KISII NATIONAL POLYTECHNIC

CORRUPTION PREVENTION POLICY

KNP/CPP/07
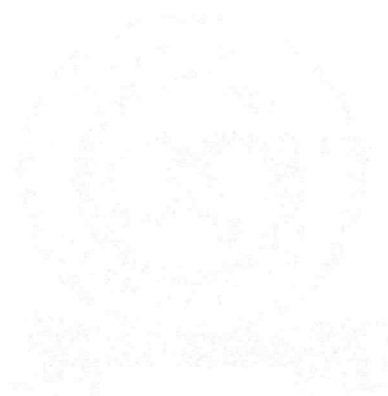2020 Edition

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KISII NATIONAL POLYTECHNIC		
CORRUPTION PREVENTION POLICY		**Policy No.** KNP/CPP/07
Principal's Signature		Date 6/5/2021
Approval by Governing Council Chairman's Signature		Date 6/5/2021
Responsible Office	INTEGRITY OFFICE	

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FOREWARD

The Kisii National Polytechnic is a State Corporationregistered in 1972 under the Education Act CAP 212 of the Laws of Kenya with the objective of providing technical education and training KNP draws on public resources and must be transparent and accountable in its utilization of these resources.

This Corruption Prevention policy has been developed in recognition of the need for a single, documented reference guide for Corruption Prevention officers in KNP in their day to day work; as well as being a source of information for other stakeholders.

This policy is a key reference guide for the practices, policies and procedures used in Corruption Prevention in KNP. The Corruption Prevention policy provides a standardized and official document for all KNP staff and officers on corruption prevention. It will form an invaluable guide to our staff as they go about their day to day duties as well as providing guidance and information to other KNP departments in understanding the corruption preventionpolicies and procedures. Additionally, the interaction of roles and responsibilities across the Corruption Prevention functions will be well understood as documentation of end to end processes now exist.

This policy will provide a guide that ensures uniformity and standardization in the way tasks are approached across the whole of KNP; a handy reference and training guide to assist new and existing staff to become familiar with various aspects of their work; and provide transparency and accountability in the way Corruption Prevention policies and procedures are undertaken in KNP.

Prof. KisiluKitainge
Chairman Governing Council

ABBREVIATIONS

KNP	Kisii National Polytechnic
ACECA	Anti-Corruption and Economic Crimes Act
CPC	Corruption Prevention Committee
CPP	Corruption Prevention Policy
EACC	Ethics and Anticorruption Commission
IAO	Integrity Assurance Officer
PC	Performance Contracting
HOD	Head of department
HR	Human Resource

1.0 INTRODUCTION

Kisii National Polytechnic (KNP) recognizes that corruption prevention is an integral part of good governance and management practice to enhance efficient and effective service delivery. The institution has adopted a zero-tolerance stance on the vice and is committed to maintaining an institutional framework which will ensure that effective prevention of corruption is embedded in all its activities. KNP is a corruption free zone.

1.1 Historical Background

Kisii National Polytechnic was founded in 1971 as a Harambee Institute of Technology. It was registered in 1972 under the Education Act. CAP 212 of the laws of Kenya with the objective of providing technical education and training for youths. It was moved from St. Vincent Centre where it was initially housed, to the current site in 1980. The first buildings to be put up were Woodwork Technology and Mechanical Engineering workshops, Typing Pool, Hostels, Kitchen and Dining hall. The curriculum then was Secretarial and Building technology. The institute was elevated to a national polytechnic in May 2016 through Legal notice No. 93. Since then more courses have been introduced and currently Kisii National Polytechnic offers more than eighty-eight (88) courses in Certificate and Diploma levels.

Science and Technology (S&T) activities have been recognized in the institution since its inception as vital to social and economic development. There has been rapid expansion of Science and Technology since the enactment of Science and Technology Act CAP 250 of the laws of Kenya (1977).

KNP is managed by the Governing council and college administration comprising of the Principal, Deputy Principals, the Registrar, the Dean of Trainees, Heads of Departments and their Deputies. Day to day learning activities in the college is managed by the Departments.

1.2 Mandate

The mandate of Kisii National Polytechnic is to develop an institution with excellence in training scholarship entrepreneurship, research, consultancy, community service and products with emphasis on technology, its development, impact, and application within and outside Kenya.

1.3 Vision

To be the preferred training institution for technical and vocational skills development.

1.4 Mission

To develop highly qualified, globally competitive and innovative human resource by providing quality training, applied research & extension and entrepreneurship skills that are responsive to market demands.

1.5 Core Values

The Polytechnic operations are guided by the following core values:

a) Excellence
b) Innovativeness
c) Teamwork
d) Integrity
e) Transparency

2.0 POLICY

2.1 Scope
The policy shall apply to the following;

The members of the Governing Council, staff, students, parents, suppliers, contractors and other stakeholders who engage with the institution in one way or the other .

