



**COUNTY GOVERNMENT
OF BUNGOMA**

COUNTY ASSEMBLY OF BUNGOMA

CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

December, 2023

COUNTY ASSEMBLY SERVICE BOARD

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FOREWORD



Corporate Social Responsibility (CSR) is defined by the European Commission as “the integration by companies of social and environmental concerns in their business operations and in the interaction with their stakeholders on a voluntary basis”.

The County Assembly of Bungoma is committed to carrying out its operations in a socially responsible manner. It is generally accepted that the obligation of a public institution is to satisfy the public needs and achieve its primary objective twinned with positive impacts to society. Such positive impacts can include creation of employment, provision of goods and services, contributing towards development of infrastructure and improvement of quality of life for the people.

The County Assembly’s substantial investment in areas that include; infrastructure, health, environmental conservation, recreation, food security, support to the needy and underprivileged groups in society, rehabilitation programmes for the youth, relief during natural disasters and poverty alleviation etc. All these CSR efforts by the institution will be undertaken outside the core mandate of the County Assembly for the betterment of the society.

The County Assembly Service Board will spearhead and ensure a responsible approach in making conscious decision to internalize CSR in County Assembly operations. This deliberate move is necessary because we strongly believe that when we serve the people well, it is also a way of serving God. Hence, service to humanity is also service to God. There is no greater service than that.

A handwritten signature in blue ink, appearing to read 'Emmanuel M. Situma', written over a faint blue line.

Hon. Emmanuel M. Situma
Chairperson, County Assembly Service Board

PREFACE



County Assembly of Bungoma's approach towards CSR will be focused on identifying and formulating projects guided by this policy and in response to specific needs that will go towards solving a problem that members of the concerned community have assessed as a priority.

In implementing this policy, the County Assembly of Bungoma will be guided by the principle of 'the most good for the most people' in determining where a project will be located.

Towards this end, we have consulted widely internally and beyond on best practices which enabled us to develop this policy and guidelines. Through this policy we aim at making corporate social responsibility an integral part of our policies, organizational culture, strategies and operations.

We intend to build internal competency for social responsibility; undertaking internal and external communication on social responsibility; and regularly reviewing these actions and practices related to CSR.

I urge all Members of County Assembly, staff and other stakeholders to support the CSR initiatives whenever called upon as a way of giving back to the community and fostering the well-being of our society.

A handwritten signature in blue ink, appearing to read 'Charles W. Wafula', with a large, stylized initial 'C'.

Charles W. Wafula

Secretary, County Assembly Service Board

1.0 INTRODUCTION

The County Assembly of Bungoma seeks to be a good corporate entity in all aspects of its operations and activities. To this end, the County Assembly has prepared this policy to guide all its stakeholders including employees on the County Assembly's role and obligation towards the environment and the society. The policy also outlines the County Assembly commitment to be socially, economically and ethically responsible. The County Assembly Corporate Social Responsibility (CSR) policy is aimed at causing a positive impact on the society; it reflects the expectations of the society within the institution's sphere at a particular time. The main objective of County Assembly CSR policy is to maximize the County Assembly's contribution for sustainable development.

County Assembly of Bungoma CSR programs are designed to support organizational mandate of Representation, Legislation and Oversight.

To work with the County Assembly on a Corporate Social Responsibility project, contact us on; info@bungomaassembly.go.ke or write to:

The Clerk of County Assembly,
County Assembly of Bungoma,
PO BOX 1886-50200,
BUNGOMA.

1.1 County Assembly Commitment

Being aware that good corporate responsibility practice and responsible behavior are integral parts of sustainable development, the County Assembly of Bungoma is fully committed to conducting its work responsibly and in the best interests of its customers, employees and other stakeholders that it interacts with that are affected by its activities. In this connection, the County Assembly's commitments to its employees, the environment, customers, suppliers and key stakeholders are outlined below:

1.2 County Assembly Employees

- i) Be treated with dignity and respect;
- ii) Not to be discriminated on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union activity or any other factor.

- iii) Fair and inclusive practices throughout the County Assembly operations, seeking to eliminate all prejudice, discrimination, bullying and harassment;
- iv) Productive and safe working environment.

1.3 County Assembly Customers

The County Assembly shall ensure professionalism, integrity, efficiency and honesty in all interactions and continuous assessment to actively monitor success in meeting customer expectations.

