

TERMS OF REFERENCE FOR ENTERPRISE FOCAL POINT FOR HIV AND AIDS

Background

.....(Company's Name)... has committed itself to contributing to the prevention of HIV and the adverse impact of the pandemic on employees, family members and the community by developing an HIV/AIDS Work place Policy and Programme.

In order to effectively implement and monitor the workplace policy and programme, the enterprise has established an HIV/AIDS Committee and will nominate a representative to serve as the focal point for the company. (For those enterprises that have Occupational Safety and Health (OSH) Committees, HIV/AIDS activities could be integrated as part of the mandate of the OSH Committee).

Specifically, the focal point will:

1. Coordinate the development of the workplace programme on HIV and AIDS;
2. Coordinate the implementation of all components of the HIV workplace programme at the enterprise level (including the peer education programme);
3. Disseminate the HIV workplace policy as well as all educational material such as pamphlets, posters, briefings, training modules etc;
4. Ensure that community referral systems for confidential Voluntary Counseling and Testing (VCT), Sexually Transmitted Infections (STI) and care and support services are established and sustained;
5. Ensure that partnerships are established and sustained for the provision of condoms;
6. Provide written reports to the HIV and AIDS committee in the enterprise and to the Coordinator to monitor the implementation of the pilot programme;
7. Suggest ways of improving the HIV programme to the HIV/AIDS Committee.