



No:

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Responsible: President & CEO

GENERAL POLICIES

GLOBAL HIV/AIDS WORKPLACE POLICY

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RELATED POLICIES

RELATED DIRECTIVES

1. Purpose and Scope

IFDC recognizes the magnitude and severity of the development of HIV/AIDS worldwide. As a global Center, IFDC is committed to the development of policies and the implementation of programs by its global workplace sites on HIV/AIDS non-discrimination, awareness, prevention, and health support.

This policy covers key areas such as legal and regulatory framework, guiding principles, management of human resources, and the implementation of HIV and AIDS programs in the workplace.

2. Rationale

The negative impact of HIV and AIDS in the workplace challenges IFDC as an employer to provide a policy framework for the prevention of HIV/AIDS and the treatment, care, and support of the infected and affected employees.

It has been found necessary to develop a clear, consistent, coherent, and harmonized policy framework on HIV and AIDS in line with each host country's private sector policies on HIV and AIDS. This policy demonstrates IFDC's concern and commitment in taking concrete steps in the management of the HIV and AIDS pandemic and also provides guidance on the development of global workplace guidelines.

3. Policy Statement

IFDC shall provide structures and programs aimed at ensuring non-discrimination and destigmatization of the infected and affected employees.

The Center is committed to providing guidance on how to handle the infected and the affected. IFDC shall establish minimum internal requirements (MIRs) for all its employees in a non-discriminatory environment.

4. Non-Discrimination

Consistent with IFDC's pre-existing company-wide global policy on non-discrimination, it is the policy of IFDC to provide a work environment for its employees that is free from harassment and/or discrimination. Colleagues who engage in acts of harassment and/or discrimination are subject to corrective action that may include termination of employment. Accordingly, colleague situations related to HIV and AIDS are governed by the following principles:

- IFDC will not and does not discriminate against employees or applicants having, perceived as having, living with, or otherwise affected by HIV or AIDS.
- IFDC treats HIV/AIDS the same as other illnesses in terms of all of our employee policies and benefits.
- In accordance with applicable laws, IFDC provides reasonable work accommodations when needed for qualified individuals.
- All employees and contractors must adhere to our non-discrimination policy.

5. Objectives

The main objective of the policy is to provide a framework to address HIV and AIDS in the workplace.

Specifically the policy aims to:

- Set MIRs for managing HIV and AIDS in the workplace.
- Establish structures and provide programs to ensure non-discrimination and non-stigmatization of the infected and affected.
- Establish Monitoring and Evaluation of HIV and AIDS programs and activities at the workplace.
- Ensure adequate allocation of resources to HIV and AIDS interventions.
- Guide employees on their rights and obligations regarding HIV and AIDS.
- Provide a framework for development of workplace guidelines.

6. Scope

This policy sets standards for managing HIV and AIDS for workplace programs. It applies to all Regular Staff and Temporary Staff IFDC employees, including policymakers, researchers and administrators, support staff as well as scholars, visiting scientists, and personal services contractors.

7. Legal and Regulatory Framework

Each country may have a number of statutes for responding to HIV- and AIDS-related issues in the workplace though many current Acts do not specifically refer to HIV and AIDS. However, it is recognized that an enabling legal and regulatory environment is imperative in order to create the desired impact in the fight against HIV and AIDS.

- **The Employment Acts/Labor Law**

The Employment Act in most host countries sets out minimum standards applicable for conditions of employment relating to wages, leave, health and contracts of employment, including termination of the contract. The Acts imply that there shall be no discrimination on grounds of HIV and AIDS status.

Local labor laws of the country regarding HIV/AIDS will prevail.

8. Principles

The principles that guide this policy are in accordance with international conventions national laws, policies, guidelines and regulations.

These principles are:

- **Recognition of HIV and AIDS as a Workplace Issue**

HIV and AIDS is a workplace issue and shall be treated like any other serious illness/condition in the workplace. This is necessary not only because it affects the workforce, but also the workplace being part of the local community, has a role to play in the wider struggle to limit effects of HIV and AIDS.

- **Gender Equity**

Gender dimensions and equal treatment of males and females who have HIV and AIDS status are supported by IFDC.

- **Safe and Healthy Work Environment**

The work environment shall be healthy, safe, and adapted to the state of health and capabilities of workers. All Program/Project Leaders, Coordinators, and Managers have a responsibility to minimize the risk of HIV transmission by taking appropriate first aid/universal infection control precautions in the workplace.

- **Social Dialogue**

A successful HIV and AIDS policy requires cooperation, willingness, and trust among the employer, employees, and stakeholders through dialogue.

- **Screening for Purpose of Employment**

HIV and AIDS screening shall not be required of job applicants or persons in employment, and testing for HIV shall not be carried out at the workplace.