1.4 Our Suppliers

The County Assembly shall ensure professionalism, integrity, efficiency, fairness and honesty in all interactions and a structured supplier assessment process designed to effectively evaluate the capabilities of potential and existing suppliers.

1.5 The Public

The County Assembly is committed to ensure the following:

- i) Transparent and effective procedures;
- ii) Channels for filing complaints and quick complaints resolution mechanism;
- iii) Support to selected projects that work towards the common good;
- iv) Ensuring that County Assembly staff and other agents do not make misrepresentations or omissions nor engage in any other practices that are deceptive, misleading, fraudulent or unfair; and
- v) Respect for privacy.

1.6 Objectives of Corporate Social Responsibility Policy

Through this policy the County Assembly of Bungoma will ensure that it operates as a responsible corporate entity by giving back to the community and it will encourage its employees to take part in Corporate Social Responsibility initiatives aimed at improving the standards of the communities living around the institution.

The policy objectives are as follows:

- i) To identify areas where the County Assembly can interact with the community in carrying out its corporate social responsibility mandate.
- ii) To provide a basis for the County Assembly to interact amicably with the local community in implementing sustainable development programs.

- iii) To document best practices of reaching out to the community to improve their lives.
- iv) Socio-economic development programs that are environmental sustainable.
- v) To plough back social benefits to the community as a fulfillment of the County Assembly's Corporate Social Responsibility Policy.

2 STRATEGIC CORPORATE SOCIAL RESPONSIBILITY

By taking a strategic approach, the County Assembly of Bungoma shall determine what activities to be undertaken in line with the resources available in order to be socially responsible and strengthen the corporate image.

County Assembly shall employ strategic CSR which provides solutions for:

- i) Balancing the economic value with that of societal value
- ii) Managing stakeholder relationships (especially those with competing values)
- iii) Identifying and responding to threats and opportunities facing the stakeholders
- iv) Developing sustainable practices
- v) Deciding the organization's capacity for philanthropic activities

2.1 Corporate Social Responsibility Focus

Due to the nature of its operations, the County Assembly will endeavor to adopt an integrated approach to address the community, societal and environmental concerns by taking up a range of projects in the following broad themes for consideration:

2.1.1 Health

The County Assembly will work with other partners to support initiatives that cater for the health and well-being of Kenyans in the following areas:

- i) The County Assembly will support provision of health services if the local community identifies that as a priority. Specific emphasis will be given to efforts towards mitigation of HIV/AIDS impact on society.
- ii) Collaborating in supporting of medical camps especially in low income and marginalized areas.
- iii) Participation in blood donation, immunization drives and health advisory.

- iv) Partnering with Health facilities to offer Health Education to Members of County Assembly, Staff and the Public.

2.1.2 Education

- i) Subject to availability of funds and establishment, the County Assembly will provide paid for internships and attachment opportunities 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 through its website or library.
- ii) Collaborating with other organizations to offer support to needy students.
- iii) Allowing stakeholders and the Public have access to its Library for educational and learning purposes.
- iv) Granting Access to the County Assembly for learners and other organized groups that seek to have education tours.
- v) Publishing information on Parliamentary practices. The same will be available to the public for free.
- vi) Having mentorship programs with learners across learning Institutions.

2.1.3 Environmental Sustainability

The County Assembly remains committed to environmental protection and sustainability. Environmental CSR is an approach to mitigate any harmful effects on the environment from a business process. This practice majorly focuses:

- i) Water use.
- ii) Energy use.
- iii) Emissions.
- iv) Eco-friendly resources.
- v) Waste management.
- vi) Recycling.

County Assembly shall adopt and promote environmental practices that contribute to a better environment. In this regard, the County Assembly will participate in several activities as a contribution towards the conservation of the ecosystem.

- i) Support initiatives aimed at safeguarding the environment such as tree planting initiatives.
- ii) Use of less paper in the offices.

- iii) Use of energy saving bulbs to conserve electricity.
- iv) The County Assembly will conduct tree planting drives in collaboration with the Kenya Forest Services and other like-minded people and institutions in an effort to mitigate climate change.
- v) Purchase and donation of tree seedlings to support environmental climate change initiatives.
- vi) Environmental clean-ups of public utilities.
- vii) Beautification and landscaping in select locations within the County.
- viii) Use recycled paper.
- ix) Let the natural light in.
- x) Opt for sustainable transport policies.

