

ST. VINCENT AND THE GRENADINES
THE NATIONAL TRIPARTITE WORKPLACE POLICY ON
HIV AND AIDS



Prepared by: *Rene M. Baptiste*
Labour Relations Consultant

Revised Draft
December, 2011

Foreword

This consultancy arose out of a request from the tripartite community to the ILO Office for the Caribbean, following their discussions on the HIV component of the country's priorities for their Decent Work Agenda. It came to fruition through an engagement by the Ministry of Labour of a local consultant to work with the tripartite constituents on this timely Policy construction.

Following the appointment of Miss Rene Baptiste, Attorney at Law and former Minister of Labour (2005-2010) in St. Vincent and the Grenadines, she proceeded to guide the exercise and brought the other social partners on board, and the project moved apace.

The Ministry of Labour selected a tripartite focal group to work with the consultant on the first phase of the consultancy, which was an in depth review of existing workplace policies from various enterprises in St. Vincent and the Grenadines including State-owned bodies.

Subsequently, a full Workplace Policy Review Workshop with facilitation from the ILO Caribbean Office was convened on 27th September, 2011 at the Ministry of Labour's conference room. This was led by Mrs. Madhuri Supersad, the HIV/AIDS Specialist.

This Workshop proved invaluable to the overall consultancy, as it revealed the depth of the input from the St. Vincent Employers' Federation which had already held training sessions among its membership with respect to building capacity to apply the ILO framework in HIV workplace policy development.

The participation of some of the individual trade unions and representatives from the National Labour Congress in these preliminary working sessions certainly paved the way for the development of a draft by the consultant of the National Tripartite Workplace Policy on HIV AND AIDS.

Further, the local consultant is well-known to all of the tripartite and the social partners, all having previously worked together on several similar projects in both the private and public sectors, and in the Non-Governmental Organisation Community.

Therefore this Policy was crafted with care to reflect the realities in St. Vincent and the Grenadines, with a sufficiency of appreciation for the economic, social, and cultural dynamics of the multi-island Nation State.

We commend this document to the Nation.

November, 2011

Background on ConsultantMiss Rene M Baptiste, CMG

The local consultant selected for this consultancy is Miss Rene Mercedes Baptiste. Attorney at Law of 35 years standing

The Ministry of Labour was tasked with the search for a qualified, competent and suitable professional to undertake this assignment. They were fortunate to recruit Miss Baptiste who was available to accept the brief at this time.

Miss Baptiste had already published work in the field of Labour Relations and on Labour Laws before, and is well-acquainted with labour market issues and the business landscape of St. Vincent and the Grenadines. She was, in late 1970's, a member of a trade union. She has working and practical experience, having appeared on behalf of employers before the Labour Tribunal in the not-too-distant past.

Apart from her legal training and background, Miss Baptiste was very active in the Non-Governmental (NGO) Community, representing their varied interests.

She has seen public service twice in her long and distinguished professional career; firstly, in the International Financial Services Sector (1976-1986), and more recently, as an elected Member of Parliament, where she held office as a Senior Cabinet Minister in two consecutive successful terms (2001-2005 and 2005-2010). She was the Minister of Labour in the last term. Her record of service is highly respected in St. Vincent and the Grenadines. In fact, she was honoured last year as one of the top ten Most Powerful Women in the Caribbean.

She retired from active elective office December 2010, and was given the Companion of the Order of St. Michael and St. George (CMG), making her only the second woman to have ever received such honours from the Queen in her native land for her stalwart endeavours in International Finance, Law, Culture and Politics.

Acknowledgments

The consultant for this National Tripartite Workplace Policy on HIV AND AIDS for St. Vincent and the Grenadines is duty-bound to acknowledge the tremendous support and assistance that she received from the tripartite bodies throughout the consultancy:

Firstly, to the St. Vincent Employers' Federation for its consistent performance with regard to this cause of capacity-building and awareness among its members, and never failing to be available to the consultant and the Ministry of Labour; for mobilising its base to be ever present in strong numbers for all workshops and training seminars, especially from last year;

Secondly, to the National Labour Congress and its several constituent members for their active participation and sustained interest in ensuring that our mutual goals were met;

Thirdly, to our several social partners in Civil Society for making the National Consultation such a huge success by their enthusiastic participation;

Fourthly, to our Minister of Labour of the government of St. Vincent and the Grenadines for his endorsement of the entire Project, and to his wonderful and co-operative staff led by the present and immediate past Permanent Secretary and the Labour Commissioner, and including the Deputy Labour Commissioner for their unwavering support.

