Republic of Botswana

Botswana
National Policy on HIV/AIDS and Employment
FINAL DRAFT
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Appendix 1: Framework for HIV/AIDS Workplace Programme Development | 19
Acronyms

AIDS – Acquired Immune Deficiency Syndrome

HIV – Human Immunodeficiency Virus

ILO – International Labour Organization

NACA – National AIDS Coordinating Agency

SADC – Southern Africa Development Community

STI – Sexually Transmitted Infection
Glossary of terms

Acquired Immune Deficiency Syndrome

A medical condition marked by a collection of signs and symptoms resulting in a reduction or loss of the body’s immunity due to HIV infection, frequently taking the form of opportunistic infections and is incurable.

Body fluids

Any fluids in the human body such as blood, mother’s milk, saliva, semen, sputum, tears, vaginal secretions and urine. These fluids are considered infectious and to be handled with universal precautions all the time.

Chronic

Serious, long duration and frequently recurring life threatening medical condition.

Counseling

A consultation activity that is aimed at helping people to understand and effectively manage the challenges they face in life and/or at work.

Disclosure

Revealing information on the medical status of an employee to another person or party either orally or in writing.

Discrimination

Any distinction, exclusion or preference made on the basis of real or perceived HIV status that has the effect of nullifying or impairing equality of opportunity and treatment in employment. It covers access to employment, training, job security and conditions of employment.

“Discrimination” can also be defined as the negative practices that stem stigma.

Employee

Every person who works or is employed and receives wages or other forms of remuneration in exchange of the work.
Employees living with HIV/AIDS

Employees who have been medically determined to be infected with HIV.

Employer

Individuals, partnerships or legal bodies that independently run enterprises that they own. They are represented in organizations by management.

Employment relationship

The formal or informal relationship entered into between an employee and an employer including the rights and obligations of each party as spelt out in the formal contract or as perceived in the psychological contract. Whilst the two parties largely determine the relationship, government sets and maintains the standards that govern the relationship.

Epidemiological

Emanating from the study of disease patterns, causes, distribution and mechanisms for control in society.

Formal sector employment

Employment in legally registered companies, which entitles an employee to regular remuneration and is usually governed by a formal contract, which defines the rights and obligations of employees and management.

Human Immunodeficiency Virus

A virus that attacks the immune system and later on may develop into AIDS.

HIV Test

A test used to determine if a person has HIV.

Informed consent

Consent given by an employee in written form authorizing medical testing or participation in research. The consent is valid if signed by the employee acknowledging that they have understood the nature, purpose, benefits and risks involved in either testing or research.
Informal sector employment

Employment in activities performed outside legally registered organizations, which are normally unregulated and have no defined terms and conditions

Multi-sectoral

Involving all sectors of the economy

Reasonable accommodation

Any modification or adjustment to a job or to the workplace or to organisational policies that is reasonably practical and will enable a person with a medical condition, including employees living with HIV or AIDS to have access to or participate or advance in employment.

Stigma

“Stigma” is defined as the social process that marginalizes and labels those who are different, including their loved ones and/or associates. It can take the form of blame, rejection, exclusion, repulsion, ostracism and degradation.

In organisations, employees may suffer from health related (including HIV/AIDS related) stigma from their co-workers and managers and this can have a negative impact on national efforts to combat HIV/AIDS by forcing those infected or affected to go underground.

Testing

A medical examination used to determine whether a person has been infected with HIV or not

Workplace

A place where business is conducted or where persons work

Universal precaution

The routine use of safe work practices and protective barriers to minimize the spread of infectious diseases as prescribed in universal precautions for the control of infections.
1.0 Introduction

1.1 This national policy is formulated as a strategic intervention to guide the conduct of the employment relationship to promote mutual understanding of all, including government, employers and employees in managing HIV and AIDS issues in organisations.

1.2 Its application is intended to result in a safe, healthy and productive workforce, by fostering the elimination of discrimination, stigma, ignorance and prejudice in the workplace.

