MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY

HIGH LEVEL SUMMARIES OF THE APPROVED MUST ADMINISTRATIVE POLICIES.

AFP UNIVERSITY POLICY SUMMARIES

The following are the 28 Administration, Finance and Planning (AFP) Policies approved by the University Council in May and July 2026.

Complete copies of the approved policies are available in the Office of the Registrar (Administration and Planning).

All stakeholders who require copies of any of these policies are therefore requested to contact the Office of the Registrar (Administration and Planning) for assistance.

1. TRANSPORT POLICY

The Meru University of Science and Technology transport policy is designed to ensure safe, reliable, efficient, and accountable transport services for staff, students, and authorized users through proper management of university vehicles and transport operations. The policy outlines procedures for requesting and using university vehicles, emphasizes adherence to traffic regulations and transport procedures, and promotes regular maintenance, safety standards, insurance, and responsible use of the university fleet. It also defines the responsibilities of the Transport Department, including vehicle maintenance, logistics coordination, and provision of timely and quality transport services that support teaching, research, and other university activities while enhancing customer satisfaction and sustainability.

2. ROAD SAFETY POLICY

The Meru University of Science and Technology road safety policy aims to promote a safe and secure transport environment for students, staff, visitors, and the surrounding community by enforcing responsible road use and compliance with traffic regulations within and outside the university premises. The policy emphasizes accident prevention through driver discipline, regular vehicle inspection and maintenance, observance of speed limits, use of qualified and authorized drivers, pedestrian safety awareness, and adherence to national road safety laws. It also outlines the responsibilities of the university administration, drivers, and road users in maintaining safety standards, reducing transport-related risks, and ensuring efficient and orderly movement of people and vehicles in support of the university's operations and welfare.

3. OSHA

he Meru University of Science and Technology Occupational Safety and Health Administration (OSHA) policy is intended to provide a safe, healthy, and conducive working and learning environment for employees, students, contractors, and visitors by preventing workplace accidents, injuries, and occupational illnesses. The policy emphasizes compliance with the Occupational Safety and Health Act of Kenya, risk identification and control, provision of protective equipment, emergency preparedness, health and safety training, proper handling of equipment and hazardous materials, and continuous monitoring of workplace conditions. It also outlines the responsibilities of university management, staff, and students in promoting a culture of safety, reporting hazards,

and ensuring that all university activities are conducted in a manner that safeguards human health, property, and the environment.

4. PROCUREMENT POLICY

The Meru University of Science and Technology procurement policy is guided by the Public Procurement and Asset Disposal Act, 2015, and emphasizes transparency, fairness, accountability, competitiveness, value for money, and ethical conduct in the acquisition of goods, works, and services. The policy outlines procedures for supplier registration, tender preparation and evaluation, contract management, procurement planning, record keeping, and disposal of assets while ensuring compliance with government regulations and oversight by bodies such as the Public Procurement Regulatory Authority (PPRA). The university also promotes inclusion through the reservation of procurement opportunities for youth, women, and persons with disabilities under the AGPO framework, while supporting local products and continuous monitoring of procurement activities to ensure efficiency and integrity.

5. ICT POLICY

The Meru University of Science and Technology ICT Policy provides a framework for the secure, efficient, ethical, and innovative use and management of information and communication technology resources to support teaching, learning, research, administration, communication, and service delivery within the university.

6. DEBT POLICY

The Meru University of Science and Technology Debt Management Policy provides guidelines for prudent borrowing, debt administration, repayment, and financial risk management to ensure that all debts and financial obligations are acquired, managed, and settled sustainably, transparently, and in compliance with government regulations, while safeguarding the university's financial stability and supporting its strategic development objectives.

7. GOOD CORPORATE CITIZENSHI POLICY/CSR

The Meru University of Science and Technology Corporate Social Responsibility (CSR) Policy provides a framework for promoting sustainable community engagement, environmental conservation, ethical practices, and social development through partnerships, outreach programs, research, innovation, and institutional initiatives that positively impact society while supporting the university's mission, values, and commitment to responsible citizenship.

