Excel in Skills & Technology

1. INTRODUCTION

1.1 Overview

The Mission of the Nyeri National Polytechnic is to provide trainees with globally competitive education and training, research skills; and provision of consultancy services for sustainable development. Its Vision is to be a world class polytechnic for sustainable development. To realize these two goals, an effective CSR policy is paramount for the sole purposes of impacting community service mind-set to key stakeholders (staff and trainees) and also to give back to the society that plays an important role in the existence of the polytechnic.

The Nyeri national polytechnic seeks to be a good corporate citizen in all facets of its operations and activities. To this end, the polytechnic has developed this policy to guide its staff, trainees and other stakeholders on how to give back to the community. The policy reiterates the polytechnic's commitment to be economically and socially responsible. The policy aims at streamlining the entire polytechnics' contribution to CSR.

1.2 Scope

CSR is an executive function of the polytechnic, and this policy shall apply to all the activities which are not ordinarily the "core functions" of the polytechnic, which involves expending public resources in aid of the society and the environment around which it operate. It shall bind both the governing council and staff on issues of CSR. In furtherance of its CSR objectives, the polytechnic proposes a combination of one or more of the following:

- a) CSR activities implemented by the polytechnic on its own;
- b) CSR activities implemented by the polytechnic through own trust/society or group;
and
- c) CSR activities of the polytechnic through an external party.

1.3 Justification for the Policy

For an organization to achieve its CSR goals and objectives, it is important to have a CSR Policy in place. The polytechnic through its CSR initiatives will continue to enhance value and promote social/environmental sustainability, and social welfare of the society at large, more specifically the deprived and underprivileged persons. As a body corporate, the polytechnic believes that sustained economic growth cannot be achieved without social progress and the well-being of local communities. The polytechnic has designed this CSR policy keeping in consideration the critical societal needs.

1.4 Objectives

The overall objective of undertaking community service and CSR is to be involved in the betterment of the community and the environment within which the polytechnic operates. specifically this policy seeks to:

- a) To ensure all stakeholders are fully informed of relevant polytechnic CSR activities;
- b) To ensure environmental sustainability - by planting trees in addition to other environmental conservation initiatives, conducting research and awareness campaigns on environmental sustainability;
- c) To support provision of education to the needy – by providing scholarships to needy trainees in Kenya through establishment of an NNP education trust; and
- d) To take part in disaster response initiatives in and around NNP and other parts of the country.

1.5 Guiding Principles

The guiding principles of this Policy are:

- a) An understanding that CSR has become an integral part of public service and therefore the polytechnic appreciates its role to the society and nature that nourishes them;
- b) To ensure staff are fully informed of all relevant polytechnic CSR activities and to enable them effectively support the strategic direction of the polytechnic;
- c) To ensure all staff are aware of their responsibility of maintaining good corporate image, as a socially and environmentally responsible entity; and
- d) To provide easy access to essential, useful and engaging information for staff on the polytechnic's CSR activities.

2.0 CSR IMPLEMENTATION STRATEGY

The polytechnic shall focus on the following areas:

2.1 Education

- a) The polytechnic commits to providing quality and relevant skills and training to the members of the community.
- b) Subject to availability of funds and establishment, NNP will provide paid for internships to trainees in various disciplines, conduct research on various thematic areas and disseminate such products of research freely for the consumption of the general society at no cost.
- c) As a long term objective, the polytechnic shall establish an education trust fund to provide scholarship to orphans and vulnerable trainees.

2.2 Environmental Conservation

- a) The polytechnic remains committed to environmental conservation and sustainability. In this regard the polytechnic will take part in various activities aimed at protecting the ecosystem such as tree planting, donation of tree seedlings, environmental clean-ups, beautification, landscaping of select areas among others.
- b) This will be done either, individually or in collaboration with like-minded institutions like the county government, Kenya wildlife service and Kenya forest services etc.
- c) The polytechnic commits to waste reduction through recycling, reuse and embracing the greening TVET policy in partnership with the county government of Nyeri.

2.3 Health and Medical Services

The polytechnic will partner with other stakeholders to provide support towards health care initiatives in the following key focus areas in the field of medical relief and research:

- a) Sponsorship of medical camps especially in low income areas. The polytechnic may also partner with other institutions in the health sector to hold free medical camps;
- b) Grant medical help in times of natural/humanitarian disasters; and
- c) Mobilization of its stakeholders to participate in blood donation, food and aid relief, immunization drives etc.

2.4 Disaster Response

In pursuit of good corporate citizenship, the polytechnic commits to respond to disasters which may befall the society from time to time, this may include but not limited to: fire, flooding, collapse of buildings and outbreak of pandemic. The polytechnic will partner with

other organizations like the Red cross, Kenya police, and Disaster response unit of the military in such responses. In this category the polytechnic may either contribute personnel, money or offer any other form of support to mitigate such disasters.

2.5 Uplifting of needy member of the Society

NNP shall also focus on initiatives to uplift needy members of society and will undertake the following activities, subject to availability of funds:

- a) Mobilization and distribution of food and clothing to the vulnerable in the community from time to time; and
- b) Establishment, running and maintenance support system for needy trainees and as applicable needy members of the immediate society.

2.6 Voluntary services

The polytechnic shall partner with the county government of Nyeri in offering voluntary services including cleaning of public places, visitation of elderly and other charitable activities.

