

## ACIS HIV/AIDS Workplace Programme Toolkit

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### HIV/AIDS TOOLKIT

#### 1. INTRODUCTION

Law 12/2009 of 12 March requires that all companies in Mozambique have an HIV/AIDS workplace programme. This law takes effect in September 2009. Regulation of the specific requirements for companies is underway, and until the regulation is published there is no guidance as to the type of activities companies are expected to have in place.

Until such time as a regulation is available, ACIS has prepared this toolkit to support companies in their preparation to implement a workplace HIV/AIDS programme.

ACIS has over five years experience in working with companies of different sizes, in Sofala Province, to implement HIV/AIDS workplace programmes. The basic principles learned during that time are condensed within this toolkit. We hope that you will find it useful.

The HIV/AIDS pandemic is a very real threat to the economy and to the effectiveness of companies, and is something which must be taken as seriously as its impact merits.

The workplace has proven to provide a useful environment for the communication of messages and information about the disease, and about ways to combat and prevent it. ACIS believes that by working with employees on this matter companies have a real opportunity to make a difference, both in terms of workplace relations, and in terms of combatting the spread of HIV.

The continuation and scope of ACIS' current HIV/AIDS activities is necessarily dependent on external funding. Wherever possible we will aim to provide support and information to any member company requesting it. We also welcome any comments and suggestions for the improvement of the toolkit, and would encourage members to share with us any materials they may have access to so that all ACIS members can benefit from them.

The nature of the material and the ongoing debate at national and international level about what constitutes an effective workplace programme merit us beginning with some caveats:

- a) This toolkit has been designed for use by a generic company. It is necessarily limited in its scope. Companies range in size and in the resources they have available. The toolkit aims to provide a basic minimum, which all companies should try to have in place. All material included is available free of charge. Companies with greater resources, and large workforces may opt, or need, to go beyond the contents of this toolkit;
- b) The materials included have been tried and tested in a number of companies. The documents provided have been designed to reduce the liability for companies in respect of the need to provide ongoing care or treatment and so on. Companies may opt to go further in their commitment statements, but should only do so having fully researched the likely cost and potential legal consequences;

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- c) Resources in terms of information and services for the development of workplace HIV/AIDS programmes are limited, and these limitations are more severe in remoter areas. While companies in some towns and cities will be able to avail themselves of external services, support and advice, many companies will not have access to these resources. We have included contacts and advice on how to overcome this where possible;
- d) Most companies that have participated in the ACIS HIV/AIDS workplace programme to date have had male-dominated workforces, and many have had a majority of workers with lower levels of education. The materials developed reflect this, and therefore may not always be entirely appropriate in your company context. We have included contacts and information about where additional material can be obtained;
- e) In Law 12/2009 the government makes a commitment to the provision of services and medication to those living with HIV/AIDS. The government also has commitments to provide confidential testing. ACIS believes that it is the role of the government to provide these services, and this toolkit is founded on that belief. While companies may, under certain circumstances, opt for privately provided testing, or to pay for and provide antiretroviral treatment to affected workers, these are decisions which should, in our view, be taken based on adequate consideration of the potential legal consequences, and costs involved;
- f) ACIS can accept no liability for the outcomes of the use of this toolkit, or for any omissions in the toolkit or the information contained herein. The information provided here is free of any copyright and can be reproduced as required. Note that this is not always the case with HIV/AIDS-related materials and companies should be aware of copyright issues when reproducing materials not obtained through ACIS.

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### 2. CONTENT

The content of the toolkit has been prepared based on ACIS' experience to date and on materials developed as part of the ACIS HIV/AIDS workplace programme. It aims to provide a minimum level of structure and information for companies to work with.

Research has shown that combatting HIV/AIDS is about more than just telling people to use condoms. As a result of experiences in companies ACIS added a component to its programme, which discusses nutrition and general wellbeing. Parts of this component are included here, and are relevant and interesting to most workers, whether or not they are HIV positive. In addition we have included material about women and HIV, since male workers have shown interest in taking the messages they receive from the workplace to their families.

There is no prescribed limit for the amount of information, or the scope of a workplace programme. Some companies opt to provide information and one round of on-site testing, others expand the programme to workers families and the surrounding community. Some companies limit the information provided to HIV/AIDS while others opt to also focus on nutrition, and other diseases such as malaria, cholera and tuberculosis. The scope of the programme your company opts for is determined by you, but please do be take into account the need to manage expectations, costs and legal liability when planning a programme.

This toolkit contains:

- a) A roadmap for beginning a HIV/AIDS workplace programme in your company;
- b) Leaflets, pamphlets and posters which can be printed and copied for distribution and display;
- c) List of contacts of service providers.