2.1.4 Volunteering

Volunteering is one of the most significant CSR activities for employees. Making time and leveraging opportunities to contribute to the community can lead to long-term benefits for the County Assembly. Employees who engage in volunteering experience relief from stress levels. This facet of CSR initiatives unfolds increased productivity and improved collaboration.

Apart from that, volunteering offers the County Assembly employees the window to:

- i) Connect with the local community.
- ii) Improve their performance.
- iii) Maintain mental and physical health.
- iv) Strengthen relations with their co-workers.
- v) Keep the morale high.

As a result, these corporate social responsibility initiatives benefit the County Assembly with employee engagement, customer engagement, trust, and brand reputation.

The County Assembly shall plan the best ways to accentuate volunteering activities that work for the employees and the institution.

2.1.5 Philanthropic Practices

Philanthropy is one of the most notable CSR initiatives. It is a great way to introduce social responsibility in the workplace and bring positive change. The term philanthropy goes beyond the act of charity. It constitutes a long-term plan and objective. The practices involved here do not necessarily focus on fulfilling

immediate needs. They address the root cause of societal issues and support the community for a long time.

The County Assembly shall employ the following corporate social responsibility ideas for philanthropy:

- i) Crowd funding
- ii) Spreading awareness
- iii) Launching fundraisers
- iv) Funding educational programs
- v) Funding health initiatives

County Assembly can collaborate with nonprofit organizations that support causes the institution believes in and engage its workforce to invest in them monetarily.

2.2 Workplace Policies

Corporate social responsibility initiatives are not confined to the ideas dedicated to welfare outside the workplace. The County Assembly can accent CSR initiatives in favor of its employees and let a healthier and more satisfying work culture prevail. The County Assembly of Bungoma shall apply the following workplace CSR initiatives:

- i) Diversity
- ii) Supporting healthy living for employees
- iii) Extended parental leave
- iv) Employees' Lactating room

County Assembly can sign up for such enactments as an approach to making its employees feel valued. Ultimately, the benefits of corporate social responsibility initiatives will unfold in increased efficiency and productivity.

2.3 Other Avenues of Community Partnership

There are many areas that the County Assembly of Bungoma involves the community in its programmes. This involvement promotes harmonious relationships for peaceful co-existence and reduction of conflicts.

i) Annual Conference

The community participates in the County Assembly's annual conferences where themes of mutual interest are discussed. The County Assembly can

organize seminars and international conferences. This encourages the interaction of the Members of County Assembly, staff and the public.

ii) Open Days

The County Assembly shall organize Open days by inviting the community to participate in Assembly activities to enhance community's understanding of what goes on in the County Assembly. The public are shown around the County Assembly to get a first-hand experience on how the County Assembly operates.

iii) Exhibitions

Members of the public are invited to participate in the County Assembly's exhibitions by provision of information about the institution through exhibition of publications.

iv) Education Tours

Learners from tertiary, Secondary and primary levels are welcomed to familiarize themselves with the Operations of the County Assembly. They are taken through an informative session that equips learners with skills on Parliamentary matters and they later attend the County Assembly proceedings to get a glimpse of the practical aspect.

v) Community Outreach Activities

The County Assembly plans to increase its participation in Extension and Outreach activities to cover new areas such as collaboration with other organizations to provide essential services to the people.

vi) Hosting of Public engagement events

The County Assembly will use the Paskari Nabwana Hall to host events for public engagements and public participation. This helps to cut down on cost of hiring halls for such activities and provide an enabling environment for the public to air their views and opinions on matters of importance to them which are useful in decision making.

vii) Donations

Donation of foodstuffs, household items and basic necessities to children homes/orphanages and prisons

viii) Service to the Community

The County Assembly has an open garden/ground for hosting external events. It provides the open grounds to organized community groups to use for hosting

their events, photo sessions, filming and video shooting among other services at no cost.

ix) Seminars

The County Assembly plans to organize seminars for community leaders, youth and women to discuss matters of common interest such as good hygiene, nutrition, HIV/AIDS awareness and prevention, poverty reduction, and disaster and conflict management.

x) Support of needy students

The County Assembly will have a welfare kitty for donations by both Members of the County Assembly and staff geared towards supporting students from humble backgrounds in a case by case scenario.

xi) Mentorship

The institution will plan for mentorship programs which will involve both Members of County Assembly and staff who will give present motivational talks to learners in various schools that visit the County Assembly.