1.3 The national policy is part of the country’s response to the HIV and AIDS epidemic, providing guidance to efforts to prevent the spread and manage the impact of HIV and AIDS in organisations.

2.0 Background Information

2.1 The Human Immunodeficiency Virus (HIV) and the Acquired Immune Deficiency Syndrome (AIDS) are a serious national and worldwide epidemic affecting everyone. They have far-reaching socio-economic, employment, legal, ethical and human rights implications.

2.2 The epidemic has been most severe in Sub-Saharan Africa, including Southern Africa where it continues to undermine social and economic prosperity.

2.3.1 Whilst HIV is not confined by any social, gender, age or racial boundaries, it is acknowledged that socio-economic circumstances of influence its spread and impact.

2.3.1.1 Whilst HIV is not confined by any social, gender, age or racial boundaries, it is acknowledged that socio-economic, biological and socio-cultural conditions make women more vulnerable to infection and therefore the need to cultivate and maintain an environment characterized by positive gender relations.

2.4 In Botswana HIV and AIDS has been declared a national emergency to be managed using multi-sectoral strategies, including the formulation of appropriate policies and legislation.
2.5 It is recognized that HIV and AIDS affects everyone, including every workplace where it causes prolonged illness, absenteeism and death, in the process having a debilitating impact on productivity, employee wellbeing, health and safety; workplace motivation; and on cost of production.

2.6 At a national level, HIV and AIDS destabilize the economy and communities, undermining national investments and overall development.

2.6 There are realities of ignorance, prejudice, discrimination and stigma clouding the epidemic. Such realities often manifest themselves in a negative employment relationship characterized by unfair discrimination against people living with HIV and AIDS as indicated in practices such as pre-employment HIV testing, dismissals for being HIV positive and neglect of employee welfare.

2.7 Consequently, addressing the challenges of HIV and AIDS in organisations presents an opportunity for employers, employees and the state to actively play a meaningful role in local, national and global efforts to manage HIV and AIDS.

2.8 It is recognized that people are the backbone of every economy and every organization, especially in today’s highly competitive global context, where the quality of employees defines economic prosperity and organizational success.

2.9 The devastating impact of the HIV and AIDS epidemic on the economy and the challenges of managing its impact on the workplace call for clear policy guidelines and for clear legislation that enables the management of the epidemic.

2.10 Even though a cure or effective vaccine is yet to be found, the country has the knowledge and technology to halt the spread of the epidemic.

2.11 The growing HIV/AIDS epidemic has a pervasive impact on the workplace, with most infections occurring within the productive ages of 15-59 and decreasing the pool of skilled and unskilled labour in the country. Continued lack of awareness and understanding of HIV among employers and employees often results in poor human resource management and increasing stigma and discrimination. These pose specific organisational challenges:
• loss of talent;
• disruption of work;
• increased illnesses;
• increased absences;
• unwarranted fear; ignorance; prejudice and discrimination.

2.12 The challenges posed by HIV and AIDS to organisations are taking place at a time when the competitive global market place demands nothing less than total efficiency and outstanding performance. Accordingly business organizations must recognize the wider social responsibilities and the need to make a contribution to achieving the objectives of the national response to the epidemic. It makes economic sense for organizations to protect the competiveness of their businesses by promoting the health, safety and welfare of their employees.

2.13 Managing the impact of the HIV and AIDS epidemic on the workplace has become a critical dimension of managing organisations to ensure sustainable levels of productivity. It also contributes to the national efforts to manage the epidemic by guiding workplace interventions aimed at reducing the spread and mitigating the impact of HIV and AIDS on people as well as on the economy.

3.0 Key principles
The following principles underpin the development of this policy:

3.1 Recognition of HIV and AIDS as workplace challenges

3.2 Acknowledgement that consultation, inclusion and involvement of all stakeholders to the employment relationship are key to formulating effective interventions to prevent the spread and manage the impact of HIV and AIDS.