2.2 Purpose of the Policy
This policy provides guidelines on corruption prevention measures to safeguard the institution from corrupt and unethical practices.

2.3 Policy Statement
The Management of KNP is committed to prevention and eradication of all forms of corruption to ensure compliance and upholding integrity in its operations.

3.0 LEGISLATIVE AND ADMINISTRATIVE REQUIREMENTS/ CONTEXT

In order to ensure a corruption free institution, KNP works within the provisions of the Acts of parliament and other instruments designed to prevent corruption and ensure efficient service delivery. These include but not limited to:-
   a) The constitution of Kenya 2010
   b) Ethics and Anti-corruption Commission Act (2011)
   c) Leadership and Integrity Act(LIA) (2012)
   d) The Public Procurement Asset Disposal Act (2015)
   e) The Anti-Corruption and Economic Crimes Act, 2003 cap 65 as amended in 2008.
   f) Public Officer Ethics Act.
   g) Government Financial Management Act, 2004.
   h) Ministry of Education current Performance Contract terms.
   i) ISO 9001-2015 and ISO/IEC 27001:2013 Management Systems requirements.
   j) Government circulars

4.0 DEFINITIONS OF TERMS

Abuse/Misuse of office-Public office is abused for private gain when an official accepts, solicits, or extorts a bribe. It can also be abused for personal benefit even if no bribery occurs, through patronage and nepotism or the theft of assets.

Blackmail – An act of threatening to reveal a secret about someone unless they do something you tell them to do such as giving you money.

Breach of trust – An act of breaking the trust.

Bribery – An act of offering someone money or something valuable in order to persuade them to do something for you.

Corruption:
It refers to misuse of office or authority for the benefit of an individual or a group through coercion, undue influence, misrepresentation, falsification, dishonesty, or any other improper acts or means in breach of laws, regulations and rules in force (Anti-corruption and Economic Crimes Act, 2003).
As stated in the ACECAcorruption manifests itself is the following ways

Ethics
Ethics is defined as a moral philosophy or code of morals practiced by a person or group of people.

Extortion – An act of obtaining something from someone especially money by using some force or threats.

Fraud- It isdeliberate falsification, concealment, destruction or use of falsified documentation leading to actual or potential financial loss to any person or entity and may include theft of funds or other property by employees or persons.

Forgery – An act of falsification of documents with an intention of personal gain.

Integrity
Integrity is adherence to professional ethics and standards, practicing professionalism, being honest and having strong moral principles.

Lateness and misuse of office hours – An act of not observing official working hours

Misappropriation/embezzlement of corporate funds – Using the college's funds for purposes not intended for or for personal gain.

Nepotism/Favoritism/Tribalism – Unfair use of power in order to benefit family, friends or particular social group.

Red flags
These areindicators of possible corruption.

Suspected corruption
This is where there are strong indications that corruption has occurred though no evidence has been adduced.

Tax evasion – An act of avoiding paying taxes that are due to the government with an intention of personal gain.

Whistleblower
This is a person who raises an alarm/red flag on issues of corruption.

5.0 CORRUPTION RISK AREAS

In order to effectively fight corruption, KNP conducts a CRA on quarterly basis to enable identification of corruption loopholes and consequently put in place prevention measures. All functional areas are potential risk areas and have the responsibility to identify the risks, put in place preventive strategies/measures, and inform the CPC.

6.0 CORRUPTION PREVENTION STRATEGIES

The following strategies have been put in place to fight corruption in KNP:
(i) Establishment of the Corruption Prevention Committee (CPC)
(ii) Setting up of the Committee of the IAOs.
(iii) Establishment of audit committee.
(iv) Establishment of hotlines to report cases.
(vii) Installation of Corruption reporting boxes.
(Viii) Display of departmental service charters.
(viii) Developing and implementing code of conduct and ethics.
(ix) Display of anti-corruption posters.
(xi) Administering regular trainingson corruption prevention.
(xii) Putting in place tender and acceptance committee.

7.0 ROLES AND RESPONSIBILITIES

7.1 Integrity Assurance Officers

The role of IAOs shall be:

    (i)   Carry out corruption risk assessments

    (ii)   To initiate actions in response to corruption risk assessments.

    (iii)   Prepare corruption prevention plans and implement them.

    (iv)   Implement anti-corruption education and awareness programmes.