Finally, this consultancy's success rests on the confidence that the ILO Caribbean Office placed in the consultant to deliver the Policy in terms of the desires and wishes of the tripartite constituency's demand to meet the noble goals of the ILO's Decent Work Agenda.

The consultant records special thanks to the Agency for Public Information, SVG-TV, and the other electronic and print media for their wide coverage of the exercise.

The consultant and her team wish to use this opportunity to express appreciation and thanks to all for their role and contribution, which has led to the existence of this most important National Policy.

Table of Contents	Page
1. Introduction, Purpose and Scope	7
2. Definitions	9
3. Policy Statement	11
4. Policy Commitments	15
5. Gender Dimensions	15
6. HIV Screening, Recruitment and Employment	15
7. Confidentiality and Non Disclosure	15
8. Travel, Assignment and Vaccination	16
9. HIV Prevention	16
10. Occupational Safety and Health	16
11. Information, Education and Training	16
12. Stigma and Discrimination	17
13. Reasonable Accommodation	17
14. Termination of Employment	17
15. Protection Against Victimization and Human Rights	18
16. Grievance and Disciplinary Procedures	18
17. Counselling	18
18. Treatment, Care and Support	18
19. Responsibility for implementation	18
20. Stakeholders Responsibilities	19
21. Revision	20
22. Endorsement	21

23. Glossary	22
24. Appendices	23

ST. VINCENT AND THE GRENADINES NATIONAL TRIPARTITE WORKPLACE POLICY ON HIV AND AIDS

1. INTRODUCTION, PURPOSE AND SCOPE

1.1 INTRODUCTION

HIV and AIDS must be recognized as a workplace issue and be treated as such. The statistical data provides a sobering picture as to the impact of HIV and AIDS on the overall population. Despite the proclaimed decrease in the infection rate, HIV and AIDS remains a major threat to the workforce of the country. The impact will impose high costs through declining productivity, loss of experienced workers and differing skills-sets.

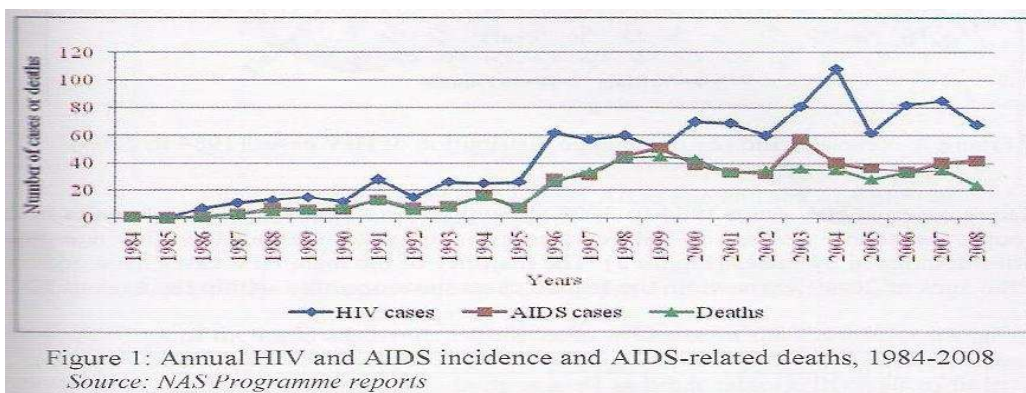
Issues such as stigma and discrimination have to be faced and dealt with at the formal level of laws of the state; education and training, counseling, care and support have to again find priority status at the workplace.

Therefore the national response to it must take the form of full participation of Organisations representing the tripartite constituency namely, the Government, the private sector and the trade unions. All three parties must be engaged in the design and implementation of national and workplace programmes, as well as the national workplace policy.

In St. Vincent and the Grenadines, the Government has taken the lead and has demonstrated strong and effective political will. It is to its credit that other civil society organisations including Faith Based Organisations have also taken the issue HIV and AIDS on board and appear to be culturally comfortable with the dialogue.

The establishment of the National AIDS Secretariat Unit in the Ministry of Health with relevant human and financial resources, has produced multi-layered programmes and the master document- the National Strategic HIV and AIDS Plan of Action 2010-2014.

Following on the heels of this documentation and analysis, the time has arrived for the establishment of a sound response in the world of work, commencing with the design and adoption of a National Workplace Policy on HIV and AIDS. The Worker and Employer Constituencies have both built awareness of this.