8. ANTI CORRUPTION POLICY

The Meru University of Science and Technology Anti-Corruption Policy establishes measures for preventing, detecting, and addressing corruption, fraud, bribery, and unethical conduct within the university by promoting integrity, transparency, accountability, compliance with national laws,

protection of whistleblowers, and responsible use of public resources in all university operations and decision-making processes.

9. COMPLAINT MANAGEMENT POLICY

The Meru University of Science and Technology Complaint Management Policy provides a structured framework for receiving, recording, investigating, resolving, and monitoring complaints from students, staff, stakeholders, and members of the public in a fair, timely, transparent, and confidential manner, with the aim of enhancing accountability, service delivery, stakeholder satisfaction, and continuous institutional improvement.

10. ACCESS TO INFORMATION TO INFORMATION POLICY

The Meru University of Science and Technology Access to Information Policy provides guidelines for facilitating the timely, accurate, and lawful disclosure of information held by the university in accordance with the Constitution of Kenya and the Access to Information Act, while safeguarding confidentiality, privacy, and sensitive institutional data to promote transparency, accountability, and public participation.

11. DISABILITY MAINSTREAMING POLICY

The Meru University of Science and Technology Disability Mainstreaming Policy provides a framework for promoting inclusion, equal opportunity, accessibility, and non-discrimination for persons with disabilities in all university programs, services, facilities, employment, teaching, learning, and decision-making processes, while ensuring compliance with national laws and fostering a supportive and barrier-free institutional environment.

12. RISK MANAGEMENT POLICY

The Meru University of Science and Technology Risk Management Policy establishes a systematic framework for identifying, assessing, monitoring, mitigating, and reporting risks that may affect the university's operations, resources, reputation, strategic objectives, and service delivery, while promoting accountability, compliance, business continuity, and informed decision-making across all institutional functions.

13. STAFF CODE OF CONDUCT AND ETHICS

The Meru University of Science and Technology Staff Code of Conduct and Ethics sets out the standards of professional behavior, integrity, accountability, confidentiality, impartiality, respect, and discipline expected of all employees in the performance of their duties, while promoting ethical decision-making, compliance with university regulations and national laws, responsible use of public resources, and commitment to quality service delivery and the university's core values.

14. CONFLICT OF INTEREST POLICY

The Meru University of Science and Technology Conflict of Interest Policy provides guidelines for identifying, disclosing, managing, and preventing situations in which personal, financial, or professional interests may improperly influence or appear to influence the decisions, duties, or responsibilities of staff, council members, or other stakeholders, thereby promoting integrity, transparency, accountability, and public trust in the university's operations and governance.

15. HALLS OF RESIDENCE POLICY

The Meru University of Science and Technology Halls of Residence Policy provides guidelines for the allocation, management, safety, discipline, welfare, and proper use of student accommodation facilities, with the aim of promoting a secure, conducive, inclusive, and orderly living environment that supports students' academic success, personal development, and responsible conduct within the university community.

16. CONSUMPTION OF LOCAL PRODUCTS

The Meru University of Science and Technology Local Products Consumption Policy promotes the preference and utilization of locally manufactured goods, services, and materials in the university's procurement and operational activities in line with the Government of Kenya's Buy Kenya Build Kenya initiative, with the aim of supporting local industries, enhancing economic growth, creating employment opportunities, ensuring value for money, and encouraging sustainable development.

17. CORPORATE GIFT POLICY

The Meru University of Science and Technology Corporate Gift Policy provides guidelines on the acceptance, offering, declaration, recording, and management of gifts, hospitality, and donations involving staff, students, council members, and stakeholders in order to prevent conflicts of interest, bribery, and unethical influence, while promoting integrity, transparency, accountability, and compliance with public service ethics and anti-corruption laws.

18. HR PROCEDURE MANUAL

The Meru University of Science and Technology Human Resource Manual provides comprehensive guidelines on recruitment, appointment, training, performance management, promotion, discipline, remuneration, leave administration, staff welfare, retirement, and other terms and conditions of service to ensure fair, transparent, efficient, and consistent management of human resources in support of the university's strategic goals and legal obligations.