3.3 Acknowledgment that HIV/AIDS requires ongoing and innovative human resource management strategies aimed at advancing organisational and employee interests whilst creating innovative management practices that are required to ensure sustainable productivity.

3.4 Affirmation of the principles of equity, fairness and non-discrimination against those infected with HIV or having AIDS or perceived to be infected with HIV or having AIDS.
3.5 Acknowledgement that a supportive environment is necessary for all employees, particularly those infected with HIV or having AIDS or perceived to be infected with HIV or having AIDS to continue to work under normal conditions for as long as they are medically fit to do so.

3.6 Recognition of universal and constitutionally guaranteed basic human rights and preservation of the dignity of people living with HIV and AIDS.

3.7 Acknowledgement of the role of People Living with HIV and AIDS in the prevention and management of the epidemic.

3.8 Recognition that HIV and AIDS impacts disproportionately on women and of the need to promote empowerment and equality in gender relations.

3.9 Recognition that socio-economic deprivation may militate against efforts to combat HIV and AIDS by pushing people who are otherwise empowered with knowledge to engage in risky behaviours.

4.0 Overall Purpose

4.1 To provide policy guidance, to employers (including Government) and employees in taking responsibility for and managing HIV and AIDS in organisations and to ultimately form the basis for the enactment of appropriate employment legislation.

5.0 Scope

5.1 This policy applies to all workplaces in the formal (including Government) and informal sectors.

6.0 Objectives of the Policy

6.1 To create and sustain a safe, healthy, fair, equitable and non-discriminatory work environment.

6.2 To create a climate for collaboration in dealing with HIV/AIDS for the mutual benefit of all.
7.0 **Policy Provisions**

7.1 **Promoting a safe and healthy work environment**

7.1.1 All stakeholders in the employment relationship including government and people living with HIV and AIDS should jointly develop workplace policy guidelines that address the unique situations in their individual workplace environments and support the national HIV/AIDS agenda.

7.1.2 All employers are encouraged to ensure that employees are accurately informed about HIV infection and AIDS.

7.1.3 Employees share the responsibility with employers to keep themselves informed of issues pertaining to their health, safety and welfare.

7.1.4 All employers should ensure that information; communication and prevention programmes are jointly developed with employee participation. These interventions should be made accessible to all, including, where possible, the families of employees.

7.1.5 Interventions aimed at managing HIV and AIDS in the workplace should be aligned to the national response.

7.1.6 The concerns of co-workers about HIV and AIDS, including colleagues living with or perceived to be living with HIV and AIDS shall be responded to through an educational approach.

7.1.7 Every organisation should ensure that it has a policy guiding the management of the following situations:

i. The risk, if any, of occupational transmission of HIV within a particular organization.

ii. Provision of appropriate information, communication, and education on the use of universal infection control procedures in order to reduce the risk of infection, including HIV transmission at work.

iii. Provision of appropriate equipment and materials to protect employees from the risk of exposure to infections, including from HIV.

iv. Procedures to be followed in the event of an occupational accident or incident and the appropriate management of occupational exposure to infections, including from HIV.
v. Reporting procedures for occupational accidents and incidents related with exposure to infections, including from HIV.

7.2 Equal opportunities to employment

7.2.1 Employment practices should be based on current scientific and epidemiological evidence that people living with HIV or AIDS do not pose a significant risk of transmission of the virus to co-workers through ordinary casual contact.

7.2.2 Employers should provide equal opportunities to jobs to all qualified citizens of Botswana including those with chronic medical conditions such as HIV and AIDS.

7.2.3 There should be no pre-employment HIV testing for Botswana citizens.

7.2.4 Selection questions for any job should not probe for the HIV status and/or the risk behaviour of applicants.

7.2.5 Where job candidates and/or employees are required to undergo normal medical examinations to determine occupational fitness, the examinations should not include tests for HIV.