The trade unions are fully aware of the 10 Key Principles provided by International Labour Organisation (ILO) in the Code of Practice on HIV/AIDS and the World of Work, 2001 and the International Labour Organisation’s Recommendation No. 200 of 2010. Concerning HIV and AIDS and the World of Work.

The St. Vincent Employers’ Federation has sought to disseminate this information to its stakeholders. However, more businesses, small, medium and large require to be sensitized, in some cases, afresh, on this workplace issue.

Therefore, this Policy Document is aimed at laying down the minimum standards to be implemented by employers, trade unions and government across the board. It is the outcome of consultations, with representatives of employers, workers, Government, Non-Governmental Organisations (NGOs), Civil Society Organisations (CSOs) and Faith-Based Organisations (FBOs).

1.2 **PURPOSE**

The purpose of this Policy is to ensure the following:

- i. To manage and prevent the spread of HIV and AIDS at the workplace and to put in place a framework for action for the world of work;
- ii. To protect the human rights and dignity in the workplace of persons infected with and affected by HIV and AIDS;
- iii. To eliminate stigma and discrimination against persons living with and affected by HIV and AIDS;
- iv. To promote education, training and communications on HIV and AIDS and to disseminate information on HIV/AIDS;
- v. To highlight the rights and responsibilities of workers; and to detail employer responsibilities;
- vi. To promote counselling, care and support in the prevention and treatment of HIV and AIDS especially among infected and affected workers;

- vii. To ensure co-operation and compliance by all stakeholders namely Government, employers, trade unions and workers.

1.3 **SCOPE**

This Policy should be used by the private and public sectors as a best practice precedent for responding to HIV in and through the workplace. While it does not have the force of a law made by Parliament, except where expressly stated, where appropriate, existing law should be used to guide the consequences for the non-compliance with the provisions of the Policy.

This Policy applies to all workers, their families and their dependents:

- i. Current and prospective workers in the private and public sectors;
- ii. All workers working under all forms or arrangements and at all workplaces;
- iii. All sectors of economic activity including the private and public sectors and the formal and informal sectors;
- iv. All employers and/or contractors of labour in the private and public sectors;
- v. Persons in any employment or occupation; including uniformed services.

2 **DEFINITIONS**

HIV

“HIV” refers to the human immunodeficiency virus that damages the human immune system. Infection can be prevented by appropriate measures

AIDS

“AIDS” refers to the acquired immunodeficiency syndrome which results from advanced stages of HIV infection, and is characterized by opportunistic infections or HIV- related cancers, or both.

Affected Persons

“affected persons” means persons whose lives are changed by HIV or AIDS owing to the broader impact of the pandemic

Anti-Retrovirals:

“Anti-Retrovirals” are drugs used to inhibit the replication of retroviruses such as HIV.

Decent Work:

An ILO concept covering the minimum desired content of jobs and occupation, which includes respect for fundamental principles and rights at work and international labour standards, employment and income opportunities for workers, social protection and social security, social dialogue and tripartism at work.

Discrimination

“Discrimination” means any distinction, exclusion or preference which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation, as referred to in the Discrimination (Employment and Occupation) Convention, 1958, and Recommendation, 1958

Opportunistic Infections (O.I)

“O.I”s are illnesses caused by various organisms, some of which do not cause disease in persons with healthy immune systems. Persons living with advanced HIV infection may suffer opportunistic infections of the lung, brain, eyes and other organs. Opportunistic illnesses common in persons diagnosed with AIDS include pneumocystis carinii pneumonia, cryptosporidiosis, histoplasmosis, other parasitic, viral and fungal infections and some types of cancers.

Peer Educator or Counselor:

A trained employee who develops or implements a developmental counseling programme to meet the social, psychosocial and educational or training needs of employees in relation to HIV and AIDS.

Post-Exposure Prophylaxis (PEP):

Measures to be instituted after accidental exposure to HIV infection.

Reasonable Accommodation

“Reasonable Accommodation” refers to any modification or adjustment to a job or to the workplace that is reasonably practicable and enables a person with HIV or AIDS to have access to or participate or advance in employment.

Screening

Measures, whether direct (HIV) testing or indirect (assessment of risk taking behaviours), or asking questions about tests already taken or about medication.

Sexually Transmitted Infections (STI's)

"Sexually Transmitted infections" are infections, which include, among others, syphilis, chancroid, chlamydia and gonorrhoea. It also includes conditions commonly known as sexually transmitted diseases (STDs).

Sharps:

"Sharps" are objects such as needles or other instruments used in health care that are able to penetrate skin and potentially cause infection.