19. GENDER AND INCLUSION POLICY

The Meru University of Science and Technology Gender and Inclusion Policy provides a framework for promoting equality, diversity, non-discrimination, and inclusive participation in all university programs, employment practices, leadership, teaching, learning, and service delivery, while ensuring equal opportunities and protection of the rights and dignity of all persons regardless of gender, disability, age, ethnicity, religion, or other social backgrounds.

20. WHISTLE BLOWING POLICY

The Meru University of Science and Technology Whistle Blowing Policy establishes procedures for the confidential reporting, investigation, and resolution of suspected corruption, fraud, unethical conduct, abuse of office, or other irregularities within the university, while protecting whistleblowers from victimization or retaliation and promoting integrity, transparency, accountability, and responsible governance.

21. HIV / AIDS PREVENTION POLICY

The Meru University of Science and Technology HIV/AIDS Prevention and Management Policy provides a framework for preventing the spread of HIV/AIDS, promoting awareness, counseling, testing, care, support, and non-discrimination within the university community, while safeguarding the rights, dignity, confidentiality, health, and welfare of staff and students affected by or living with HIV/AIDS.

22. STAFF TRAINING POLICY

The Meru University of Science and Technology Staff Training and Development Policy provides guidelines for identifying training needs, facilitating professional development, capacity building, skills enhancement, and continuous learning opportunities for staff in order to improve performance, productivity, innovation, career growth, and effective service delivery in support of the university's strategic objectives.

23. ALCOHOL, DRUGS AND SUBSTANCE ABUSE FOR MERU UNIVERSITY

The Meru University of Science and Technology Alcohol, Drugs and Substance Abuse Policy provides a framework for the prevention, control, awareness, counseling, rehabilitation, and management of alcohol and substance abuse within the university community, while promoting a safe, healthy, disciplined, and productive learning and working environment through education, support services, and enforcement of applicable laws and university regulations.

24. FINANCE POLICY

Meru University of Science and Technology is committed to accountable, transparent, lawful, and efficient management of its financial resources to support its mission and safeguard institutional assets.

25. ENVIRONMENTAL POLICY

This Policy proposes a broad range of measures and actions responding to key environmental issues and challenges. It seeks to provide the framework for an integrated approach to planning and sustainable management of natural resources in the University.

26. SECURITY POLICY

The purpose of this policy is to provide a framework, procedures and guidelines for detection, prevention, and mitigation of any security risks and threats facing MUST, its staff, students, visitors and facilities.

MUST is committed to creating and maintaining a safe and secure environment for all the staff, students and visitors as well as all its assets which include physical installations.

This policy will apply to all students, staff, suppliers and stakeholders of MUST.

27. REWARD AND RECOGNITION POLICY

Policy Statement

To demonstrate the University appreciation of employees or teams who have made exceptional contribution to the attainment of the goals and objectives of the institution, the University will provide reward and recognition programmes that are fair, equitable, competitive and performance driven.

Purpose

This policy provides guidelines in implementation of the reward and recognition programmes. This policy reflects MUST's culture of demonstrating appreciation and recognition for the contributions made by staff at all levels and in all areas.

Scope

This policy applies to all employees. The reward and recognition programmes will include non-monetary and monetary rewards as will be determined from time to time.

28. DISASTER RECOVERY PLAN POLICY

This Disaster Recovery Plan (DRP) has been developed in conformity with established standards and regulatory frameworks, including the Information and Communication Technology Authority (ICTA) guidelines, the Information Security Management Systems (ISMS) ISO 27001 standard, the Kenya Data Protection Act, 2019, relevant Government of Kenya policies, and the University's Strategic Plan. This policy document provides a structured framework to guide ICT resilience and continuity, supporting the achievement of the University's vision and strategic objectives. I wish to acknowledge the valuable contribution of the ICT Steering Committee in the development of this policy and related ICT frameworks.