



Konza National Data Centre & Smart City
Facilities



Konza Complex (Office
Block)



Horizontal Infrastructure through
EPC-F

CORPORATE SOCIAL RESPONSIBILITY POLICY

2021

OUR IDENTITY

VISION

To be a leading global technology and innovation hub

MISSION

To develop a sustainable smart city and an innovation ecosystem, contributing to Kenya's knowledge-based economy

CORE VALUES

Simplicity: Through innovation and guided by clarity and consistency, we deliver simple, elegant and quality solutions to our customers and stakeholders.

Professionalism: We are a qualified, skilled and committed team striving to always deliver exceptional services to our customers, driven by independence, objectivity, best practices, always acting with integrity and keeping our promises while treating others with respect.

Passion for excellence: We are passionate on delivering a better Konza to live, work and play through innovative and creative solutions inspired by outstanding services in time.

Agility: We are a vibrant and dynamic team that identifies and responds to emerging issues in an ever-changing globally competitive environment, hence giving our customers a competitive edge.

Collaboration: We optimize results by working smarter together. We multiply our contribution through partnerships and deliver with speed, trust and response



FOREWORD

The Management of Konza Technopolis Development Authority recognizes the critical role of ethical service and professionalism in service delivery in addition to concerted efforts from staff as a means to achieve the Authority's Vision, Mission and Mandate.

In order to promote transparency and accountability in the Authority, it is important to define the Authority's standards of practice to regulate behaviours, interactions and actions of its members of staff. The Management recognizes unethical and unprofessional conducts as impediments to social and economic development which also undermines confidence in public institutions.

The KoTDA Corporate Social Responsibility Policy outlines the standards for the Authority's engagement with its stakeholders, partners and communities. This will ensure that the Authority engages with communities in activities that enhances sustainable development with integrity and without diminishing the Authority's reputation.

To inform the standards of practice stipulated in this Code, this document takes cognizance of the Authority's Vision, Mission, Values and Mandates. It also incorporates the statutory provisions of various acts namely; *The Public Participation Bill 2018, Public Procurement and Disposal Act 2015, The Public Officer Ethics Act 2003, The Civil Service Code of Regulations Revised 2006, The Public Service Commission Act Cap 185, The Anti-Corruption and Economic Crimes Act 2003* and other relevant regulations.

To create a conducive corporate social responsibility environment that fosters corporate innovation for the furtherance of our goal of developing a smart city, it is important to have the free social environment.

I therefore call for a concerted effort from our staff, stakeholders, investors, development partners and the community to support the Authority through adherence to this Policy. Any incidence of unethical practice should be reported to the Authority.

Date: _____

13/06/21

Eng. John Tanui, MBS

CHIEF EXECUTIVE OFFICER



Silicon Savannah

Executive summary

This document presents our approach, commitments, objectives and principals that guides the authorities CSR activities. It captures the key pillars of the Technopolis namely Infrastructure development and Knowledge based economy. We continue to listen to our stakeholders during formal and informal dialogues.



Introduction

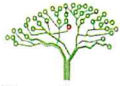
Corporate Social Responsibility (CSR) is describes the Authority's outlook beyond its written mandate to staff, partners, stakeholders and customers. This Policy acknowledges that while the mandated duties of the Authority are critical in national development, a softer touch to the community is also critical and will have a wider societal impact.

Undertaking CSR activities encourages the Authority to operate in more sustainable, ethical and charitable ways. Social responsibility allows the Authority to be reconciled with societal or humane interests of various stakeholders who may be affected in the course of delivery of its mandate. The present Corporate Social Responsibility Policy (hereinafter, "CSR Policy") establishes a reference framework, from which any Konza Technopolis Development Authority (KoTDA) develops and implements socially responsible behaviour.

CSR is the continuing commitment by KoTDA to perform ethically and contribute to economic development while improving the quality of life of the workforce and their families as well as of the society. This CSR Policy ensures inclusion of Public Interest into corporate decision making, by honouring:

- People
- Planet
- Public Good and Service

This policy goes beyond charity and requires that KoTDA acts beyond its legal obligations and integrates social, environmental and ethical concerns into business processes. It recognizes our corporate and social responsibilities to our employees, investors, customers and suppliers and ensures that Authority is committed to conducting business in a way which will achieve sustainable growth, in line with legal and moral obligations. The authority aims to achieve business objectives in a caring and responsible manner considering economic, social and environmental impacts.



Scope

Aims and Objectives

The Authority recognizes that it plays an important role in our local communities and therefore aims to make the communities in which it operates better places.

As a responsible actor in the society, with relationships with other organizations, the Authority believes that its future is best served by mutual respect for stakeholders and the society:

- **Employees:** The Authority will endeavor to engage its employees in the process of creating, implementing and managing this policy and programs, thereby fostering a sense of ownership and responsibility for the success of the CSR programs while discovering the ways in which core business must adapt its practices to best execute the program.
- Employees are encourage and empowered to get involved with their local communities and use their skills and where possible the Authority's resources to help create a mutual benefit.
- **Community and Clients:** Information and communications technology (ICT) brings people together to spur innovation and improve livelihoods. By enabling collaboration between individuals, government academia and industry our project will provide access to essential information and services that help to promote economic empowerment and improve the delivery and quality of lives of Kenya underserved communities.
- **Contractors & Suppliers:** The suppliers will We expect our suppliers and contractors to meet the same high standards on ethics, labor rights, health and safety, and the environment that we apply to our own people and operations. KoTDA works closely with suppliers as guided by the public Procurement and Disposal Act to manage sustainability issues and improve their performance throughout the supply chain. We look to use our relationships with our network of suppliers and contractors and peer organizations to multiply the impact we can have on sustainability in the key areas of focus name my information and communications technology and Information Technology Enabled Services (ICT/ITES), Engineering and Life Sciences
- **Government, Development Partners and Financiers**
KoTDA will look actively for opportunities to reduce its impact on the environment and to contribute to the wellbeing of those less fortunate in the community. Our CSR policy sets out the principles the Authority will follow and the projects that will be undertaken with a view of supporting our CSR ethos. Through this policy, the authority will demonstrate its commitment to Corporate Social Responsibility. We aim to align our business values, purpose and strategy with the social and economic needs of our stakeholders, whilst embedding responsible and ethical business policies and practices into everything we do.