Stigma

"Stigma" means the social mark that, when associated with a person usually causes marginalization or presents an obstacle to the full enjoyment of social life by the person infected or affected by HIV

3. POLICY STATEMENT

The Government of St. Vincent and the Grenadines has an overriding responsibility to ensure that employers provide a safe and healthy work environment for their employees. It is widely recognized that HIV and AIDS can have multiple implications for the workplace and impact on the economic, social and cultural life of the employees.

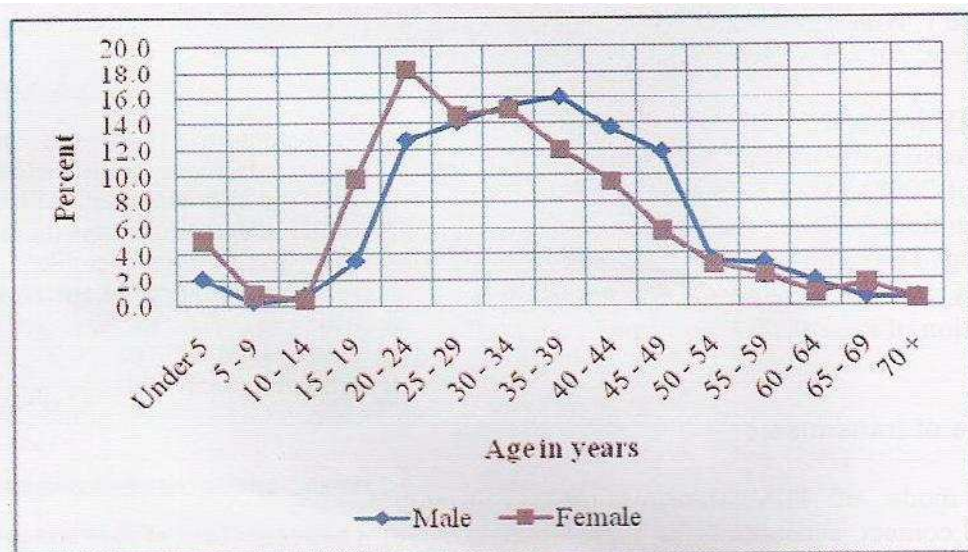
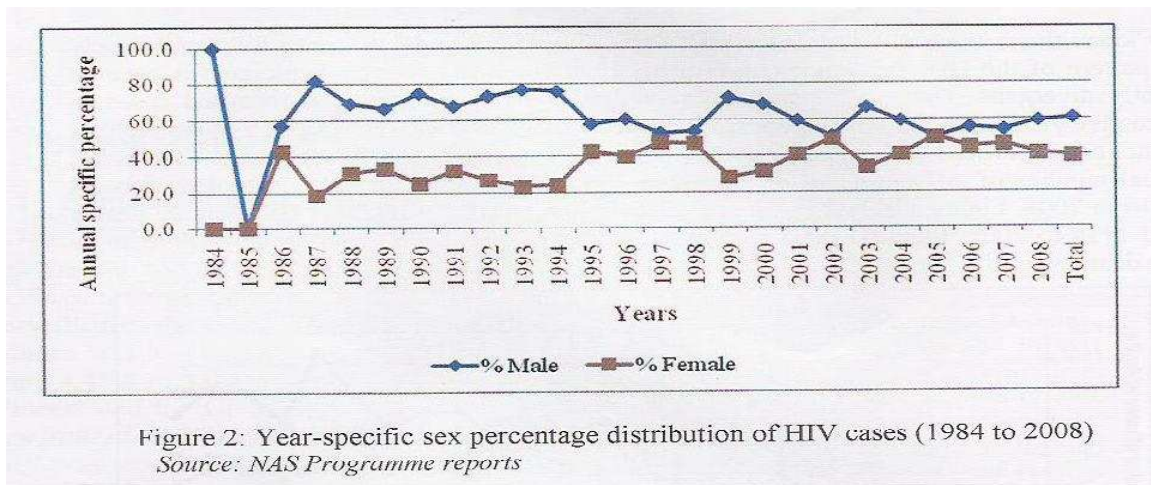
All employers must adopt comprehensive HIV and AIDS workplace programmes which should clearly articulate the policy in relation to HIV and AIDS at the work place, namely:

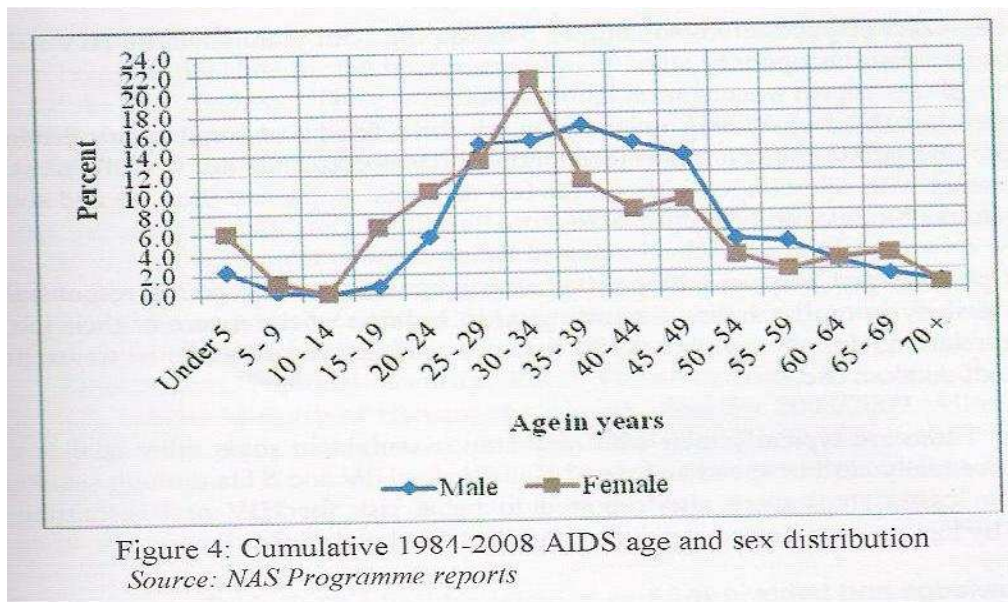
- The provision and maintenance of an open, informed and safe work environment through education and training;
- The provision of a working environment that prevents and prohibits stigma and discrimination against persons known or perceived to be living with HIV, and or affected by HIV and AIDS;
- To balance the needs of the employers' productivity with empathy for persons living with HIV and to reasonably accommodate them as long as they are medically fit to perform appropriate work.

The vigorous implementation of this policy is expected to lead to the decrease of the impact of HIV and AIDS; that is to say:

- a) Reduce the spread of HIV as a result of effective workplace policies and programmes;
- b) Reduce HIV-related stigma and discrimination through awareness sessions and gender-sensitive education which is culturally appropriate;

- c) Accept persons living with HIV and AIDS;
- d) Improve access to counseling, treatment, care and support;





3.1 Guiding Policy Principles

The ILO in 2001 provided a solid guide for addressing HIV in the workplace through its Code of Practice on HIV/AIDS and the World of Work. The Code identifies 10 key principles which, together, constitute the basis for addressing the epidemic in the workplace. The Code has been enhanced by the adoption in 2010 of ILO Recommendation No. 200, the first international labour standard on HIV.

The ILO HIV instruments are now part of the Vincentian Labour Landscape and the ILO Key Principles form the core guiding principles for workplace action on HIV in St. Vincent and the Grenadines.

These Key Principles are:

1. HIV/AIDS as a Workplace Issue

St. Vincent and the Grenadines recognizes HIV/AIDS as a workplace issue that impacts on productivity and the country's development and that it should be treated like any other serious illness or condition in the workplace. The workplace can play a vital role in limiting the spread and effect of the HIV/AIDS epidemic.

2. Non-Discrimination

There should be no discrimination against workers based on real or perceived HIV status. Discrimination and stigma inhibit prevention and support efforts.

3. Gender Equality

The gender dimensions of HIV/AIDS should be recognized. The physical/biological, social, cultural, emotional and economic impacts of HIV and AIDS may differ between men and women and must therefore be addressed from a gender sensitive perspective.

4. Healthy Work Environment

The work environment must be healthy for all concerned parties, in order to prevent transmission of HIV, and be established in accordance with the provisions of the ILO Occupational Safety and Health Convention, 1981 (No. 155)

5. Social Dialogue

The principle of social dialogue, trust and cooperation among employers, workers, their representatives and government should be recognized and sustained to ensure the effective implementation of any HIV policy and programme.

6. No-Screening

There is no justification for any HIV screening for purposes of exclusion from employment or work processes. HIV/AIDS screening should not be required of job applicants or employees.

7. Confidentiality

Confidentiality should be maintained. No job applicant or worker should be asked to disclose his or her HIV status or HIV-related information and no co-worker should be asked about fellow workers. Access to personal data relating to a worker's HIV status should be bound by the rules of confidentiality consistent with the ILO Code of Practice on the Protection of Workers' Personal Data, 1997¹.