2.7 Youth engagement

The polytechnic shall partner with the community in engaging the youth in constructive activities by:

- a) Provision of recreational facilities
- b) Mentoring sports clubs in the community
- c) Facilitating community to participate in community service

2.8 Communication of the Policy

The polytechnic shall ensure that this policy is available to trainees, staff and community for implementation.

3 FUNDING AND ADMINISTRATION

3.1 Administration of CSR

The Council:

- a) As the highest authority in the polytechnic is charged with the duty of policy formulation;
- b) Shall ensure that the required budget for CSR activities is allocated and disbursed on time; and
- c) Shall oversee implementation of the CSR policy.

3.2 CSR Committee

There shall be an established CSR committee with Membership as follows:

- a) Deputy principal administration– chairperson;
- b) Representatives from departments both academic and support; and
- c) Representative of trainees governance (SWANNP);

This committee will be tasked with the responsibility of identifying annual CSR activities, crafting the budget, overseeing the execution and resource mobilization for selected activities.

4 POLICY IMPLEMENTATION

4.1 Implementation Date

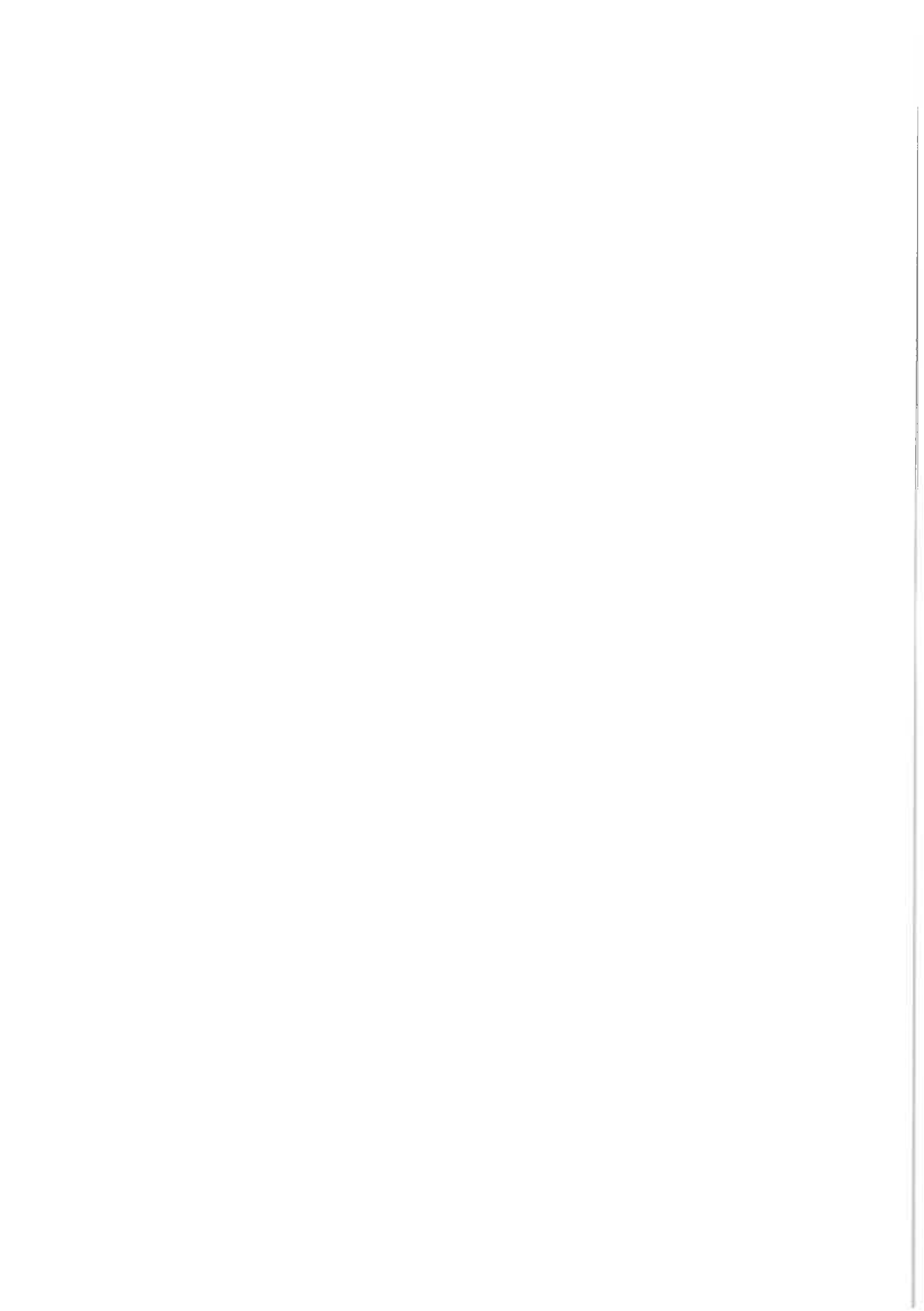
This policy takes effect on the date it is approved by the council.

4.2 Monitoring and Evaluation

1. The polytechnic CSR Committee shall conduct monitoring and evaluation of the effectiveness of this policy
2. The polytechnic CSR committee shall:
 - a) Develop and maintain strategies and mechanisms for monitoring and evaluation of the policy;
 - b) Undertake regular checks on implementation of this policy;
 - c) Carry out annual evaluation on the implementation of this policy;
 - d) Use the information for planning and management.
 - e) Propose potential areas for review.

5.0 POLICY REVIEW

This policy will be reviewed after every three (3) years with a mid-term review to accommodate emerging issues or from time to time as need may arise.






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