KoTDA is committed to the following CSR principles:

The Authority will observe the following principles:

- Compliance with International Commitments and priorities relating to Corporate Social Responsibility
- Compliance with current national and international priorities, laws and Regulations including government circulars.
- Maintain corporate governance practices based on ethics, business transparency, integrity, and diversity:
- Communicate and dialogue with all stakeholders, based on transparency, truth and commitment, as a fundamental pillar for building stable relationships that generate trust.
- Partnerships to amplify impact of our CSR programs
- Assess and manage the environmental impacts of all our operations.
- Benchmark and evaluate what we do to improve and evolve our CSR performances.
- Use geographical criteria and national priorities to identify areas for CSR interventions to promote equity and diversity in KoTDA CSR activities.
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KoTDA, CSR is envisaged as a commitment to meet social obligations by playing an active role to improve the quality of life of the Kenyan communities and stakeholders on a sustainable basis. ALL CSR activities would be executed in a time bound manner with full commitment and transparency.

Scope

This Policy shall be applicable to all CSR engagements undertaken by the Authority. Through stakeholder engagement, the we shall listen to and talk with employees, customers, investors, regulators, suppliers, Non-governmental Organizations (NGOs) and community representatives, who will help us identify and tackle our key issues and ensure that we are dealing with what matters most to our business and those involved with it.

This will help the Authority get feedback on what it should focus on. We shall find the real strength in KoTDA, we shall learn what our customers appreciate the value we offer, our high standards of service and execution of mandate. Based on this we shall have a corporate identity.



CSR strategy

The authority shall put in place a CSR strategy that will outline the focus areas on its community engagement programs for a given period. These will be developed in consultation with relevant stakeholders and partners:

The CSR Strategy will be guided by the following areas.

- **Environment:** Taking good care of our planet, Climate change, Health and Hygiene, Waste and Waste Management and Sustainability.
- **Society:** Taking good care of our customers, colleagues (employees), communities, work and neighbours.
- **Business:** Taking good care as we go about our business (sourcing, supply, engagement)
- **Leverage Technology:** KOTDA shall endeavour to leverage technology in the implementation of CSR initiatives in line with the organisation Vision.

Exclusions from the policy

The following activities will NOT be considered under this policy:

- a. Any activity that does not correspond with KoTDA Strategic Plan and CSR Strategy
Any activity that goes against the Authority's Corporate values.
- b. Any activity that relates to or is associated with a political organization, campaigns, candidates or partisan activities
- c. Any activity that is not well managed or sustained
- d. Any activity that is developed for commercial proprietary purposes.
- e. Activities to privately owned organisations.

Funding CSR Initiatives.

- a. The authority will provide a budget for CSR activities.
- b. The CSR Advisory Committee, through department in charge of CSR will develop CSR budget and Workplan for budgetary appropriation.
- c. The department in charge of CSR will be accountable for funds allocated and implementation of the approved activities.
- d. The authority will engage in partnerships to complement the resources available for the engagement of CSR initiatives.

Constitution of CSR Advisory Committee

The Authority shall constitute a CSR Committee to vet all the CSR projects that the Board will fund/engage in. The membership of CSR Committees will comprise of officers from designated departments. The Committee shall be constituted of seven (7) members, chaired by the department in charge of CSR.



*CEO will be a permanent invitee for the meetings of the CSR Committee.
CEO as the patron of the Committee has discretion to
change/nominate/replace Committee Members.*

Role of CSR Advisory Committee

- i. Formulation guidelines for selection of projects, planning, budget execution and monitoring.
- ii. Formulation of CSR Strategy.
- iii. Supervision and coordination and implementation of CSR activities.
- iv. Compilation of information and preparation of annual CSR Reports etc.
- v. To consider and approve CSR Activities proposed by stakeholders.
- vi. To liaise with department in charge of Training to develop a Training Plan to facilitate efficient implementation of CSR activities.
- vii. To coordinate other State agencies and county governments for CSR activities.

Broad Guidelines and Parameters

- a. Initiatives of National Government, County Government and Community driven programmes.
- b. Areas related to core activities and the business of the Authority.
- c. The target beneficiaries, the local authorities, institutions involved in similar activities.
- d. Projects being implemented by the Authority will be considered.
- e. The Strategic Plan will form a significant element for consideration.

Meetings of CSR Advisory Committee

The CSR Advisory Committee will meet quarterly to review the Authority's CSR activities and minutes circulated. The CSR committee will submit the minutes of their meetings and Progress review Report of the projects regularly to CEO.

Monitoring and Evaluation

A baseline survey will be carried biannually to determine the impacts of the CSR activities undertaken by the Authority.

Reporting CSR Activities

- a. The CSR Report will form part of the Authority's annual performance reports .
- b. The Authority will publish its CSR Policy Statement on its website.

Amendment

Any modification/amendment in the CSR policy may be carried out by the CSR Advisory Committee with approval of the CEO Every 3 years or as needed.

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