8. Continuation of Employment

Real or perceived HIV status cannot be a cause for termination of employment. HIV/AIDS should be treated like any other medical/health condition – persons who are HIV positive or have HIV-related illnesses should be able to work for as long as they are medically fit in available, appropriate work.

¹ See Privacy (ILO Code of Practice on Protection of Workers' Personal Data, 1997/General Principles (Section five) in [Guidelines-National Workplace Policy on HIV/AIDS](#)

9. Prevention

The workplace is an appropriate setting for interventions and strategies related to the prevention of HIV and AIDS, which are appropriately targeted to local conditions and are culturally sensitive and involve all the social partners. Changing attitudes and behaviour through education and training is important to promote prevention.

10. Treatment, Care and Support

The workplace should promote care and treatment for all workers, including those affected or infected by HIV and AIDS, and support their entitlement to affordable health care. All workers should have full access to benefits from relevant social security programmes and occupational schemes.

4. POLICY COMMITMENTS

1. Gender Dimensions

HIV and AIDS impacts more heavily on the female population in St. Vincent and the Grenadines, influenced by the socio-economic dynamics in St. Vincent and the Grenadines. Gender specific programmes have been developed and are being actively delivered through the various Health Information Hubs with due regard to the local cultural sensitivities involved and due respect for individual rights. This good practice should be expanded to workplaces.

2. HIV Screening, Recruitment And Employment

It is a generally accepted standard that there is no health reason for mandatory screening for employment purposes and therefore no Organisation, enterprise or institution can compel a job applicant, apprentice or employee to disclose his or her HIV status.

No Organisation, enterprise or institution shall conduct any test to screen for HIV as a condition for recruitment and/or employment, promotion, training or access to training.

The tripartite constituents fully endorse and support the ILO code of practice on HIV/AIDS and the world of work and pledge adherence to the provisions of the ILO Recommendation No. 200 of 2010 in these specific respects.

3. Confidentiality And Non-Disclosure

The HIV status of an individual is a private matter and the individual is fully entitled to confidentiality in that regard.

The HIV status of the individual or any aspect of the person's HIV status can only be disclosed by the individual upon his written informed consent, and only for the

purposes for treatment, care and support, and on condition that the said disclosure would be kept confidential. No such disclosure shall be used to discriminate against the individual in any way whatsoever.

Breaches of this disclosure should be dealt with under the grievance procedure at the national or workplace level, as applicable.

4. Travel, Assignment And Vaccination

The situation may arise where an employee may be required to travel for work-related assignments and where HIV screening may be required for entry or residence. This requirement must be known by the affected employee or applicant (as the case may be). Where such screening is a necessity, counselling for the individual should be facilitated. In addition, the employee has the right to refuse

Further, where vaccination is required for travel, that information should also be provided so that the employee could make an informed choice under strict confidential circumstances.

5. Hiv Prevention

Workplaces are obliged to provide education and training to all employees on HIV including methods of transmission; types of risk behaviours and ways to modify behaviours. To prevent infection, such training and education should be provided on a regular basis to employees. In addition, prevention and harm reduction strategies, based on the guidelines published by the World Health Organisation (WHO), the Joint United Nations Programme on HIV/AIDS (UNAIDS) and the United Nations office on Drugs and Crimes (UNODC) should be adapted and made applicable to local circumstances.

6. Occupational Safety And Health

It is a generally accepted ILO standard that all employers should be committed to providing a safe and healthy working environment for all employees, whether full-time or part-time, permanent or temporary. The working environment must be such in order to prevent transmission of HIV in the said workplace, taking into account the Occupational Safety and Health Convention 1981 and Recommendation, 1981, the Promotional Framework for Occupational Safety and Health Convention, 2006, and Recommendation, 2006 and other relevant international instruments, such as joint International Labour Office and WHO Guidance documents

7. Information, Education And Training

Training, safety instructions and any necessary guidance in the workplace related to HIV and AIDS should be provided in a clear and accessible form for all workers and in particular, for newly engaged or inexperienced workers, young workers and persons in training, including interns and apprentices.

Training, instructions and guidance should be sensitive to gender and cultural concerns, adapted to the characteristics of the workforce, taking into account the risk factors for the workforce. Trainers' programmes are useful.

Workers and their representatives should have the right to be informed and consulted on measures taken to implement workplace policies and programmes related to HIV AND AIDS workers; and employers' representatives should participate in workplace inspections in accordance with national practice.