We will endeavour to keep the information in the toolkit up to date and to provide additional resources as these become available. In addition to the toolkit we have a list of resources which can be purchased, and an order form. To obtain this list or to place an order, please contact us.

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### 3. STEPS FOR A WORKPLACE PROGRAMME

Please read through each of the steps, they should be followed sequentially, and the consequences of each and how they interlink should be fully understood before moving from one to the next. ACIS is available to clarify any doubts or questions which might arise.

- a) Focal Point. As a first step to creating a workplace programme most companies opt to nominate a Focal Point. This is usually someone in management (for example the Human Resource Manager) who is responsible for overseeing the ongoing progress of the programme, liaising with service providers, and so on. While this step is not essential, it has proven useful to have one lead person in the company, who workers and management can speak to on this issue;
- b) Develop a company HIV/AIDS workplace policy. This policy is a statement of the company's position on the issue of HIV/AIDS. It includes details of what workers rights and responsibilities are, and what the company can and will do for them. We include a sample policy in English and Portuguese in Annex 1. The policy can be simple and generic (like the one supplied) or can be more detailed and complex, depending on the company's decision in respect of issues such as provision of treatment.

The first task of the Focal Point (see a) is usually to develop the workplace policy. This may be done based on the same policy used by the company in other countries (though in this case care must be taken to align it with Mozambican law), or by using the model provided. The Focal Point may opt to discuss the policy with the company's union committee, if one exists. While this is not essential, it can work well in ensuring "buy-in" from the union and thus the workforce in any activities undertaken.

The company may also opt to include the policy within its internal regulation. The policy can, for example include a commitment from both management and workers about the time to be allocated for information sessions. Most companies have found it useful to allocate a certain period to information sessions, with half of the time being given by the company (i.e taken out of the normal working day) and half by the workers (out of their free time after work).

- c) Presentation of the policy. This step is the point where the company makes a public declaration to its workforce about its HIV/AIDS workplace policy. It is an opportunity for management to introduce the Focal Point to the workforce, and can be marked by a ceremonial signing of the policy by management and unions, or by an intervention on the subject of HIV/AIDS by a drama group or other service provider.

Wherever possible the policy document should be on a company letterhead or feature a company logo, to give it the formality and importance that it merits.

The policy should be clearly displayed in an area that all workers have access to. Companies may opt to put up a notice board specifically for HIV/AIDS related material and information.

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The notice board could contain items of general interest such as a copy of Law 12/2009, the company's policy, posters and pamphlets, and company-specific information such as the dates and times of any information sessions planned. Responsibility for maintaining the notice board could be given to the Focal Point or Peer Educators (see below).

- d) Peer educators. Companies may opt to have a number of peer educators. The optimum number has been shown to be one peer educator for every 15 workers, though this may not always be feasible. Peer educators are, as the name suggests, people within the workforce who are responsible for sharing information and providing advice to their colleagues. While peer educators may be nominated by management the system has been proven to work particularly well when the peer educators are selected by the workforce, because these are then people who are trusted and respected by the workers themselves.

Peer educators require regular training in a number of aspects of their role including having basic information about HIV/AIDS, information about access to testing and treatment, and basic counselling skills. Training may be available through NGOs and other service providers (see the list provided). However if training is not available it is not advisable to appoint untrained peer educators.

Peer educators can support the Focal Point, provide a link between management and the workforce, run their own mini information sessions, and help coordinate any external visitors providing information sessions.

- e) Condoms. Companies may include the free provision of condoms as part of their policy. Whatever the case, provision of condoms is a basic part of any HIV/AIDS programme. Condoms can usually be obtained free of charge from the Ministry of Health, though supply problems do occur, especially for larger companies. Companies can also opt to purchase condoms – a list of those organisations making condoms available is provided below.
- f) Activities. While the provision of pamphlets and posters, such as those that form part of this toolkit is a useful contribution to the fight against HIV/AIDS, this does not substitute other forms of information provision. Providing the same or similar messages in a variety of ways reinforces the information.

To date most companies in the ACIS programme have found that sessions with counsellors and in particular with doctors, have been particularly effective. In addition drama groups and the showing of videos can be used, and these provide light relief and humour around a serious subject, and can be effective especially if there is time for discussion after the show.

For many companies it is difficult to identify external service providers who can be relied on to visit regularly and provide a variety of information. In larger cities NGOs and other service providers may be able to help and we provide some contacts below. Doctors and counsellors are available at government testing and treatment centres, and may be made available to visit companies. Usually all activities require the payment of some kind of fee.

