



REPUBLIC OF KENYA



Centre for Mathematics,
Science and Technology
Education in Africa
(CEMASTEAM)

CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

AUGUST 2024

Centre for Mathematics, Science and Technology Education in Africa

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CEMASTEА is ISO 9001:2015 CERTIFIED

Approved for circulation



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FOREWORD



This Corporate Social Responsibility policy is a part of the Centre for Mathematics, Science and Technology Education in Africa's (CEMASTEА) internal control and corporate governance measures. The purpose of this policy is to clearly outline the Centre's commitment to being a responsible corporate citizen, outline the framework upon which the Centre will conduct its CSR and sets the management

structure for the same.

Good corporate citizenry requires that as an organization, we should strive to be publicly accountable not only for our financial performance but also for our social and environmental record. At CEMASTEА, we believe in long term relationships with all our stakeholders, including the communities with which we work to ensure our programmes are impactful and sustainable. We also encourage our staff to give back to society in their personal capacities and jointly through various initiatives spearheaded by the Centre.

Further, we will endeavor to build the capacity of young professionals through internship and traineeship.

We are confident that with this CSR policy in place, we will be able to make significant contributions towards having a more inclusive and sustainable society.

Dr. Pius K. Mutisya, OGW

Chairman, Board of Directors

PREFACE



CEMASTEА Corporate Social Responsibility (CSR) Policy ensures compliance with the guidelines stipulated in the regulatory framework for the governance for State Corporations. We have also aligned it to our Board Charter, and Ethics Statements to ensure that it reflects the overall good corporate citizenship of the Centre, and that it takes into account the best interests of our stakeholders.

In implementing this policy, CEMASTEА aims to enhance its corporate citizenry, and corporate governance track record, and maintain solid relationships with both existing and new stakeholders.

To facilitate improved welfare of the society for sustainable development, this Policy has identified environmental sustainability, education and social empowerment, promotion as the major interest areas for the Centre's CSR initiatives. Through our projects, and our operations, we shall set aside budget every Fiscal Year for carrying out programmes that will impact positively on the communities.

This Policy is aligned to our core values and will help us put up a strong CSR system at the Centre which is key in increasing customer satisfaction, better brand recognition, increased stakeholder focus, improved lives of the communities and general organizational growth.

The Board of Directors and Management commit to ensure that processes, procedures and policies are implemented according to the principles of transparency, accountability, ethical leadership, good corporate citizenship and embrace the initiatives outlined in this CSR Policy, 2024, with enthusiasm and dedication in its implementation.

Mrs. Jacinta L. Akatsa, HSC

Chief Executive Officer, CEMASTEА

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ACRONYMS AND ABBREVIATIONS

BOG	Board of Governors
CEMASTEА	Centre for Mathematics Science & Technology Education in Africa
CEO	Chief Executive Officer
CSR	Corporate Social Responsibility
STEM	Science, Technology, Engineering and Mathematics
STEMI	Science, Technology, Engineering, Mathematics and Innovation
ESD	Education for Sustainable Development

DEFINITION OF TERMS

Corporate Social Responsibility: A management concept whereby organizations integrate social and environmental concerns in their business operations and interaction with stakeholders.

Core Values: Fundamental beliefs, philosophies, principles and standards define CEMASTEAs character and guide the Centre's leaders' and workforce's decisions and actions.

Ethics: The written and unwritten codes that govern the Authority

Mission: Describes the overall purpose of CEMASTEAs

Stakeholders: People with interests in the operations or effects of operations of CEMASTEAs

Sustainability: The ability to continue a defined behavior indefinitely

Vision: This is a description of CEMASTEAs and its customers and clients in the future.

1.0 ORGANIZATIONAL OVERVIEW

The Centre for Mathematics, Science, and Technology Education in Africa (CEMASTEА) was established in 2004 as a public institution under the Ministry of Education. The Centre traces its history to the Strengthening the Mathematics and Science in Secondary Education (SMASSE) Project implemented jointly by the Government of Kenya through the Ministry of Education and Japan through the Japan International Cooperation Agency (JICA). The Centre collaborates and partners with other stakeholders such as; TSC, KICD, KISE, KEMI, KNEC, SMASE-Africa member countries, ADEA – Conference of Ministers for Education in Africa (COMEDAF), AU, development partners, Teachers Unions, Teachers, Parents and Students.

Mandate

Develop capacity in STEM education, training and research

Vision Statement

An empowered, creative and innovative STEM society in Africa

Mission Statement

To continuously develop capacity in STEM education for sustainable development through training, research, innovation and partnerships with related ecosystems.

Core Values

In pursuit of our vision and mission, we shall be guided by: Excellence, Inclusivity, Innovation, Integrity, and Sustainable Impact

Our Motto

Innovation in STEM education

2.0 BACKGROUND

Corporate Social Responsibility refers to an organization's deliberate initiatives to assess and take responsibility for its contribution to environmental sustainability and social well-being. It outlines how the organization will give back to the world as the world gives to it. CEMASTEА recognizes that CSR activities and services have a significant impact on the educational, environmental and social well-being within the communities.