7.3 Continuation of employment and reasonable accommodation

7.3.1 All workplaces shall treat HIV infection and AIDS the same as other illnesses in terms of all of its human resource policies and benefits, including leave, medical aid and disability provisions.

7.3.2 Employees living with or affected by HIV and AIDS or any other chronic illness should be treated with compassion and understanding, like other employees with other serious health conditions.

7.3.3 All employers are required to make “reasonable accommodation” for employees with medical conditions, including those with HIV and AIDS, who meet bona fide occupational and performance requirements. Such accommodations should enable all employees to continue to work as long as they are medically fit to do so and/or do not pose any danger to themselves, their co-workers and other people in the workplace.

7.3.4 Employees with any medical conditions, including those infected with or affected by HIV and AIDS have the right to request any “reasonable
accommodation” and the employer has an obligation to respond to the changing health status of employees by making any such reasonable accommodations.

7.3.5 Employees are encouraged to voluntarily disclose their medical conditions, including HIV status to employers particularly in support of any requests for reasonable accommodations.

7.3.6 The procedure for termination of employment on medical grounds for people living with HIV or having AIDS should be the same as for any other medical conditions.

7.4 HIV testing

7.4.1 Employers should not oblige employees to undergo a test for HIV, where HIV of an employee is a necessary and bona fide occupational requirement, testing shall be permitted on listed occupations and in accordance with laid down procedure.

7.4.1.1 If, for any reason an employer or public authority determines that HIV testing of an employee is a necessary and bona fide occupational requirement, such as for the protection of public health and safety, the authorization of the courts of law should be sought. In such situations, all guidelines with regard to informed consent, counseling, confidentiality and disclosure will apply.

7.4.2 Employees should be provided with information and knowledge on HIV/AIDS testing and the implications of knowing their status to empower them to make informed decisions.

7.4.3 Where an individual consents to HIV testing, it should be performed on the basis that the results will be communicated to the individual employee and not be used to inform any work related decision and / or action.

7.4.4 Where HIV testing opportunities are arranged in the workplace, persons qualified in accordance with national and global standards of practice must perform the testing.

7.4.5 Employers are expected to develop a positive health and safety environment and provide employees with access to counseling, including pre- and post-HIV test counseling.
7.4.7 An HIV test may be required following an occupational accident or incident as part of the process of applying for compensation where HIV infection in the workplace is the determining factor.

7.5 **Confidentiality and Disclosure in the workplace**

7.5.1 Employees living with medical conditions, including HIV or AIDS should have a legal right to privacy and confidentiality about their status in respect of any aspect of their employment. Employees are under no obligation to inform employers of their health status, including HIV and AIDS.

7.5.2 Any employee who has access to information on the medical condition of another, whether by virtue of position or through the voluntary disclosure by another employee who is infected or affected, should respect the confidentiality of the medical information.

7.5.3 Save for a situation where it is so ordered by a Court of Law, no person should disclose the medical information of another without their written consent.

7.6 **Non-discrimination and protection against victimization**

7.6.1 Employers should not unlawfully discriminate against employees or job applicants living with or affected by any medical condition including HIV and AIDS.

7.6.2 All employees and clients are expected to continue working or interacting with any employee who has or is perceived to have any medical condition, including HIV infection or AIDS.

7.6.3 Both employers and employees should share information and communication in order to maintain a climate of mutual understanding required to ensure protection against victimization and/or stigmatization.

7.6.4 Employees, who refuse to work with, withhold services from, harass or otherwise discriminate against an employee with medical conditions, including those with or perceived to have HIV infection or AIDS will be **subjected** to the same disciplinary procedures that apply to other violations of employment policies and practices.
7.7 Employment benefits

7.7.1 All stakeholders to the employment relationship should ensure that employment benefits are non-discriminatory, sustainable and provide support to all employees, including those with chronic medical conditions such as HIV and AIDS.

