

ASSEMBLY OF SOCIAL MOBILIZATION

HIV/ AIDS WORK PLACE POLICY

Preamble

Realizing the need for active and effective role in the community to fight against HIV through our guiding principles of supporting People in the grass roots,

Keeping in mind that all our staff needs accessible resources on HIV/AIDS to engage in awareness creation among the community,

Understanding the need to develop a policy framework that will mainstream the organizations work on HIV AIDS to the strategic definitions of our mission.

This HIV Work place policy is constituted and presented to all staff and members of the management of the Assembly of Social Mobilization.

1. Aims

The policy aims:

- a. To declare that HIV and AIDS are workplace issues and to improve interactions and education around them in the workplace.
- b. To build consensus on how to deal with HIV and AIDS in the workplace and community
- c. To strengthen education on and prevention of HIV, as well as measures to support the health of people with HIV.
- d. To support voluntary testing and counseling and in that context to establish mechanisms to monitor the incidence of HIV while ensuring full confidentiality for individuals.
- e. To build solidarity amongst staff in dealing with HIV, preventing unfair discrimination, and creating a supportive environment
- f. To ensure that conditions of employment meet the needs of people with HIV without imposing undue burdens on the workforce.
- g. To take into account the special needs of women arising out of the HIV/AIDS pandemic

h. To set out comprehensive Programme targets that will include HIV Prevention work into other sectors of the mission of the organization.

2. Education

2.1 Education will be provided to all staff of the organization so as to:

- a. Create awareness on HIV/AIDS
- b. Promote safer sex
- c. Strengthen respect for women's rights
- d. Promote solidarity with people with HIV and AIDS
- e. Encourage people to get tested for HIV and to get counselling
- f. Ensure people know about basic options for treatment for HIV and AIDS, including for opportunistic diseases and STDs
- g. Promote understanding of workers' rights, including around health care, testing and conditions of employment.

2.2. Education will be provided to

- Staff and all volunteers working under all sections of the organization
- The Board and management of the organization.
- Community groups working closely with all our Projects.
- Partnering Community Based organizations (CBOs)

The organization determines to include education on HIV in the work place training modules and community training plan

2.3 The organization will provide time off as required for with a minimum of

1. One day paid off day for testing and counselling on HIV/AIDS biannually.
2. 5 days per year to involve in training and educational workshops.(full time)
3. Opportunities for National and international Exposure/ conferences not exceeding 7 Days.

3. Prevention

3.1. All staff and Managers are responsible for preventing HIV both in the workplace and in their personal activities.

3.2 The Organization shall ensure that the employees are educated about precautions and provide the necessary resources

4. Counselling, testing and confidentiality

- 4.1. The organization will encourage all employees to get tested for HIV and counselling.
- 4.2. No actual or prospective staff may be required to take an HIV test, and no employee may be tested without his or her knowledge and consent.

4.3. The staff and the organization will ensure that

a. All employees who get tested receive counseling by a trained counselor, preferably a trained counselor or a physician before and after the test

b. The results of an individual's test remain fully confidential. Files related to HIV must be kept confidential and must not be marked or flagged in ways that indicate HIV status. The organization will not communicate a staff's HIV status to anyone without the person's written permission.

5. Non-discrimination

- 5.1. The organization will work together to end unfair discrimination and stigmatization against people with HIV.
- 5.2. The parties will ensure that an employee with HIV does not experience unfair discrimination in access to employment, training, promotion and/or benefits.
- 5.3. A manager, Director or any other employee, who discriminates, harasses or otherwise mistreats an employee, with HIV, shall face normal disciplinary procedures.
- 5.4. The staff will work together to create a supportive environment to ensure that employees with HIV are able to continue working for as long as they are able to do so.

6. Employment security

- 6.1. No staff member may be dismissed or retrenched because of their HIV status.
- 6.2. If a staff with HIV cannot perform his or her normal duties because of opportunistic diseases, the employer must attempt to find reasonable alternative accommodation for him or her.
- 6.3. If HIV permanently disables an employee, the employer shall apply standard procedures for termination of employment due to disability, without unfair discrimination. [These demands should be modified depending on existing agreements on disability.]

7. Health Care

- 8.1. The employer will support adequate healthcare for all employees with HIV and their families, including:
 - a. General assistance to help people with HIV stay healthy, by providing nutritional support and immune boosters
 - b. Assistance with primary health care and referrals for treatment for opportunistic diseases
 - c. Provision of anti-retroviral treatment for people with HIV.
- 8.2. The employer will ensure that an employee with HIV is protected from unhealthy conditions at work.

9. Sick, disability and family leave

9.1. To recover from opportunistic diseases, an employee with HIV will receive each year, in addition to the normal leave allowance,

- a. ten days extra sick days, and
- b. six weeks extra disability leave.

9.2. An employee who must care for a person with HIV shall receive an extra ten days' family leave a year.

11. Monitoring and evaluation

The organization will evaluate progress in implementing this policy at least every three months.

12. Definitions

1. **AIDS Acquired Immune Deficiency Syndrome**– when a person with HIV gets severely ill because the HIV has weakened their immune system
2. **Employee with HIV** - Employee infected with HIV
3. **HIV** - Human Immuno Deficiency Virus, which causes AIDS
4. **HIV status** - Whether a person is infected with HIV or not
5. **Opportunistic disease** - Diseases that people with HIV get when the HIV has weakened their immune system
6. **Safe sex** - Sexual activities that prevent contact with bodily fluid, for instance by using a condom
7. **Organization** – Assembly of social Mobilization (ASM)

This paper hereafter referred to as the HIV Work place policy of the Assembly of Social Mobilization shall govern the organization's working policy, and shall be annexed with the constitution of the organization.

Constituted and printed by the orders of the Executive Board of ASM

2007 October 10th.