



CORPORATE SOCIAL RESPONSIBILITY POLICY

Version 1.1



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01. TITLE AND APPLICABILITY

The document describes the Corporate Social Responsibility Policy ("CSR policy") of REPORTHUB Ltd. It includes REPORTHUB vision, mission and other relevant attributes of Corporate Social Responsibility.

The CSR policy shall be guided by REPORTHUB corporate philosophy of respect for the individual and the society at large.

The CSR policy shall apply to all CSR programs of REPORTHUB Ltd

02. VISION AND MISSION

REPORTHUB is committed to build a sustainable business with strong social relevance and a commitment to inclusive growth and contribute to the society by supporting causes on various concerns including, healthcare, environmental sustainability, promoting education, promoting sports and other development activities

In pursuance of our vision that REPORTHUB desires to be a 'Company which society wants to exist', we are dedicated towards fulfilling the social objectives through various CSR activities. The Company shall make its endeavour to positively impact and influence the Society for its sustainable development.



03. PURPOSE

REPORTHUB CSR Policy has been designed keeping in view the company's business vision, its CSR vision and long-term social objectives that the company wants to achieve.

REPORTHUB CSR Policy has been created with the purpose to outline its CSR focus areas, review mechanism, execution process and reporting mechanism.

04. RESPONSIBILITY OF THE DIRECTORS

The responsibility of the Directors shall be as under:

01



To approve the CSR Policy & disclose the contents of such policy in its report

02



Ensure that the activities proposed in the CSR Policy are undertaken;

03



Ensure that the company spends, in every financial year, at least 2% of average net profits of the company made during the 3 immediately preceding financial years;

04



If company fails to spend the sum as mentioned above, then the Directors shall, in its Report specify the reasons for not spending the amount.



05.

CSR COMMITTEE

a. Constitution of The CSR Committee

- A Corporate Social Responsibility Committee ("the CSR Committee") has been constituted by the Directors to oversee the CSR agenda of the Company
- Directors shall be empowered to take decision for making or effecting changes in the constitution of the CSR Committee.
- The composition of CSR Committee shall be disclosed in the Directors' Report.



b. Responsibilities of the CSR Committee

- To formulate & recommend to the Directors, a CSR Policy indicating the activities to be undertaken and modify / amend the same as required;
- To review and approve annual budgets with respect to CSR programs;
- To develop and institutionalize a CSR reporting mechanism;
- To monitor the CSR Policy, Projects and Programs from time to time.

c. Meetings of CSR Committee

- The CSR Committee shall meet at least once in six months. The meeting shall be held either at the registered office of the company or any other place, as may be decided by the members.
Physical presence of a minimum of two members of the committee shall constitute the quorum.

d. Notice of Meeting

- At least three days advance notice of every meeting, specifying the day, place and timing of meeting and the general nature of the business to be transacted there at shall be given to the members. In urgency, a meeting may be convened by shorter notice.



06. AREAS OF CSR ACTIVITIES

Reporthub has partnered with Camp of Hope, a registered charity organization in Kenya to manage the CSR activities and it is hereby devoted to direct its CSR resources, to a reasonable extent, for improving the quality of life of the people by focusing on the social causes, including but not limited to the following areas:

- Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation;
- Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects;
- Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes. day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups;
- Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water;
- Protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional arts and handicrafts;
- Training to promote rural sports. nationally recognized sports. Paralympic sports and Olympic sports;
- Rural Development Projects; and Slum area development

EXCLUSIONS:

Following activities shall be excluded from the CSR expenditure of REPORT HUB:

- Activities which are exclusively for the benefit of employees of the company or their family members;
- Activities undertaken in pursuance of normal course of business of the Company;
- Direct or indirect contribution to political parties;
- Expenditure on item/s not in conformity with Kenyan laws and regulations;
- Surplus arising out of CSR projects shall not form part of the business profits of Company instead the same will be further used for CSR purposes only.



07.

GEOGRAPHIES AND BENEFICIARIES

REPORT HUB will give preference to the local areas around its operations for spending the amount earmarked for CSR activities. REPORT HUB operations are mainly concentrated in the following areas:

a. Nairobi County

The beneficiaries of REPORT HUB CSR programs may be the following categories of people:



Children / students



Women



Weaker sections of the society



Others - society at large



08.

IMPLEMENTATION MECHANISM

The company may conduct / implement CSR programs by itself and/or through registered trusts, societies with an established track record of at least three years in carrying on activities in the related area/s.

The company may collaborate or pool resources with other companies to undertake CSR activities and any expenditure incurred on such collaborative efforts would qualify for computing the CSR spending.

The progress will be reported to the CSR Committee during the committee meetings. The progress on CSR programs undertaken by the Company will be reported in the Annual Report.





09. MONITORING OF CSR PROGRAMS

The REPORT HUB CSR team shall be responsible for day to day management of CSR related activities of the company. The team shall periodically report to the CSR committee regarding the financial and programmatic progress of CSR projects.

All projects undertaken by REPORT HUB shall be monitored on a regular basis. On-site monitoring would also be undertaken at least once a year to ensure on-track implementation.

The CSR team shall be empowered to appoint an external third party to monitor / review / audit the progress (financial and programmatic) of the CSR projects.

10. EFFECTIVE DATE

The CSR Policy shall be effective from the date of its approval by the Directors.

11. AMENDMENTS TO THE CSR POLICY

CSR Policy may be updated to align it with the changing requirement or changes in the legal and regulatory framework. Any revision in the Policy shall be approved by the Directors.

12. CONTACT

For queries related to the CSR Policy, please write to us at

@ info@reporhub.co.ke



CSR POLICY APPROVED ON BEHALF OF DIRECTORS ON THIS **09TH** DAY OF **JANUARY 2020** AT REPORT HUB HEAD OFFICE.

CHIEF EXECUTIVE OFFICER

Date signed, May 2019.....



REPORTHUB

Information with Power