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Companies will need to identify any potential service providers in their area and work with them to schedule sessions.

If one takes as the basic aim of an HIV/AIDS programme, access to testing then all activities should lead up to this. Usually activities would follow a step-wise approach, beginning with basic information about HIV/AIDS and moving through issues of rights and discrimination, through to the reasons for getting tested, how testing works and what to do after you have been tested and know your results.

As a minimum workers should have access to six information sessions dealing with these issues, before they are encouraged to go for testing. Most companies have found it advisable to follow on from testing with a further minimum of six sessions, this time focussing on the importance of remaining HIV-free, on nutrition and on aspects around living with HIV/AIDS. This leads up to a second round of testing. After this companies may opt to ramp-down the level of activities, just providing occasional refresher sessions and ongoing distribution of condoms and information pamphlets.

- g) Testing. Testing, and employees knowing their HIV/AIDS status is one of the main goals of an HIV/AIDS programme. Testing is available free at over 300 centres around the country. Some companies may opt for on-site testing. This can only be done with written authorisation from the Ministry of Health, and carried out by certain approved organisations (listed below).

On-site testing has advantages particularly for large companies, and can provide an opportunity for the company to reiterate its commitment to supporting workers. In some companies the director or senior manager will be the first to be tested, giving a clear indication to workers that the process is something everyone should do. This is an individual choice for each person. Testing must also be demonstrably an individual choice and must be confidential. It is essential that those who opt for testing also have access to information to help them deal with the results of their test.

Currently it is not essential for companies to conduct on-site testing and indeed in smaller companies this may not be feasible or desirable. It is the choice of the company, it is considered perfectly acceptable for the goal of a workplace programme to be to encourage workers to visit government testing centres.

- h) Post-testing and treatment. As noted above, while testing is one of the goals of an HIV/AIDS programme, it is also important that those who have been tested know what their options are. For people who have tested negative, it is important that they know how to maintain this status. For those who have tested positive it is important that they know where they can go for help, and how they can eat and live healthily to maintain their health.

Post-testing activities and information sessions are at least as important as those which take place before the first round of testing. Treatment and counseling are freely available through the Ministry of Health. Unless the company opts to offer anti-retroviral treatment

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for workers (which has its own complexities in terms of ensuring confidentiality and so on), workers should be directed to government services.

Accessing these services can be complex and bureaucratic. Companies participating in the ACIS programme have found it useful to introduce workers to people (doctors and counsellors) who can help with this process, before testing takes place. Workers who test positive can then contact these people in confidence, and be helped into the system. Various service providers can help with post-testing counselling and access to treatment.

- g) General wellbeing. While it is not essential many companies have found it helpful to have a doctor available for their workforce at certain times during their HIV/AIDS programme. Government doctors, and duly licensed private practitioners are available, for a fee, to undertake this type of work.

For example prior to testing each worker can be allocated a 5/10 minute confidential session with a doctor. There they can discuss any health issue concerning them, as well as testing. Companies note that this relatively simple service has many positive benefits, since particularly among lower earning workforces, people rarely seek medical advice. In addition the workers then have the confidence in dealing with a doctor, so that if they do test positive, this same doctor can (if contracted to do so as part of the company's programme) assist in getting them into the treatment system. In general access to medical professionals has scored highest in popularity among the various types of sessions and services workers have been given access to.

- h) Maintaining interest and extending the programme. This is a point which ACIS' programme has only recently reached with most companies. It is a subject for ongoing debate. Companies can opt to extend their programmes to families and surrounding communities, or can continue to offer regular or less frequent information sessions. As we have further ideas and experience we will share this with our members.

**Please note that confidentiality is a prerequisite for any HIV/AIDS programme. The penalties for breaches of confidentiality under Law 12/2009 are severe and companies should at all times and in all activities undertaken as part of an HIV/AIDS programme ensure that employee confidentiality is guaranteed.**

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### 4. MATERIALS FOR A WORKPLACE PROGRAMME

As noted above the provision of information in a variety of media and formats is important for the messages about HIV/AIDS to get across. ACIS has a number of pamphlets which are freely available to download from our web site ([www.acisofala.com](http://www.acisofala.com) follow the link to HIV/AIDS). They are numbered and each is explained below. These materials are of very basic quality so that they can easily be printed and reproduced in an office anywhere in the country. Other materials, available for purchase, are of higher graphic and aesthetic quality.

In addition other organisations have materials which they are sometimes able to make available and share. Often access to materials is limited by funding (production of booklets, magazines and films being expensive) and also by the relevance of the material (many materials are designed for urban youth, not for rural workers!). Whenever we find new material which may be of use we will make it available. Some materials are available to purchase through ACIS and a list of these plus the ordering procedure are available on request.

