HUMAN RESOURCE DEVELOPMENT COUNCIL of BOTSWANA

OUR PEOPLE • OUR FUTURE

CORPORATE SOCIAL RESPONSIBILITY POLICY

Document Control

Document Storage BITRIX/HRDC Policies and HRDC Website

Document Title Corporate Social Responsibility Policy

Document Location HRDC-Policies\ Corporate Social Responsibility Policy.doc

Version History

Version No	Version Date	Author	Summary of Changes
1.0	10/12/2024	Stakeholder Relations Unit	First Issue

Review for Approvals (interval is every 3 years)

Name	Title	Date of Approval	Version No
Prof Alinah K. Segobye	HRDC Chief Executive Officer		1.0

Approvals

Name	Title	Date of Approval	Version No
HRDC Board	HRDC Board	03.04.2025	1.0

Distribution

Name	Title	Date of Issue	Version No
Everyone	Internet		1.0

Contents

1. Definitions 4
1. Purpose 5
2. Objectives 5
3. Introduction 5
4. Policy statement 5
   4.1 Charitable/Community Work 6
   4.2 Student Interns /Attachment 6
   4.3 Education 6
5. Guiding principles 6
6. CSR budget 7
7. Roles and responsibilities 7
8. Monitoring and Evaluation 8
9. Review of the policy 8
10. Related information 8
11. Policy History 8

1. Definitions

Board	Selected individuals who provide strategic guidance on the operations of HRDC
Charity	The voluntary giving of help, typically in the form of money, to those in need.
Committee	Refers to the CSR Committee of HRDC
Community-Based Organisations	Organisations guided by values of equity and justice. They work to promote the lives of people within their communities
Community Initiatives	Activities that aim to improve the economic, social, and environmental conditions of a community.
Corporate Social Responsibility (CSR)	The HRDC's commitment to operating ethically and responsibly, and going beyond legal requirements to contribute to social welfare and protect the environment.
Corporate Social Investment (CSI)	A component of CSR that focuses on improving communities.
Corporate Social Responsibility (CSR) Plan	Initiatives compiled by the CSR committee
Employee	It means any person appointed by the Council to serve on full or part-time terms.
Executive Management	A senior-level structure comprising of the Chief Executive Officer, Chief Operations Officer, Directors, and Heads from special functions.
Intern	A Temporary employee engaged through the National Internship Programme.
Non-Governmental Organisation	An independent, non-profit organisation that operates outside of government control and focuses on humanitarian or social issues, but can also include clubs and associations that offer services to their members.
Stakeholder	A person or organisation who is key to the successful delivery of the HRDC's mandate and for the purpose of this code shall include those utilising HRDC services and contractors.
Students on Attachment	Students currently enrolled in an Education and Training institution engaged within HRDC for a short period to gain practical experience.

1. Purpose

The purpose of this policy is to establish a comprehensive framework for implementing programs and activities that promote the organisation's corporate social responsibility (CSR). By acting as a responsible corporate entity within the society in which it operates, the organisation aims to contribute positively to communities in Botswana to improve livelihoods and sustainable development.

2. Objectives

a) The Policy will guide on how HRDC will undertake CSR initiatives
b) To create impact through CSR activities
c) To improve the reputation of HRDC

3. Introduction

Corporate social responsibility (CSR) is a crucial aspect of modern business practices that goes beyond profit maximisation and focuses on the impact companies or organisations have on society and the environment.

Organisations that prioritise CSR understand that their actions can have a far-reaching impact that goes beyond the pursuit of profit. By engaging in socially responsible practices, organisations can contribute to the improvement of livelihood, build a positive reputation, strengthen stakeholder relationships, attract top talent, and enhance brand loyalty.

Furthermore, CSR initiatives can drive innovation, foster sustainable development, and address pressing social and environmental issues. In today's interconnected world, corporations have a responsibility to act ethically and contribute to the greater good, and embracing CSR is not only beneficial for society but also for the long-term success and sustainability of businesses.

4. Policy Statement

Through the Corporate Social Responsibility Policy, the HRDC will demonstrate the organisation's commitment to the aspirations of Vision 2036, the Sustainable Development Goals (SDGs 2030), Environmental, Social and Governance (ESG), and other global compacts aimed at making a meaningful contribution to improving sustainable livelihoods.