Through this policy the Centre commits to act dutifully, take mitigating measures on the impact of its activities on the environment, communities, employees, stakeholders and all other members of the public, and promote social good. It aims at making corporate social responsibility an integral part of its organizational culture.

3.0 PURPOSE OF THE POLICY

The purpose of this policy is to provide guidance for the planning and implementation of CSR activities within the Centre. It shall ensure CSR activities are well-coordinated, adhered to and that there shall be a calendar of events to be achieved within a given financial year through the Centre.

4.0 SCOPE OF THE POLICY

The CSR Policy shall apply throughout the Directorates, Departments, and Divisions of the Centre. It sets out the obligations of CEMASTEА Board of Directors, staff and stakeholders on its implementation.

5.0 CSR POLICY STATEMENT

CEMASTEА commits to implement CSR activities in a responsible, sustainable, in line with strategic objectives, corporate values, public and stakeholder expectations. The activities will be guided by the national's statutory, legal and ethical standards. Continually, improvements of the quality and performance in service delivery within CSR tenet through monitoring and evaluation will be conducted. CEMASTEА will ensure proper documentation of CSR activities and reports submitted to the relevant regulatory authorities.

Objectives of the Policy

1. To strengthen the Centre's brand and visibility
2. To align the CSR activities within the Institution's strategic goals, objectives and values in an effort to make a positive impact in the society.
3. To promote successful engagement with communities and stakeholder

6.0 CSR PROCESS/APPROACHES

CEMASTEА will adopt an integrated approach to address the community and societal concerns by taking up a range of activities on the following broad theme for consideration.

1. **Education:** CEMASTEА will support schools in activities related to STEMI education such as learning materials, equipment, supporting science and engineering fairs, mathematics contests and mentorship offered to teachers and learners.
2. **Environment:** CEMASTEА will promote Education for Sustainable Development which will focus on environmental sustainability including but not limited to; donation of tree seedlings, tree nursery establishment and tree growing.
3. **Social:** CEMASTEА being a people driven corporate entity will also encourage employee driven charity and voluntary activities such as charitable donations, responding to natural calamities and visits to special needs institutions.

Guiding Principles

The CSR Policy guiding principles are statutes, which safeguard the planning, identification, prioritization, execution and evaluation of the activities as follows:

1. Choice of the activities related to the mandate
2. Criteria for Qualification
3. Geographical spread
4. Neutrality and non-partisanship

A matrix table aligning the CSR process/approaches with the guiding principles below

Guiding Principles	Education	Environment	Social
Choice of the activities related to the mandate	Supporting STEMI education activities such as science fairs and mentorship	Promoting environmental sustainability through tree planting and nursery establishment	Encouraging employee-driven charity, voluntary activities, and disaster response
Criteria for Qualification	Schools with active STEMI programs, under-resourced schools, and those with a track record of participation in science fairs	Communities with environmental challenges, schools with a need for sustainable development education	Communities affected by natural calamities, special needs institutions, and charity groups
Geographical spread	Focus on regions with lower STEMI participation, rural and underserved areas	Areas with deforestation issues, regions needing environmental education	Areas with high needs for social support, disaster-prone regions
Neutrality and non-partisanship	Non-discriminatory support to all schools and teachers irrespective of location, type, or governance	Environmental efforts not aligned with any political agenda or partisan group	Social activities to be inclusive, focusing on need rather than any affiliation

Applicable laws, standards and related guiding frameworks

1. Kenya Constitution, 2010 (Article 69)
2. Public Participation Act, 2018
3. Kenya National Environment Policy, 2013
4. The 2030 Agenda for Sustainable Development
5. The Basic Education Act, 2013
6. The Public Procurement and Asset Disposal Act, 2015
7. The Public Procurement and Asset Disposal Regulation, 2020

8. Sessional Paper No. 14 of 2012
9. The Children's Act, 2022
10. National Education Sector Support Programme
11. The Kenya Information and Communication Act,
12. Data Protection Act, 2019
13. Circulars and guidelines issued by the Government from time to time

Basic Education Act (2013),

the Children's Act (2022),

the Persons with Disabilities Act 2003 and).

There are also Sessional papers, namely

The Sessional Paper No. 1 of 2005 on Policy Framework on Education, Training and Research and policies,

including the National Curriculum Policy (2018), Policy on Information and Communication Technology in Education and Training (2021), CompetencyBased Education and Training Policy Framework (2018) and Education for Sustainable Development Policy for the Education Sector (2017).

