



KMTC is ISO 9001:2015 Certified

Kenya Medical Training College



**CORPORATE SOCIAL RESPONSIBILITY
POLICY**

MAY 2019

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PREFACE

On behalf of the Kenya Medical Training College (KMTc) Board of Directors, I am delighted to approve this Policy for use by Management. The KMTc Board is determined to improve access to and equity of quality medical training and to ensure that the institution plays its role in the realization of Sustainable Development Goals (SDGs), Vision 2030, health sector policies and the government agenda on the “Big Four”. The Board continues to realize the set milestones which contribute to improving the quality and quantity of essential health care providers. Inadequate numbers of skilled care providers have had a negative impact on efforts to expand access and improve the quality of health services. This situation is compounded by continued high prevalence of communicable and non-communicable diseases in the country.

Towards this end, the KMTc Board of Directors under my leadership is determined to critically address the task of defining long-term strategies for addressing the constraints to training and development of quality health care providers through:

- i. Improved policy and corporate governance for enhancing accountability and decision making.
- ii. Enhanced access, quality, relevance and equity in medical training.
- iii. Prudent resource utilization and good infrastructural management.
- iv. Increased visibility of Kenya Medical Training College nationally and internationally as a premier institution focusing on training, research and consultancy.
- v. Improved resource base, partnership and linkages.

In response to the 2010 Constitutional agenda, the Board will continue to direct efforts at advancing community – oriented programs that respond positively to the country’s social and economic development agenda. This Policy therefore provides an analysis of the internal and external environment, and makes strong statement on the role KMTc will play in supporting the Government to realize sustainable growth in the health sector. The Board is dedicated to offer oversight on the operations and management of the College to ensure sustainable delivery of health coverage in the country and beyond. I believe successful implementation of this Policy will be realized through total commitment of the entire staff, students and other key stakeholders.



Prof. Philip Kaloki, MBS,

Chairperson, KMTc Board of Directors.

FOREWORD

The Mission of the College is to provide quality training and development of competent multidisciplinary health professionals. Its Vision is to be a model institution in the training and development of competent multidisciplinary health professionals in the region. To realize these two goals, an effective CSR Policy is paramount for the sole purposes of impacting community service mind-set to our clients (staff and students) and also to give back to the society that plays an important role in the existence of KMTC.

Kenya is one of the largest growing economies in the Africa. However, it continues to be overloaded with various problems and challenges of poverty, drug abuse, health hazards, environmental degradation, illiteracy, poor educational standards, inadequate infrastructure, power crisis gender bias as well as uneven distribution of wealth, which many believe, is the main cause of social unrest.

The concept and need for Corporate Social Responsibility (CSR) has gained importance from all avenues. The Government and regulators have developed various guidelines pertaining to responsibilities of business entities as well as the mandatory Corporate Social Responsibility provisions, enabling legislations and various executive orders via circulars.

KMTC has previously been involved in CSR activities of various forms and magnitude guided by the Executive Management Committee. For this reason, the College has formulated this Policy to enhance and codify all the CSR activities that we will engage on going forward, and the processes and procedures of identifying and executing such activities.



Prof. Michael Kiptoo,

Chief Executive Officer.

VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research, and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ABBREVIATIONS

KMTC	-	Kenya Medical Training College
CEO	-	Chief Executive Officer
CSR	-	Corporate Social Responsibility

DEFINITION OF TERMS

Act:	Means the KMTC Act, 1990 (as amended) and Rules framed there under
College:	The words “This College”, “The College”, wherever occur in the Policy shall mean “Kenya Medical Training College” or “KMTC”
Corporate Social Responsibility (CSR):	Means and includes but is not limited to: - <ul style="list-style-type: none">i. Projects or programs relating to activities specified in part 2 of this Policy orii. Projects or programs relating to activities undertaken by KMTC Board of Directors in pursuance of recommendations of the CSR Committee in accordance with the CSR Policy existing statutory requirements
CSR Committee:	Means the Corporate Social Responsibility Committee of the College established under this Policy.
CSR Policy:	Relates to activities to be undertaken by the College as specified in this Policy and the expenditure thereon, excluding activities undertaken in pursuance of normal course of business of the College.
Ethical norms:	Means standards which when followed promote values like trust, good behavior and fairness.
Laws :	Means binding rules of conduct whether formal or informal meant to enforce justice and prescribe obligations.

1.0 INTRODUCTION

1.1 Strategic Considerations and Purpose

The strategic vision of KMTC is to be a model institution in the training and development of competent multidisciplinary health professionals while its mission is to produce quality training and development of competent multidisciplinary health professionals.

The College seeks to be a good corporate citizen in all aspects of its operations and activities. To this end, the College has formulated this Policy to guide its staff and other stakeholders on how to give back to the community. The Policy reiterates the College's commitment to be socially, economically and socially responsible.

The Policy aims at streamlining all the Colleges' contribution to CSR within counties where our campuses are located.

1.2 Scope

CSR is an executive function of the College, and this Policy shall apply to all the activities which are not ordinarily the "core business" of KMTC, which involves expending public resources in aid of the society and the environment around which the we operate.