The HRDC's corporate social responsibilities will focus on, but not limited to the following areas;

4.1 Charitable/Community Work

The HRDC supports community initiatives and charitable work. We do this in the form of sponsorship, donations to local and national charities. Suggestions may be made by Staff as well as requests which may be received by the Organisation. Suggestion will be considered by the CSR Committee and recommended to the Executive Management for approval.

HRDC will try to assist the beneficiaries directly and if this is not possible, HRDC will donate to agencies or partners with other organisations. HRDC will give priority to assisting in the first instance, our area of operation and at a second level will assist where there are societal needs and where the organisation can create an impact. The support provided may be financial or expertise depending on the request and available resources.

4.2 Student Interns /Attachment

As an Organisation mandated to promote skills development, we aim to support student interns as well as students on attachment to provide them with on-the-job experience within the Organisation, where possible.

4.3 Education

Education plays a vital role in the advancement of society. HRDC is committed to supporting educational establishments to ensure the success of all students, from those in pre-primary, primary, and secondary schools, to colleges, universities, and other learning institutions, including special education facilities.

5. Guiding Principles

HRDC shall follow the following guiding principles for the selection, implementation, and monitoring of CSR activities as well as formulation of the Annual Action Plan:

5.1 The CSR Committee will develop a plan for every financial year for the approval of Executive Management.

5.2 Thorough due diligence will be conducted to verify that partner organisations are registered with CIPA, the Registrar of Societies, and have obtained the necessary clearance from the Botswana Unified Revenue Service (BURS).

5.3 In undertaking CSR activities, HRDC shall give preference to activities that are impactful to the targeted communities or beneficiaries in line with the organisation's values and national priorities.

5.4 HRDC will undertake activities related to Mental Health projects targeting youth either through collaborating with Non-Governmental Organisations (NGOs) or developing programmes for this purpose.

5.5 HRDC shall not discriminate any beneficiaries of the CSR activities on the grounds of race, gender, age, ethnicity, or religion but may focus its activities on benefiting the economically weaker section of society.

5.6 HRDC will ensure the utmost transparency in the selection, implementation, monitoring, and reporting of CSR activities.

5.7 HRDC will ensure that all the CSR activities are implemented as per the approved Annual Action Plan

5.8 The CSR initiatives shall reflect respect for fundamental human rights and the dignity of people.

5.9 HRDC will not undertake CSR Projects or activities that benefit only the employees of the company or their respective families.

6. CSR Budget

There will be an annual CSR budget prepared by the CSR Committee and approved by the HRDC Executive Management. The budget can be augmented through various fundraising initiatives determined by the Committee.

7. Roles and Responsibilities

7.1 Executive Management will ensure there is a CSR Committee established within the organisation to manage and monitor CSR activities;

7.2 The CSR Committee shall monitor HRDC CSR activities and report regularly to Executive Management;

7.3 The responsibility for the implementation of the CSR activities will lie with the CSR Committee;

7.4 The CSR Committee will be responsible for compiling an annual budget for approval by the Executive Management;

7.5 HRDC Staff will be encouraged to participate in the CSR initiatives; and

7.6 The CSR Committee may organise fundraising activities with the approval of Executive Management.

8. Monitoring and Evaluation

Monitoring and evaluation will be conducted to ensure that selected projects achieve their intended objectives. A report will be prepared annually for Executive Management and will be published in the HRDC Annual Report to provide shareholders and other interested parties with an overview of the organisation's CSR activities. This process will also facilitate feedback and support continuous improvement efforts.

9. Review of the Policy

The Policy shall be reviewed every three years or earlier as necessary.

10. Related Information

This policy should be utilised in conjunction with the HRDC General Conditions of Service, Business Code of Practice, Finance and Procurement Policies, and the Fraud Policy.

11. Policy History

Brief description of any revisions to the Policy.

Issue Number	Approval Date	Effective Date	Withdrawal Date	Description (specific description of changes made)

SIGNED BY:

NAME: Professor Alinah K. Segobye

Chief Executive Officer

SIGNATURE: **DATE: 15.04.2025**