

HIV/AIDS POLICY AT WORK PLACE

BASIC PRINCIPLES

The following outlines Safe Africa's policy and procedures for interacting with employees who have been medically diagnosed with, or who are suspected of being HIV positive or having developed AIDS (Acquired Immune Deficiency Syndrome).

OBJECTIVES:

1. To reassure employees that HIV and AIDS are not spread through casual contact during normal work practices and to reduce unrealistic fears about contracting HIV at work;
2. To protect an employee's legal right to work if he/she is diagnosed with HIV or AIDS;
3. To provide guidelines for situations where HIV / AIDS infection is suspected.

COMMITMENT:

In general, our policy is to encourage sensitivity and understanding for all employees in respect of people affected or infected with HIV or AIDS. We are committed to maintaining a healthy work environment by protecting the physical and emotional health and well-being of all employees. We are committed to providing employment for people with physical disabilities who are able to work including those living with HIV / AIDS. This HIV / AIDS policy is a direct outgrowth of these commitments. It provides guidelines for situations when questions about HIV and AIDS arise.

RECRUITMENT AND EDUCATION:

When recruiting and hiring new employees, Safe Africa will not require applicants to be tested for HIV or any other life-threatening condition. The only criterion to use is "suitability to fulfil the job requirements".

Safe Africa will provide HIV / AIDS education materials and training sessions to all employees, which will include communicating the contents of this policy and its general principles of fairness, sensitivity, and non-discrimination. Training sessions will also provide a forum for employees to have their questions and concerns answered in a safe environment.

Condoms and printed information about the importance of using them will be provided in all washrooms. Every First Aid Box will contain disposable gloves for use by the First Aider when dealing with cuts and abrasions so that they cannot be infected. Employees providing assistance should wash their hands thoroughly with disinfectant, soap and water afterwards and destroy the gloves.

Safe Africa will encourage voluntary counselling and testing (VCT). Employees are under no obligation to disclose their HIV status to Safe Africa.

RESPONSE TO DISCLOSURE:

If and when an employee discloses her / his HIV positive status or illness as a result of AIDS, they will be treated in exactly the same way as other staffs who have serious injury or health problems. Employees cannot be discharged for being HIV positive or having AIDS. Employees may continue to work for as long as their condition allows, provided that they meet required performance standards and are not a threat to their own safety or that of others. If the employee's work performance is significantly affected, management must use one of the following alternatives before considering termination:

1. Adjust the work schedule (hours) or place of work to provide for more convenient circumstances for the employee; or
2. Place the person in an alternative position that s / he can perform and adjust the salary and benefits accordingly.

Employees, who discriminate against, harass or victimise colleagues who are HIV positive or have AIDS will be disciplined effectively. The SHI will support the victims of such actions.

Date: 3rd September 2010

Signature Executive Director

For further information contact:

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