8. STIGMA AND DISCRIMINATION

Stigma and Discrimination are both present in varying degrees across many sectors of the economy. The laws of St. Vincent and the Grenadines do not specifically address the issue of discrimination at the workplace with reference to HIV and AIDS. Suitable legal protection is required to achieve this and is highly recommended.

The Policy position is that there should be zero tolerance in the workplace regarding stigma and discrimination; that all employers in both the public and private sectors, as well as in civil society should guarantee that job access, status, promotion, security and training will not be influenced by the HIV status of any employee or prospective employee, trainee or intern.

Redress should be available through established grievance procedures.

9. Reasonable Accommodation

The workplace is obligated to respond to the changing health status of employees by making reasonable accommodation on the job for employees where appropriate and/or necessary. The worker and his representative may consult with the employer to identify such measures to permit the worker to continue in employment. The measures may include special areas and equipment; flexible work schedule; sick leave; part-time work; work-at-home, rest breaks and time off for medical appointment.

10. Termination of Employment

No employee shall be terminated on the basis of their real or perceived HIV status. Persons living with HIV will be allowed to work provided that they are medically fit to do so and capable of performing their duties in compliance with the established standards.

If an infected employee is unable to maintain the employer's standard of performance, the situation ought to be resolved according to the established policy on sick leave and absenteeism.

11. Protection Against Victimization And Human Rights

Employers and employees shall not victimize, harass or refuse to work with an employee or employer infected or affected or perceived to be infected or affected by HIV and AIDS. All human rights in this regard must be respected.

12. Grievance And Disciplinary Procedures

The grievance and disciplinary procedures set out in the relevant and respective collective agreements or contracts of employment, as the case may be, shall be applied. The pertinent provisions of the Protection of Employment Act shall apply to ensure respect for human rights of persons living with and affected by HIV. Where no such provisions exist in any documentation, supplementary provisions must be made without delay.

13. Counselling

All workplaces should actively promote and facilitate access to voluntary and confidential counselling and testing. The National AIDS Secretariat should be engaged to provide professional support.

14. Treatment, Care and Support

Employers must ensure that employees have access to information and to services regarding treatment, care and support and are provided with referral information regarding the National AIDS Secretariat and other relevant places where such information and services can be obtained.

6. RESPONSIBILITY FOR IMPLEMENTATION

The successful implementation of an HIV AND AIDS policy and programme require systematic co-operation and trust between Government, employers, workers and workers' representatives, representatives of Community-Based Organisations (CBOs), Faith-Based Organisations (FBOs) and persons living with HIV AND AIDS.

The Ministry of Labour will be responsible for managing the implementation, monitoring and evaluation of this national policy. It will coordinate the development and implementation of annual workplans, in collaboration with the tripartite constituents and other key partners. Appropriate systems will be put in place at the Ministry to facilitate its expanded role regarding HIV.

Workplaces are required to apply the provisions of this national policy in the development of their own HIV workplace policies. In workplaces where HIV policies are not yet in place, the provisions in the national policy will apply.

To ensure the effective implementation of the Workplace Policy on HIV and AIDS at the level of the workplace, a joint working group or committee consisting of representatives from management, employees and unions shall be established with a focal point person appointed to co-ordinate the Implementation Programmes.

The mandate for the focal point person must be to:

- 1) Periodically revise, review and update the enterprise policy.
- 2) Identify education and training programmes of the enterprise.
- 3) Provide gender-sensitive education and information.
- 4) Work in close collaboration with the Health and Safety Committee and take responsibility for effectively implementing the policy.
- 5) Assess the impact of the epidemic on the workplace.
- 6) Monitor the needs of the workers living with and affected by HIV and AIDS and infected with HIV AND AIDS.
- 7) Manage the disease by providing care and support and work with co-workers without discrimination or fear.
- 8) Lobby for appropriate laws and keep abreast of all applicable laws and their implications.

