

Category	Community Relations	Policy Number	UNI-COM-102	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.0	
Responsible Office	Provost	Policy Owner	Office of the Provost	
Date Approved	4 October 2020	Effective Date	4 October 2020	
Date Last Reviewed	New Policy	Due Date for Next Review	30 September 2023	

POLICY

Civic Social Responsibility

1. Purpose

This policy ensures and clarifies Zayed University's commitment to encouraging employee and student participation in voluntary civic social responsibility activities in line with the university's vision, mission, and core values.

2. Scope of Application

This policy applies to all Zayed University employees and students involved in voluntary civic social responsibility activities that are organized and/or supported by the university.

3. Definition

For the purposes of this policy, **civic social responsibility (CSR) activities** are defined as voluntary activities that are beneficial to both the community concerned and the university. These activities must be organized and/or endorsed by the university, and may be either individual or group activities of volunteerism.

4. Policy

4.1 All CSR activities must be approved by the employee's or student's dean/director before being forwarded to the Office of the Provost.

4.2 Course-based CSR activities will be automatically recorded in the CSR Database. A passing grade will confirm that the activity was completed.

4.3 Non-course-based CSR activities must be approved by the Office of the Provost before being recorded in the CSR Database.

4.4 Research into the impact and legacy of volunteering associated with university-approved civic social responsibility activities must be approved by the Office of Research if funding is requested.

4.5 All civic social responsibility activities will be managed in accordance with standard university values and practices and will comply with national laws and guidelines on volunteering.

4.6 The responsibility and accountability for civic social responsibility activities reside with the initiating units or individuals concerned.

- 4.7 Funding for civic social responsibility activities will be authorized on a case-by-case basis in accordance with university policies and will not include any form of remuneration for the participants.
- 4.8 Official leave of absence may be granted to students and employees involved in university-approved non-course-based CSR activities upon approval of the Vice-President.
- 4.9 Employees engaged in non-course-based CSR activities may count their involvement in these activities towards their annual university service obligations.
- 4.10 CSR activities may be organized by external organizations or groups; however, they would have to conform with the internal university review and approval process.

5. Related Policies and Laws

- UNI-COM-101 Outreach and Community Engagement
- ACA-STU-302 Extracurricular Activities and Programs
- SUP-SCA-101 Sports Leave
- UNI-GOV-601 Enterprise Risk Management

6. Administration

This policy is administered by the Office of the Provost.

7. Revision History

Date	Revision
27 October 2022	Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format.
4 October 2020	President’s Decree issued (PD #90 of 2020) (Version 1.0).
30 September 2020	Approved by the University Council.
23 September 2020	Endorsed by the UC Academic Affairs Committee subject to changes proposed to Articles 4.3 and 4.4. Added 4.10.
21 September 2020	Endorsed by the Academic Council.
23 February 2020	Endorsed by the Provost’s Council.
20 October 2019	Endorsed by the Deans’ Council.
8 October 2018	New policy drafted.