7.7.2 The rights of dependants of deceased and retired employees should be protected under the provisions guiding entitlement to the benefits.

7.7.3 Information from employee benefit schemes on the medical condition, including HIV and AIDS, of an employee should be kept confidential and should not be used by the employer or any other party to alter any aspect of the employment relationship.

7.7.4 Employees should be informed and educated on their entitlements, rights and obligations under the benefit schemes, including on any intended changes to the structure of the benefits.

7.8 Gender equality and empowerment

Employers should develop policies and practices that promote equal gender relations to reduce the vulnerability of women to be infected with or affected by HIV and AIDS. These policies should include one on sexual harassment.

7.9 Access to treatment, care and support

7.9.1 Employers should make reasonable provisions for equitable access to comprehensive, cost effective and affordable treatment, care and support for employees and their dependants.

7.9.2 Where employers cannot provide in-house care services, referral linkages should be made with public health services for antiretroviral treatment and psychological support.

7.10 Legal and ethical issues relating to research in the workplace

7.10.1 All research involving employees in the workplace should be done with their informed consent. Such research should be transparent and carried out with the full knowledge of the relevant national and/or international regulatory bodies and within agreed national and international standards and practices.
7.10.2 Botswana upholds the fundamental rights of all individuals without distinction of any kind, including the right to liberty and security, the right to protection against discrimination and inhuman treatment, the right to equality under the law, justice and dignity.

7.10.3 No clinical trials shall be conducted in the workplace without the full informed consent of the individuals to be used as subjects.

8.0 **Roles and responsibilities**

8.1 **Overview**

8.1.1 This policy encourages collaboration between government, employers and employees, including between government as an employer and its employees, in the prevention and management of HIV and AIDS in the workplace.

8.1.2 All stakeholders should work together with NACA to foster a coordinated national response to the HIV and AIDS epidemic and ensure mutually reinforcing interventions. Such an approach will enable the sharing of experiences, knowledge and “best practice”.

8.2 **Government should:**

8.2.1 Review the National Policy on HIV/AIDS and Employment regularly to ensure that it remains up-to-date and reflects global best practices, including new scientific and epidemiological developments.

8.2.2 Monitor and evaluate the implementation of the national policy on HIV and AIDS and Employment to ensure that it is implemented within the context of overall commitment to the creation of healthy, safe and productive workplaces.

8.2.3 Enact appropriate legislation to protect the rights of infected and affected employees, whilst taking into consideration the business interest of employers.

8.2.4 Provide the necessary policy guidelines for the development and implementation of workplace HIV and AIDS programmes in the areas of
prevention, treatment and care, and support in alignment with national and international standards.

8.2.5 Establish the necessary structures to promote the sharing of communication and information to support the effective management of policy implementation.

8.3 Employers should:

8.3.1 Be guided by the need to develop a positive environment that promotes the highest standards of health, safety and welfare for employees.

8.3.2 Establish programmes to reduce the spread and manage the impact of HIV and AIDS on the organisation and on employees based on occupational needs and capacity.

8.3.3 Support the provision of information and communication to facilitate behavioural change amongst employees and managers.

8.3.3.1 Support training efforts geared towards promoting desirable behaviour amongst employees and managers

8.3.4 Create a positive environment towards people living with HIV and AIDS in order to avoid discrimination and stigmatization

8.3.5 Take precautions to protect information on an employee’s medical condition.

8.3.6 Make reasonable accommodation, if warranted, for employees with chronic illnesses in accordance with the needs of the organisation and the individual employee.

8.3.7 Be sensitive to the fact that continued employment of a person with a medical condition may be therapeutically important by providing self-supporting income and other benefits and thus assist in the remission and recovery process, including prolonging the employee’s life.

8.3.8 Take proactive steps to prevent workplace infection and provide care and support for employees suffering from chronic medical conditions, including employees living with HIV and AIDS.

