

**Partnership for a Pilot HIV/AIDS Workplace Programme
Memorandum of Cooperation**

_____ name of enterprise/participating agency _____
and the
Labour Department, Ministry of in collaboration with?

I. Introduction

The Department of Labour, in collaboration with the Ministry of is assisting companies to develop and implement HIV workplace policies and programmes. The aim of this partnership is to help prevent the transmission of HIV among workers and to mitigate the impact of the epidemic on workplace productivity.

II. Proposed Areas of Collaboration

Enterprise and the Labour Department, Ministry.... agree to cooperate in the development and implementation of a workplace programme on HIV and AIDS that includes the following 4 components:

Component	Goal	Main Activities	MOL, Coordinator & ?? Contribution	Company Contribution	Timeframe (est.)
1. HIV/AIDS Workplace Coordination	To ensure company ownership and sustainability of the HIV workplace programme	<ul style="list-style-type: none"> • Nomination of focal point • Creation of HIV committee • Training of focal point and committee members 	<ul style="list-style-type: none"> • Training of HIV/AIDS Focal Point and committee members • Technical assistance to focal point and committee 	<ul style="list-style-type: none"> • Nomination of HIV/AIDS Focal Point with TORs • Designation of HIV/AIDS committee members and TOR • Staff time allocated to oversee HIV/AIDS activities in workplace 	Timeframe:... Focal point named, committee established Timeframe:... Focal point and committee members training
2. Enterprise policy on HIV and AIDS	To establish procedures for dealing with issues in the workplace on HIV and AIDS	<ul style="list-style-type: none"> • Drafting a policy in consultation with worker representatives • Adoption and publication, briefing to all workers 	Technical support (information on model policies; assistance in consultation process with ILO expert)	<ul style="list-style-type: none"> • Drafting of policy and consultation with HIV/AIDS Committee • Dissemination of HIV/AIDS policy 	Timeframe:
3. HIV education and information service	To support HIV/AIDS prevention, non-discrimination, care and support, and to inform workers about resources in the community	<ul style="list-style-type: none"> • Management briefing • Training of trainers and peer educators • Workers' education • Training of OSH personnel • Incorporation of HIV/AIDS module into regular training programmes • Condom availability • Creation of regular update of information services on STI, VCT and care and support outside the workplace 	<ul style="list-style-type: none"> • Briefing of management • Training curriculum • Information, education and communication materials • Training of peer educators • Identification of available STI, VCT and care and support services outside the workplace 	<ul style="list-style-type: none"> • Allocation of time and space for activities • Incorporation of HIV/AIDS module into regular OSH or HR training programmes • Dissemination of information • Establish partnership to ensure provision of condoms for workers and managers • Establish referral system for workers and managers to community STI, VCT and care and support services 	Calendar for training/ services to be determined
4. Monitoring and evaluation	To measure results and maintain sustainability	<ul style="list-style-type: none"> • Regular monitoring by focal point 	<ul style="list-style-type: none"> • Provide monitoring forms to focal point 	<ul style="list-style-type: none"> • Semi-annual monitoring by focal point 	Focal point monitoring every 6 months

1) Date and place: _____

Chief Executive Officer/General Manager

(Name of Company): _____

3) Date and place: _____

Ministry of _____

2) Date and place _____

Permanent Secretary, Ministry...

4) Date and place _____

Other Key Partner