It shall bind both the Board of Directors and staff on issues of CSR.

In furtherance of its CSR objectives, the College proposes to meet its CSR obligation through a combination of one or more of the following:

- i. CSR activities implemented by the College on its own.
- ii. CSR activities implemented by the College through own trust/society or group College trust/society.
- iii. CSR activities of the College through an external trust/society.

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 College 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 an organization, we believe that sustained economic growth cannot be achieved without social progress and the well-being of local communities. It is our responsibility to undertake CSR with the aim of benefiting those residing in regions of our operations

In line with the aforesaid CSR philosophy, we have designed this CSR Policy keeping in consideration the critical societal needs.

Previously, the College has experienced challenges in regard to both identification and execution of CSR activities, therefore this Policy will codify and make more certain our obligations for the consumption of our students, staff, stakeholder and the society at large.

1.4 Objectives

This Policy is constructed around five objectives, namely:

- i. To ensure all stakeholders are fully informed of relevant College CSR activities.
- ii. To provide medical relief & research - by promoting preventative health care through research and publications as well as medical camps to provide medical attention to the communities that live around our campuses.
- iii. To ensure environmental sustainability - by planting trees in addition to other environmental conservation initiatives, conducting research and awareness campaigns on environmental sustainability.
- iv. To support provision of education to the needy – by providing scholarships to needy students in Kenya through establishment of an education trust.
- v. To take part in disaster response initiatives in and around KMTC campuses and other parts of the country.

1.5 Guiding Principles

The guiding principles of this Policy are:

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

2.0 CSR IMPLEMENTATION STRATEGY

The College shall focus on the following areas:

2.1 Education

- i. Subject to availability of funds and establishment, KMTC will provide paid for internships to students 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.
- ii. As a long term objective, the College shall establish an education trust fund to provide scholarship to the orphans and vulnerable students in the College and in various primary and secondary schools.

2.2 Environmental Conservation

- i. The College remains committed to environmental conservation and sustainability. In this regard the College 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.

- ii. This will be done either, individually or in collaboration with like-minded institutions like the Kenya Wildlife Service and Kenya Forest Services.

2.3 Health and Medical Services

The College 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:

- i. Contribution in cash and kind to mitigate the effects of HIV & AIDS in regions where we operate. This may be done using our College clinics as pick points of the ARV drugs and also to provide free counselling services for patients.
- ii. Sponsorship of medical camps especially in low income areas. The College may also partner with other institutions in the health sector to hold free medical camps.
- iii. Continuous medical research on killer diseases that afflict members of society.
- iv. Grant medical help in times of natural/humanitarian disasters.
- v. Extensive medical research and related activities in the field of medical science.
- vi. Aid, establish and promote medical research in all disciplines of medical and surgical knowledge.
- vii. Participation in blood donation, immunization drives and health advisory camps in association with other hospitals and organizations to create awareness on diseases like HIV/Aids among others.

2.4 Disaster Response

In pursuit of good corporate citizenship, the College 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 wide outbreak of communicable diseases.

The College 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 College may either contribute personnel, money or offer any other form of support to mitigate such disasters.

2.5 Social Upliftment

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

- i. Distribution of food and clothing to eradicate malnutrition and improve healthcare.
- ii. Establishment, running and maintenance support to orphanages and care centres for the old in society.

3.0 FUNDING

The College Board of Directors shall set aside an amount in its annual budget from time to time to support CSR activities.

3.1 Administration of CSR

3.1.1 The Board of Directors

- i. The Board is the highest authority in the College which is charged with the duty of policy formulation.
- ii. The Board shall ensure that the required budget for CSR activities is allocated and disbursed on time.
- iii. The Board shall oversee implementation of the CSR strategy.

3.1.2 CSR Committee

There shall be established a CSR sub-committee of the Executive Management Committee with Membership as follows:

- i. The CEO - Chairperson
- ii. Corporation Secretary
- iii. The Deputy Directors
- iv. Corporate Affairs Manager - Secretary
- v. Other four (4) members of senior management appointed by the CEO.

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.

4.0 POLICY IMPLEMENTATION

4.1 Implementation Date

This Policy takes effect on the date it is approved by the KMTC Board of Directors.

4.2 Monitoring and Evaluation

- i. The College CSR Committee shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.
- ii. The College CSR Sub-Committee shall:
 - a. Develop and maintain strategies and mechanisms for monitoring and evaluation of the Policy.

- b. Undertake regular check on implementation of the Policy.
- c. Carry out annual evaluation on the implementation of the Policy.
- d. Use the information for planning and management.
- e. Propose potential areas for review.

4.3 Review

The Policy will be reviewed after every three (3) years or earlier as need arises with an aim to enhance efficient delivery of effective outcomes.

APPROVAL

Title : Corporate Social Responsibility Policy

Contact : Corporation Secretary

Approval Authority : The Board of Directors

Commencement Date : May 2019

SIGNED



Prof. Philip Kaloki, MBS,
Chairperson, KMTC Board of Directors.

15th May 2019

Date



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Kenya Medical Training College


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