- **Confidentiality**

Access to personal data relating to an employee's HIV status shall be bound by rules of confidentiality consistent with existing ILO code of practice and medical ethics. IFDC has no access to personal medical data.

- **Continuation of Employment Relationship**

HIV infection shall not be a cause for termination of employment. Employees with HIV-related illness will be allowed to work as long as medically fit and available for appropriate work.

- **Prevention**

HIV infection is preventable. Prevention of all means of transmission can be achieved through behavior change, knowledge, treatment, and the creation of a non-discriminatory environment. Social partners are in unique position to promote prevention efforts, particularly in relation to changing attitudes, through the provision of information and education and in addressing socio-economic factors.

- **Care, Treatment and Support**

All infected and affected employees have the right to access care, treatment, and support in line with available resources. IFDC shall work in partnership with agencies offering support and care.

- **Management Responsibility**

IFDC shall ensure the highest level of leadership as part of the campaign against HIV and AIDS. Managers/Supervisors should receive basic training and education on HIV/AIDS topics to assist any individual requesting information or help.

- **Fair Labor Practices**

Every employee whether infected or affected has the right to fair labor practices in terms of recruitment, appointment and continued enjoyment of employment, promotion, training, and benefits. HIV testing will not be a requirement for any of the above.

- **Workplace Ethics**

There shall be zero tolerance to sexual harassment, abuse and exploitation.

9. Management of Human Resources

According to the ILO, HIV and AIDS is a major threat to the world of work because it affects the most productive segment of the labor force. It is imposing huge costs on organizations in all sectors through declining productivity and earnings, increasing the cost of employment and loss of skills and experience. It has led to a high turnover, high costs in training and replacement, high health care and employee welfare costs including funeral expenses.

Counseling services may initially be obtained from Human Resources. They can direct the individual to the proper basic services.

This policy is the starting point for the management of HIV and AIDS in the workplace as it establishes a coherent approach in addressing the issues associated with HIV and AIDS. It provides consistency in dealing with the Center's employees through programs, procedures and rules that flow from the policy.

This policy addresses the following human resource management issues:

- **Recruitment**

HIV screening shall not be a requirement for staff recruitment and or promotion.

- **Sick leave**

Sick leave shall be provided for as stipulated in the IFDC Staff Manual.

- **Working Hours**

Normal working hours, and flextime hours where stipulated, shall continue to apply for all IFDC employees.

- **Termination of Employment**

The policies and procedures pertaining to termination of employment shall apply to all employees. No employee shall be dismissed or have employment terminated on account of solely perceived or actual HIV status.

- **Medical Benefits**

The normal provision of medical benefits and privileges shall continue to apply.

- **Training and Development**

IFDC shall:

- Educate and train its employees on HIV- and AIDS-related issues.
- Mainstream HIV and AIDS programs in all its workplaces and undertake regular updates to respond to the dynamics of HIV and AIDS.
- Monitor and evaluate human resources so that there is an adequate supply of appropriately skilled manpower to meet the needs for our research undertakings.

- **Confidentiality and Disclosure**

- Disciplinary action, consistent with relevant IFDC rules and regulations, will be taken against any employee who discloses a fellow employee's HIV sera-status without consent.
- A climate of awareness about HIV and AIDS shall be encouraged as an effective prevention and care strategy. IFDC shall strive to create a working environment in which employees can feel safe.

- **Discrimination and Stigma**

- All employees have the same right and obligations as stipulated in the terms and conditions of employment.
- No employee shall be discriminated against in access to continued employment, training, promotion, and employee benefits on account of their actual or perceived HIV status.
- Employees shall not refuse to work or interact with fellow colleagues on the grounds that the latter are infected or perceived to be infected. Such refusal shall constitute misconduct.

- **Employee Responsibility**

- It is the responsibility of an employee to take appropriate action on being informed about HIV and AIDS to protect him/herself and the family and to seek guidance and counseling.
- All employees and contractors must comply with the HIV and AIDS workplace policy. In addition, all employees are expected to attend and support to and participate in all activities aimed at combating HIV and AIDS.
- It is the moral responsibility of the infected employees to take care of themselves and others to avoid re-infection and infecting others.

10. HIV and AIDS Programs in the Workplace

The main thrust of this sub-sector policy revolves around initiating and carrying out programs in the workplace. The components of the programs will include but not limited to the following:

- **Prevention and Advocacy**

The programs will be Center-specific and will involve creation of HIV and AIDS awareness and promotion of positive cultural and behavioral change among employees.

11. Policy Reviews and Development

This policy will be reviewed from time to time to ensure it remains relevant to the needs of the Center. Individual workplaces will develop guidelines in line with the policy to reflect those unique workplace specific mandates and needs.