8.3.9 Introduce interventions aimed at preventing the spread and managing the impact of HIV and AIDS on the organisation and on the employees.
8.3.10 Provide equitable access to care, treatment and support to employees suffering from medical conditions including employees living with HIV and AIDS.

8.4 Employees:

8.4.1 All employees and/or their representatives should work in collaboration with management in all health and safety, including HIV and AIDS programmes.

8.4.2 Comply with all health and safety instructions and procedures, including those aimed at the management of HIV and AIDS instituted in the organisation.

8.4.3 The employees should not discriminate against or stigmatize co-workers who have chronic medical conditions, including those living with HIV and AIDS or are so perceived.

8.4.4 Employees with medical conditions, including those living with HIV and AIDS should be encouraged to voluntarily inform management of their status.

8.4.5 Employees having medical conditions, including those living with HIV and AIDS should act responsibly to protect others from infection.

8.5 Employees/Workers Organisations

8.5.1 Employee organisations should be active in promoting interventions to reduce the spread and manage the impact of HIV and AIDS amongst their membership.

8.5.2 Employee organisations should provide advocacy training on health and safety, including on HIV and AIDS to their members.

8.5.3 Employee organizations should provide treatment, care and support to their members in accordance with their capacity.

Appendix 1

FRAMEWORK FOR HIV/AIDS WORKPLACE PROGRAMME DEVELOPMENT
1.0 General

1.1 In order to actualize the policy provisions outlined in the previous section, all organisations are expected to collaboratively plan and implement workplace programmes to reduce the spread and manage the impact of HIV and AIDS.

1.2 These programmes should be aligned to the National Strategic Framework and made accessible to all, including the families of employees.

1.3 The involvement of people living with HIV and AIDS in the formulation and implementation of workplace programmes is strongly encouraged.

1.4 In developing and implementing a workplace HIV and AIDS programme, organisations should aim at:

   i. Promoting education, information, awareness and behavioural change among management and employees on HIV and AIDS.
   ii. Creating an understanding environment towards employees living with HIV and AIDS in order to avoid discrimination and stigmatization
   iii. Preventing new infections and providing care and support for employees living with or affected by HIV and AIDS
   iv. Managing the impact of HIV and AIDS in the organisation
   v. Making provisions for universal precautions and for first aid
   vi. Providing counseling and social support to employees and their families

2.0 Education, information, awareness and behavioural change programmes

2.1 Education, Information, awareness and behavioural change programmes should, where possible, be linked to broader HIV and AIDS campaigns within the local community, sector, region or country.

2.2 The programmes should be based on correct and up-to-date information about how HIV is and is not transmitted, dispel the myths surrounding HIV and AIDS, how HIV can be prevented, medical aspects of the disease, the impact of AIDS on individuals, and the possibilities for care, support and treatment.

2.3 The programmes should be integrated into existing human resource policies and strategies.

2.4 Educational strategies should be based on consultation between employers and workers, and their representatives and, where
appropriate, government and other relevant stakeholders with expertise in HIV and AIDS education, counseling and care. The methods should be as interactive and participatory as possible.

2.5 Consideration should be given to educational programmes taking place during paid working hours and developing educational materials to be used by workers outside workplaces. Where training is offered, attendance should be considered as part of work obligations.

2.6 Where practicable and appropriate, programmes should:

i. Include activities to help individuals assess the risks they face personally (both as individuals and as members of a group) and reduce these risks through decision-making, negotiation and communication skills, as well as educational, preventative and counseling programmes;

ii. Give special emphasis to high-risk behaviour and other risk factors such as occupational mobility that expose certain groups of workers to increased risk of HIV infection;

iii. Provide information about transmission of HIV through drug injection and information about how to reduce the risk of such transmission;

iv. Enhance dialogue among governments and employers’ and workers’ organizations from neighbouring countries and at regional level;