7.2 Corruption Prevention Committee

The roles and functions of the corruption prevention Committee within the institution are as follows;

    a) Setting priorities in the prevention of corruption within the institution.

    b) Planning and coordinating corruption prevention strategies.

    c) Integrating all corruption prevention initiatives in the institution.

    d) Receiving and reviewing reports on corruption prevention initiatives and recommend appropriate action.

    e) Receiving and taking action on corruption reports made by staff and other stake holders with evidence of concrete measures taken.

    f) Referrals to other agencies

    g) Spearheading anti-corruption campaigns within their jurisdiction.

    h) Monitoring and evaluating the impact of corruption prevention initiatives.

    i) Preparing and submitting quarterly progress reports to the Performance Contract Steering Committee and submitting the same reports to EACC.

Composition of Corruption Prevention Committee

1. Principal- Chairman

2. Integrity Assurance Officer   - Secretary

3. Registrar academics   - Member

4. Dean of Students   - Member

5. Deputy Integrity Assurance Officer   - Member

6. Two Academic HODs   - Members

8.0 INTERNAL AUDIT REVIEWS

The management recommends the crucial role played by both the Internal and External Audit Departments in the prevention and detection of corruption within the institution through:-

1. Providing institutionalized mechanism for supervision, Control and review of operational systems within the institution.
2. Assessing the nature and extend of any fraud and corrupt risk.

The Audit queries form part of the CPC reports forwarded to EACC and Performance contract steering Committee for the annual evaluation.

9.0 HOW TO REPORT CORRUPTION INTERNALLY AND EXTERNALLY

All staff members and other stakeholders are charged with fighting corruption in all its forms. It is, therefore, their duty to report any corruption practices as soon as it is detected.

Mechanisms within the institution for reporting to the Management, Integrity Assurance office and external agencies are:

a) Corruption reporting boxes within the institution
b) Hotlines to report any case of Fraud or Corruption
    i.   KNP IAOs (**0723479809/ 0722693211**)
    ii.   Ethics and Anti-Corruption Commission (**0729888881/2/3**) directly
c) Email: knpintegrity@gmail.com

d) In person to Integrity Assurance Office or EACC offices

One can report through writing, ringing or in person with the relevant information or document.

10.0 HANDLING OF CORRUPTION AND FRAUD CASES

Every case reported will be handled on merit on the cogent evidence or reasonable suspicion that corruption or fraud offence has occurred or about to occur.

All cases reported are dealt with-fairly, promptly, expeditiously and lawfully without bias.

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Example: All reported cases within the institution are forwarded to the CPC for assessment and deliberation.

The CPC reports the same to EACC or any other relevant agency for further action.

11.0 WHISTLEBLOWING AND PROTECTION OF WHISTLEBLOWERS

KNP encourages and invites genuine information from staff and other stakeholders which can lead to averting corruption or which can lead to speedy investigation and conclusion of a corruption case. Staff will be protected under the Witness Protection Act 2006. The whistle can be blown through telephone hotlines, e-mail, and suggestion boxes. All information received from whistleblowers will be treated confidentially. Sources of information cannot be disclosed unless the person reporting so requires his/her identity to be made public.

The CPC shall put the following mechanisms to protect the identity of whistleblowers:-

a) No Signatures nor names given when reporting by Whistle blowers.
b) Hotlines given for direct reporting.
c) CPC reports and communication be handled with confidentiality as required.
d) Identity of whistle blowers be kept confidentially.
e) Reporting boxes available in open places to pass information freely without identity.
f) Information for EACC from CPC is directly processed by the CPC secretary and forwarded to EACC without involving the College Secretaries and Messengers.

12.0 DISCIPLINARY MEASURES

The reports shall be acted upon promptly and fairly by investigating the evidence according to the law. Any employee accused of corruption will have to step down to pave way for investigation. In all cases regarding the Anti-Corruption Policy, KNP Management is the implementing authority. The Management will go about implementation of the Policy in accordance with established laws and other relevant anti-corruption legislation.

13.0 TRAINING AND SENSITIZATION

KNP shall carry out training and sensitization workshops to employees and members of the CPC on termly basis. This will be through consultation with the EACC.

The CPC shallensure that all access, read and apply the provisions of the policy and the code of conduct provided.

One shall access a copy of this policy, and other copies in the Integrity Assurance Office, Library and in the KNP website.

14.0 IMPORTANTDOCUMENTS

The Institution has the following documents that support this Policy.
i. Code of Conduct
ii. HR Manual
iii. Corruption Risk Assessment Profile
iv. Public Procurement Procedures
v. Financial Management Guidelines

15.0 IMPLEMENTATION

The responsibility of the implementation of this policy rests with the KNP management through the Corruption prevention Committee (CPC) Chaired by the Principal.

16.0 MONITORING AND EVALUATION

The Corruption prevention committee members shall monitor the effectiveness and evaluate the implementation of this policy for suitability, adequacy and effectiveness.

17.0 REVIEW OF THE POLICY

This policy shall be reviewed after every five (5) years and/or when need arises.