7.0 Donations of CSR Items

CEMASTEА will only donate items for CSR activities after receiving formal approval from the Board of Governors, ensuring alignment with the Centre's strategic goals. All donation proposals must be reviewed and evaluated for their impact and adherence to CSR objectives before being submitted for Board approval. This policy ensures transparency, accountability, and the strategic use of resources in CEMASTEА's CSR efforts.

8.0 Transfer of obsolete items

Methods of disposal

(1) Subject to prescribed provisions, an accounting officer of a procuring entity may dispose assets by a method which may include

(a) Transfer to another public entity or part of a public entity, with or without financial adjustment;

169. (1) When assets or liabilities of CEMASTEА are transferred to another government entity or other institution by operation of law or reorganization of government functions, an accounting officer for the transferring procuring entity shall be required to—

a) identify an inventory list of such assets and liabilities; and

(b) provide the accounting officer for the receiving procuring entity or other institution with the necessary records.

(2) Both the accounting officer of transferring procuring entity and a receiving procuring entity or public entity shall sign the inventory when the transfer takes place. (3) An accounting officer of the transferring procuring entity shall maintain a record of the inventory list and file a copy of the signed inventory with the National Treasury within fourteen days of the transfer.

9.0 SPECIFIC RESPONSIBILITIES

1. The Board of Governors

The CEMASTEА Board of Governors shall be responsible for the approval of this Policy, allocation of resources, monitor implementation and compliance. The Board shall from time to time review the applicability of the policy.

2. The Chief Executive Officer

The Chief Executive Officer shall be responsible for the implementation and monitoring compliance to the policy. They shall approve the annual CSR Calendar of Events.

The Chief Executive officer CEMASTEAs shall submit the CSR activities reports to the Office of the Audit General and Board of Governors every end of a Financial Year.

3. Corporate Communication Department

The Corporate Communications Department shall plan, coordinate, implement, monitor, evaluate, document and report CSR programs to the Chief Executive Officer on a quarterly basis. The Head of Corporate Communications Department shall be the Secretary and Convener of the CEMASTEAs Committee overseeing all CSR programs.

4. CSR Committee

To enhance transparency in managing and monitoring the impact of the Centre's CSR programmes, the Centre shall establish a CSR Steering Committee. The Committee shall comprise nominees from a cross section of the respective Departments and shall serve for a term not exceeding three (3) years.

Composition of the CSR Committee

The CSR Committee shall comprise of officers from the following programmes and departments. The two third rules on appointment shall apply

1. CEO
2. Deputy Director
3. Communication department
4. Assets and Disposal Committee
5. Finance Office
6. Procurement department
7. Field Services

Functions of the Committee:

- a. Receive proposals from departments on CSR to be carried out within the year

- b. Advise the management and CEO on the most suitable CSR activities and projects and plan for them annually.
- c. Managing the CSR programme and ensuring that the projects are implemented in accordance with the Calendar of Events as set out for that particular year
- d. Supervision of projects
- e. In cases of organised events/competitions, making decisions on prizes to be awarded
- f. Give progressive reports to the management through the Corporate Communications Department

5. CEMASTEIA Staff

- a. Assist in identification of CSR activities as guided by the policy
- b. Support and participate in the implementation of this CSR policy
- c. Supports the monitoring and evaluation of the activities enshrined in the policy
- d. Generate and submit reports of the activities conducted.

10.0 MONITORING AND EVALUATION

CSR activities shall be monitored and evaluated quarterly based on measurable, observable verifiable indicators. This will involve outputs and outcomes challenges faced during the implementation.

11.0 POLICY REVIEW

This policy shall be reviewed every three years or as needs arises to remain agile and responsive to the ever-evolving needs of the society we seek to serve.

CSR BUDGET

The Centre shall set aside an amount in its annual budget to support CSR activities.

APPENDIX

ANNEX 1: CSR IMPLEMENTATION MATRIX

N O.	ACTIVITY	CATEGOR Y	RESOURCES REQUIRED	TIMELI NE	RESPONSIBILI TY	EVALUATIO N
1.	Provision and establishment of tree nursery seedlings to schools and communities	Environmental and social	Tree seeds, seedlings labor, packaging		ESD Committee	
2.	Mentorship programs to the learners and teachers on STEMI education	educational	Skill professionalis m		STEMI coordinator/CSR Committee	
3	Provision of teaching and learning resources.	educational	Appropriate resources		STEMI coordinator/CSR Committee	
4	Sponsors, fairs, awards and recognitions	Educational and social	Appropriate resources, certificates		Corporate communication/ CSR Committee	

ANNEX 2: CORPORATE SOCIAL RESPONSIBILITY (CSR) REPORTING TEMPLATE

FY

Reporting Template

QUARTER AND DATES	PROGRAMM E/ DEPARTMEN T/ SECTION	TITLE OF THE CSR ACTIVIT Y	LOCATION OF THE DONATION (COUNTY)	SOCIAL IMPACT (Aim)	NUMBER OF PEOPLE REACHED	EVIDENCE (PHOTOS)

