



**PL-28-01**

**Corporate Social Responsibility  
Policy**



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## 1 Background Information

### 1.1 Purpose

The purpose of this policy is to give a framework for CSR programs that are sustainable and which KENAS may engage in to maximise positive social impact and economic contribution.

### 1.2 Scope

This CSR policy will be of internal function dedicated to the vision of KENAS to which the management can make available necessary tools and resources required to actualise the policy.

### 1.3 Legal Basis

The policy covers all areas of KENAS's operations and have been developed with reference to the relevant codes of corporate governance and best practice, including reference to the ISO 26000 CSR Standard.

## 2 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO 26000 CSR Standard and the KENAS Act 2019 and the following apply.

### 2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
KENAS	Kenya Accreditation Service

### 2.2 Definition of Terms

#### 2.2.1 Social Responsibility

It is the responsibility of an organization to the impacts of its decisions and activities on the society and the environment, through transparent and ethical behaviour which:-

- contributes to sustainable development, including health and the welfare of society;
- takes into account the expectations of stakeholders;
- is in compliance with applicable law and consistent with international norms of behaviour; and
- Is integrated throughout the organization and practised in its relationships.

#### 2.2.2 Stakeholder

Individual or group that has an interest in any decision or activity of an organization.

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### 2.2.3 CSR reporting

This is a formal requirement of communication to stakeholders about KENAS's sustainable development initiatives through official communication channels which KENAS recognise.

### 2.2.4 Sustainable development

Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

### 2.2.5 Ethical behaviour

Ethical behaviour is that which is in accordance within accepted principles of right or good conduct in context of a particular situation and is consistent within internal norms of behaviour.

## 3 Policy Statement

- 3.1. The following are the sustainable social responsibility areas in which KENAS shall engage in:
  - 3.1.1 Community education programmes in quality management systems and conformity requirements e.g. through curriculum development for tertiary education and university programs.
  - 3.1.2 Marketplace social responsibility e.g. to create a code of business conduct applicable to KENAS suppliers and customers that enhances ethical behaviour.
  - 3.1.3 Health and social care outreach programmes where KENAS engages community on quality health systems, products and services.
  - 3.1.4 Reducing our environmental impact in our day to day office activities like recycling etc.
- 3.2. For these areas of focus to be executed on, 5% of generated revenue annually (basis, prior year) will be allocated to predetermined CSR programs.
- 3.3. The social responsibility programs shall be developed and reviewed every three years.
- 3.4. The social responsibility programs shall be aligned to KENAS core activities for sustainability.
- 3.5. A calendar for these events will need to be drawn for a 3 to 5 year projection but reviewed annually for appropriateness.
- 3.6. The events shall be initiated by all KENAS employees. This should be a lateral decision that shall involve all staff and Board in every stage of implementation.

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- 3.7. The initiatives shall be vetted by Senior Management; approved by Top Management and ratified by the Board. These initiatives should not include personal interests but should be targeting KENAS core activities.
- 3.8. The policy shall be anchored in the following principles which are similar to our core values as described below:
- 3.9.1 Accountability: KENAS should be accountable for its impacts on society, the economy and the environment.
- 3.9.2 Transparency: KENAS should be transparent in its decisions and activities that impact on society and the environment.
- 3.9.3 Ethical behaviour: KENAS should behave ethically.
- 3.9.4 Respect for stakeholder interests: KENAS should respect, consider and respond to the interests of its stakeholders.
- 3.9.5 Respect for the rule of law: KENAS should accept that respect for the rule of law is mandatory.
- 3.9.6 Respect for international norms of behaviour: KENAS should respect international norms of behaviour, while adhering to the principle of respect for the rule of law.
- 3.9.7 Respect for human rights: KENAS should respect human rights and recognize both their importance and their universality.

## 4 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO 26000:2010	Guidance on Social Responsibility

## 5 Revision/Amendment Records

Date	Ver	Revised By	Reason for Revision
30/04/2022	01	RSQ	Newly developed/formatted document