

Policy: Maintaining Sustainability

Policy Reference: C-GA-002

Version: 01

Person Responsible: CEO

1. Policy Statement

Bahrain Polytechnic is committed to establish sustainable development and resource management, of institutional operations, planning, capital construction and purchasing practices in line with its mission, vision, values and strategic goals.

2. Definitions

- **Corporate governance:** refers to the structures and processes for the direction and control of the organization.
- **Donor:** any person or organisation making a donation.
- **Donation:** is a voluntary transfer of cash, in-kind or service by a donor, made with philanthropic intent for the benefit of the institution.
- **Incoming Sponsorship:** any Bahrain Polytechnic activity funded by external organizations either by cash, in-kind or services.
- **Outgoing sponsorship:** any activity funded by Bahrain Polytechnic either by cash, in-kind or services to support external organizations.
- **Sponsorship:** Cash, in-kind or service paid in return for access to advertisement potential associated with that sponsorship. Excluding student scholarships and sponsorships.
- **Sustainability:** the endurance of the organization's systems and processes.
- **Student Intake:** student enrolment capacity.

3. Application

People:

This policy applies to prospective students, current students, parents, all staff, industry, alumni and government institutes.

Processes:

This policy applies to projecting, determining and approving student enrolment capacity, managing sponsorships and donations.

4. External Requirements

- The laws and regulations in the Kingdom of Bahrain.
- Cabinet Affairs
- Higher Education Council
- CSB rules and regulations

5. What is Expected:

- The mission, vision and overall objectives shall be supported through the optimum utilization of resources avoiding waste of financial, material and human resources.
- The culture of conserving and preserving public property.
- Accurate projections and forecasts of current student numbers, expected graduates, resources available, infrastructure and facilities needed shall be produced to determine the capacity of student enrollment in the next academic year.
- Student demographics shall be maintained and a culture of diversity in current students supported such as percentages of citizens and non-citizens, female and male.
- A fair learning environment for students and staff shall be provided.
- Funding Stability shall be maintained to address the long-term needs of Bahrain Polytechnic.
- Partnerships shall be built and long term relationships established and maintained with national and international private and public institutions
- Corporate governance shall be ensured to help Bahrain Polytechnic operate more efficiently and help protect Bahrain Polytechnic from poor decisions and exposure to dangerous risks as defined by the guidelines of The Ministry of Cabinet Affairs.
- The strategic plan shall be clear and achievable, efficiently planned, executed, monitored and reported.
- The culture of "Go Green" shall be driven for the purpose of lowering costs and reducing the negative environmental impact.

6. Key Dates

First Approved: 28 February , 2016 by SMT , 29 February,2016 by BoT

This Version Approved: 28 February , 2016 by SMT,29 February,2016 by BoT

Next Review Date: 4 years from this version approved date or as required

7. Links and Related Documents

- Strategic plan 2015-2019