



## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

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**DIRECTORATE OF COMMUNICATION AND PUBLIC AFFAIRS**

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## **1 Background**

Uganda Retirement Benefits Regulatory Authority (*the Authority*) was established under the URBRA Act 2011, to regulate and supervise the establishment, management and operation of retirement benefits scheme in Uganda in both the private and public sector.

The Authority has a national wide mandate and it operates in different communities. The Authority has found it prudent to develop a CSR policy to guide its corporate social initiatives.

The Authority has been involved in CSR activities since 2015 and continues to work towards community development and welfare. Being the national regulator of the Retirement Benefits Sector, a critical component of the social security, the Authority believes that this community involvement brings both opportunity and responsibility. As such, the Authority plans to apply its skills and resources where it can make the greatest impact on the society.

## **2 CSR Policy Objective**

The following are the underlying objectives to the Authority's CSR Policy document:

- a) To ensure that all the CSR activities and programs are conducted efficiently and effectively;
- b) To highlight the Authority's CSR focus areas and the motivation underpinning the choices;

## **3 CSR Framework**

### **3.1 Scope of the CSR**

The Authority shall focus on supporting and implementing activities in the following preferred areas.

#### **3.1.1 Education**

- a) Infrastructure: construction and rehabilitation of education facilities.
- b) Provision of Scholastic Materials
- c) Extracurricular activities

#### **3.1.2 Health**

- a) Organize Medical/ Health Camps
- b) Infrastructure: construct and rehabilitate health facilities.

### **3.1.3 Social Welfare**

- a) Donations to the elderly.
- b) Support community environment and sanitation initiatives.

### **3.2 Financing the CSR Activities**

- a) The Authority shall in each financial year, allocate funds towards approved CSR projects/activities through the Directorate of Communication and Public Affairs budget.
- b) Mobilize donations and grants.

### **3.3 CSR Committee**

There shall be CSR Committee nominated by the CEO from members of Authority staff.

#### **3.3.1 Constitution of the CSR Committee**

- a) The Committee shall be composed of the following officers
  - The Head of Communications and Public Affairs shall chair the Committee; and
  - Four other officers
- b) The Committee at its first seating shall elect the Secretary from the four other officers.
- c) The Committee may co-opt a member from within or outside the Authority depending on required technical expertise.
- d) The co-opted members shall not compose a quorum of the CSR Committee and shall not chair a meeting.
- e) The co-opted members shall receive remunerations as prescribed under the Authority's HR Manual.

#### **3.3.2 Quorum of the Committee Meeting**

- a) The quorum for any Committee meeting shall be three (3) members.
- b) In absence of the Chairperson, members present shall nominate amongst themselves a chairperson for that sitting.
- c) The chairperson shall invite and preside over the meetings.

#### **3.3.3 Role of the Committee**

The Committee shall be responsible for the following:

- a) Identify and recommend suitable CSR activities/projects for approval.
- b) Mobilise resources.
- c) Identify and regularize partnerships through Letters of Engagement, MoUs, and Agreements.

- d) Manage the implementation of all CSR activities/projects.
- e) Monitor and Supervise the implementation of the Projects.

### **3.4 Rules and Procedures to Govern CSR Activities**

The following rules and procedures shall govern the approval or implementation of any CSR activity to be under taken by the Authority

- a) All CSR activities/projects shall be presented to the Committee for consideration.
- b) CSR projects/activities shall be identified based on societal need(s).
- c) The Head of Communication and Public Affairs shall prepare and present to Management a matrix of the identified projects/activities for the financial year.

The Matrix shall include the following for each of the project/activity;

- i) the implications (financial and non-financial) to the Authority
  - ii) the justifications for the chosen project/activity
  - iii) The social benefit to the Authority.
- d) The Head of Communication and Public Affairs shall prepare a Calendar of Events for CSR Projects to be undertaken during financial year.
  - e) The Directorate of Communication and Public Affairs shall be charged with implementing the CSR activities and programs of the Authority.
  - f) The DCPA will employ appropriate communication channels to communicate the Authority's initiatives.

### **3.5 CSR Monitoring and Reporting**

Monitoring of CSR projects is essential. In compliance with the CSR objectives and to ensure funds spent on CSR Activities are creating the desired impact, a comprehensive Monitoring and Reporting framework has to be in place.

- a) The CSR Committee shall monitor the implementation of the CSR Policy through quarterly reviews.
- b) The Head Communication and Public Affairs shall prepare quarterly review reports to the Board on the implementation of the CSR activities
- c) The Head Communication and Public Affairs shall prepare a post/completion activity/project report to management and the Board.

## **4 Role of the Board**

Whereas management will execute the Authority's CSR activities on behalf of the Board, CSR remains a mandate of the Board. The Board shall:

- a) Approve the CSR Policy for the Authority;
- b) Approve the Authority's annual CSR work plan, activities and budgets;
- c) Receive and consider annual CSR activity reports.

## **5 Disclosure of the Policy**

The CSR policy once approved by the Board shall be displayed on the URBRA's website. All CSR activities undertaken during the year shall be disclosed in the Authority's Annual Reports.

## **6 Miscellaneous**

This Policy supersedes CSR provisions in the Communications Policy, and will be reviewed every three years.