Members of County Assembly and staff may also visit schools across the County and provide mentorship talks on career development.

xii) Sports Day

The County Assembly of Bungoma will support in nurturing talents across the County through organizing Sports Day. It will fund the activities and donate balls, hockey sticks, sports shoes, t-shirts and other sports attire.

xiii) Support of elderly and vulnerable groups

The County Assembly will support the elderly and vulnerable people in the community through coordinated activities of providing foodstuffs, blankets, clothes and the basic necessities to the elderly and vulnerable groups.

xiv) Entertainment

During charity events, the County Assembly of Bungoma Choir shall be entertaining the guests and the public through songs of encouragement at no cost. This is to show empathy and moral support to the community whenever need arises.

3 FUNDING AND ADMINISTRATION OF CSR

The County Assembly Service Board shall set aside an amount in its annual budget from time to time to support CSR activities.

3.1 The County Assembly Service Board

- i) The Board is the highest authority 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.

3.2 The County Assembly CSR Committee

The Corporate Social Responsibility Committee (CSR Committee) is the governing body that will articulate the scope of CSR activities for the County Assembly and ensure compliance with the CSR Policy. Consistent with the above the CSR Committee will comprise of the following members:

- i) The Clerk of County Assembly - Chairperson
- ii) A representative of the Legal Department
- iii) A representative from Human Resource Department
- iv) A representative from Public Communications Section- Secretary
- v) A representative from the Finance Department
- vi) Other four (4) members appointed by the Clerk of the County Assembly

The Committee shall meet as and when it considers necessary.

3.3 Mandate of the County Assembly CSR Committee

This committee will be tasked with the responsibility of:

- a) Identify and recommend to the County Assembly Service Board annual Corporate Social Responsibility activities to be undertaken by the County Assembly.
- b) Draft the budget and recommend the amount of expenditure to be incurred on the activities.
- c) Mobilization of resources for the selected activities.
- d) Overseeing the execution.
- e) Monitor the Corporate Social Responsibility Policy of the County Assembly from time to time.
- f) Perform such other functions as may be necessary under any statutory or other regulatory requirements to be performed by the Committee and as delegated by the Board from time to time.

4 PROJECT CHOICE

A majority of the projects that are funded by the County Assembly will as a matter of policy be based on beneficiary community's request.

4.1 Criteria of qualifying a location

The County Assembly will be guided by the principle of 'the most good for the most people' in determining where a project will be located. The following factors will also be taken into consideration:

- i) Closest to the County Assembly or its offices in Wards
- ii) In areas of dire need or susceptible to certain challenges
- iii) As agreed by local leaders

4.2 Neutrality, Non- Partisan & Secular

As a matter of policy, the County Assembly will not fund projects that spread of a religious, racial, political or tribal agenda.

In a cosmopolitan community, the County Assembly will choose projects that stand for neutrality.

4.3 Procurement

The County Assembly will endeavor to use the prevailing public sector procurement guidelines especially where exchequer funds are funding the project.

However in cases where donor procurement procedures are more efficient to implement, such a method will be used with the concurrence of the County Assembly Service Board.

5 POLICY IMPLEMENTATION

5.1 Implementation Date

This Policy takes effect on the date it is approved by the County Assembly Service Board.

5.2 Monitoring and Evaluation

The County Assembly CSR Committee shall conduct monitoring and evaluation of the effectiveness of this Policy in line with the Monitoring, Evaluation and Reporting framework.

The CSR Committee shall:

- i) Develop and maintain strategies and mechanisms for monitoring and evaluation of the Policy.
- ii) Undertake regular check on implementation of the Policy.
- iii) Carry out annual evaluation on the implementation of the Policy.
- iv) Use the information for planning and management.
- v) Propose potential areas for review.

6 REVIEW

The Policy will be reviewed as need arises with an aim to enhance efficient delivery of effective outcomes.



**COUNTY GOVERNMENT OF
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CONTACTS

P.O. BOX 1886 – 50200 Bungoma



info@bungomaassembly.go.ke



0208000663/0202651905



www.bungomaassembly.go.ke



Bungoma County Assembly



@AssemblyBungoma