v. Promote HIV and AIDS awareness in vocational training programmes carried out by governments and enterprises, in collaboration with workers’ organizations;

vi. Promote campaigns targeted at young workers and women;

vii. Give special emphasis to the vulnerability of women to HIV and prevention strategies that can lessen this vulnerability;

viii. Emphasize that HIV cannot be contracted through casual contact, and that people who are HIV-positive do not need to be avoided or stigmatized, but rather should be supported and accommodated in the workplace;

ix. Explain the debilitating effects of the virus and the need for all workers to be empathetic and non-discriminatory towards workers with HIV and AIDS;

x. Give workers the opportunity to express and discuss their reactions and emotions caused by HIV and AIDS;
xi. Instruct workers (especially health-care workers) on the use of Universal Precautions and inform them of procedures to be followed in case of exposure;

xii. Provide education about the prevention and management of STIs and tuberculosis, not only because of the associated risk of HIV infection but also because these conditions are treatable, thus improving the workers’ general health and immunity;

xiii. Promote hygiene and proper nutrition;

xiv. Promote safer sex practices, including instructions on the use of male and female condoms;

xv. Encourage peer education and informal education activities;

xvi. Be regularly monitored, evaluated, reviewed and revised where necessary.

2.7 Educational programmes should be linked, where feasible, to health promotion programmes dealing with issues such as substance abuse, stress and reproductive health at the workplace.

2.8 Existing work councils or health and safety committees provide an entry point to HIV and AIDS awareness campaigns and educational programmes. This linkage should highlight the increased risk of infection in the use of contaminated needles in intravenous drug-injection. It should also highlight that intoxication due to alcohol and drugs could lead to behaviour, which increases the risk of HIV infection.

3.0 Practical measures to support behavioural change

3.1 Workers should be provided with sensitive, accurate and up-to-date education about risk reduction strategies, and, where appropriate, male and female condoms should be made available.

3.2 Early and effective STI and tuberculosis diagnosis, treatment and management, as well as a sterile needle and syringe-exchange programmes, should also be made available where appropriate, or information provided on where they can be obtained.
3.3 Education should include strategies to supplement low incomes, for example, by supplying information on income-generating activities, tax relief and wage support.

4.0 Community outreach programmes

4.1 Employers, workers and their representatives should encourage and promote information and education programmes on prevention and management of HIV/AIDS within the local community, especially in schools.

4.2 Participation in outreach programmes should be encouraged in order to provide an opportunity for people to express their views and enhance the welfare of workers with HIV/AIDS by reducing their isolation and ostracism. Such programmes should be run in partnership with appropriate national or local bodies.

5.0 Promotion of HIV testing

5.1 Workplace programmes can seek to promote testing for HIV amongst all employees by undertaking specific campaigns or promotional drives to increase awareness about HIV testing and providing access to testing services either through linking the campaign to service providers or by arranging for a one-off testing day at the workplace.

5.2 Testing can be further facilitated by the workplace offering routine testing as part of normal workplace health care services or programmes, where these are in place.

5.3 All testing promotion should be undertaken with due regard to all established policies and procedures to ensure confidentiality, pre- and post-test counseling and linkage to support services. Further, testing campaigns and promotions should be undertaken in conjunction with anti-discrimination and stigma reduction interventions.

6.0 HIV/AIDS Policy Development

6.1 Every workplace should ensure that it has a policy guiding the management of the following:
6.1.1 The risk, if any, of occupational transmission of HIV within a particular workplace.

6.1.2 Provision of appropriate information, communication, and education on the use of universal infection control procedures in order to reduce the risk of infections, including HIV transmission at work.

6.1.3 Provision of appropriate equipment and materials to protect employees from the risk of exposure to infections, including HIV.

6.1.4 Procedures to be followed in the event of an occupational accident or incident, including the appropriate management of occupational exposure to infection, including HIV.

6.1.5 Reporting procedures on occupational accidents related with exposure to infection, including HIV