7. STAKEHOLDERS' RESPONSIBILITIES

a. RESPONSIBILITIES OF EMPLOYERS

Employers must:

- Work in partnership with employees and their representatives to develop and implement a workplace policy and programme;
- Institute appropriate policies that protect the rights of workers, including the right to non-discrimination and to confidentiality of HIV status;
- Where appropriate, provide reasonable accommodation for workers living with and affected by HIV and AIDS.
- Ensure satisfactory performance of workers.

b. RESPONSIBILITIES OF EMPLOYEES

The employees must:

- Participate in programmes offered by the employer designed to provide information on all aspects of HIV and AIDS;

- Follow agreed procedures for the handling of workplace accidents which may result in the exposure to blood and any other body fluids;
- Refrain from behaviour detrimental to the physical and psychological health and safety of others;
- Make sure that the respect and dignity shown to co-workers is not adversely affected by the knowledge that the co-worker is a person living with or affected by HIV or AIDS.

c. RESPONSIBILITIES OF GOVERNMENT

- To enact the relevant laws to ensure that there are no provisions or loopholes for discriminatory practices to flourish.
- To continue to take the lead in this policy implementation and support the ministries of Health and Labour in their mandate
- To provide human and financial resources to implement the National Strategic Plan against HIV and AIDS

8. REVISION

This Policy shall be required to be reviewed and revised every three (3) to five (5) years in light of changes that are likely to arise from new findings, surveys and assessments and regulations.

9. ENDORSEMENT

Endorsement of this policy by the tripartite constituents validates its authenticity and credibility, evidencing the successful outcome of the process of consultation, social dialogue, consensus and democratic participation by the relevant stakeholders in the development of the policy.

.....
St. Vincent Employers' Federation

.....
National Labour Congress

.....
Ministry of Labour
Government of St. Vincent and the Grenadines

In the presence of

.....
Representative of Civil Society Organisation

.....
Representative of Faith- Based Organisation

.....
Representative of Community-Based Organisation

Date :.....

Place:.....

.....

GLOSSARY

NGO —	Non-Governmental Organisations
CBO —	Community-Based Organisations
FBO —	Faith-Based Organisations
CSO —	Civil Society Organisations
ILO —	International Labour Organisation
WHO —	World Health Organisation

APPENDICES

APPENDIX 1

1. FURTHER INFORMATION & HUBS

Stakeholders are encouraged to seek out information on issues related to HIV and AIDS in the Workplace from:

-The Ministry of Health, Wellness & the Environment

Address: Ministerial Building, Halifax Street, Kingstown, St. Vincent and the Grenadines

Tel: 1-784-457-0905

Email: office.health@mail.gov.vc

-The Public Health Department

Address: Tyrell Street, Kingstown, St. Vincent and the Grenadines

Tel: 1-784-456-1991

Email: ehdsvg@yahoo.com

-The National AIDS Secretariat

Address

Tel: 1-784-451-2489

Email:hivaidunit@vincysurf.com

-St. Vincent and the Grenadines Planned Parenthood Association

Address: Lower Kingstown Park, St. Vincent and the Grenadines

Tel: 1-784-456-1793

Email: suppa@vincysurf.com

-The Department of Labour, Ministry of Labour

Address: Richmond Hill, Kingstown, St. Vincent and the Grenadines

Tel: 1-784-457-1789

Email: labourdpt@gmail.com

-St. Vincent Employers' Federation

Address: Halifax Street, Kingstown, St. Vincent and the Grenadines

Tel: 1-784-456-1269

Email

-The National Labour Congress

Address: c/o National Workers Movement, Frenches Gate, Kingstown, St. Vincent and the Grenadines

Tel: 1-784-457-1950

Email:

-The District & Poly Clinics across the Nation

Tel: c/o 1-784-456-1185 (for contact)

The International Labour Organisation websites

www.ilo.org

www.ilocarib.org.tt

2. INSTRUCTION ON ADAPTING THE POLICY AT THE ENTERPRISE LEVEL

It is submitted that the enterprises vary in size, financial and human resources and these factors would impact on their ability to adapt to this Policy.

The instructions given hereunder are meant to be a Guide, and enterprises could vary them to suit their particular and peculiar circumstances:

1. The enterprise should appoint either a Focal Point Person or Co-ordinator, or a joint committee comprising of representatives from management, employees and union representatives, the number of members from each group will depend on the size of the enterprise.
2. Terms of Reference of the above individual or committee should be determined by the grouping; or from both sides.
3. The parties should assess the enterprise or workplace to determine its needs regarding awareness and knowledge about HIV and AIDS among its staff.
4. The parties should look at the resource base of the enterprise and assess the additional requirements; seek alternative sources of support, or complementary sources.
5. The group should prepare a plan for implementation and seek professional help to assess the feasibility of the Plan and Policy.
6. The Plan should be circulate the plan to the employees and feedback encourage;
7. The group must make the Plan available to all employees and ensure that information on all key elements is disseminated throughout the enterprise.
8. The committee should put in place a monitoring and revision mechanism of the plan.