All of these pamphlets can be printed and copied for distribution.

- Pamphlet 1 – Transmission of HIV – this is a basic introductory leaflet telling people how HIV can, and cannot be transmitted.
- Pamphlet 2 – Sexually Transmitted Diseases – this is another introductory pamphlet which gives details of types of diseases which are prevalent, and links them to the potential for contracting HIV (note that as per 3g above, people may have these diseases but be unable or reluctant to seek medical assistance. Access to doctors can be a significant benefit in such cases).
- Pamphlet 3 – Women and HIV – this pamphlet provides basic information about why women are particularly vulnerable to HIV and about mother to child transmission of the disease.
- Pamphlet 4 – Rights – this leaflet deals with the rights and responsibilities of workers and employers under the law in respect of HIV. Note that it has not been updated in accordance with Law 12/2009 but a new version will be prepared shortly, and the differences to the information contained in the leaflet are minor and should not prevent it being used in the meantime.
- Pamphlet 5 – The Importance of Testing – this leaflet deals with the reasons for testing, where tests can be obtained and what to do about the results of your test.
- Pamphlet 6 – Positive Living - this is a two-part leaflet which contains information about nutrition and wellbeing, which is valid whether a person tests positive or not. It provides information about how to have a balanced diet on a limited budget.
- Pamphlet 7 – Nutrition - as with leaflet 6 this deals with nutrition and ways of eating healthily using locally available produce, and with a limited budget.

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- Pamphlet 8 – Antiretrovirals – this deals with the medication used to treat HIV/AIDS, how it works, when it is required.

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### 5. CONTACTS

There follows a list of contacts of service providers and the types of service and assistance they can offer. We have attempted to find at least one provider in each province. Please be aware that the availability of services is severely limited and is one of the major constraints to developing HIV/AIDS workplace programmes. As more contacts become available we will share them with you.

In addition to the contact below please be aware that certain activities such as on-site testing and provision of medication require the previous written approval of the Ministry of Health (through the relevant provincial directorate). If in doubt please do consult in writing with both the provincial HIV/AIDS office (listed below) and the provincial health department. Procedures and requirements are likely to vary in different provinces.

Institution	Services	Contact
Núcleo Provincial de HIV/SIDA de <b>Cabo Delgado</b>	Government office responsible for coordination of HIV/AIDS programmes. Information material such as brochures/leaflets, DVD for hire, technical advice, list of facilitators of awareness raising sessions, data base for monitoring & evaluation	Teles Gemuce (Coordinator) Cel: +258 82 4863360 Tel: +258 272 20175 Fax: +258 272 21381 E-mail: <a href="mailto:npchiv.pmb@teledata.mz">npchiv.pmb@teledata.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Niassa</b>	Idem	Rafael Chande (Coordinator) Cel: +258 82 4533350 Tel: +258 271 20704 Fax: +258 271 20587 E-mail: <a href="mailto:npn-sida@teledata.mz">npn-sida@teledata.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Nampula</b>	Idem	Sara Jane (Coord.) Cel: +258 82 6962440 Tel: +258 26 217123 Fax: +258 26 217152 E-mail: <a href="mailto:npcs.nampula@teledata.mz">npcs.nampula@teledata.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Zambézia</b>	Idem	Manuela Dallas (Coord.) Cel: +258 82 5027600 Tel: +258 24 215374 Fax: +258 24 212000 / 212425 E-mail: <a href="mailto:manueladallas@teledata.mz">manueladallas@teledata.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Tete</b>	Idem	Domingos Viola (Coord.) Cel: +258 82 5933600 Tel: +258 252 23569 Fax: +258 252 23314 E-mail: <a href="mailto:aidstete@valzamb.net">aidstete@valzamb.net</a>
Núcleo Provincial de HIV/SIDA de <b>Manica</b>	Idem	Arão Uaquiço (Coord.) Cel: +258 82 5012540 Tel: +258 251 24405 Fax: +258 251 23369 E-mail: <a href="mailto:aarao.uaquico@tdm.co.mz">aarao.uaquico@tdm.co.mz</a>

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Institution	Services	Contact
Núcleo Provincial de HIV/SIDA de <b>Sofala</b>	Idem	Maria Semedo (Coord.) Cell: +258 82 5011710 Tel: +258 23 325612 Fax: +258 23 325612 E-mail: <a href="mailto:aidsofala@tdm.co.mz">aidsofala@tdm.co.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Inhambane</b>	Idem	José Da Conceição Júnior (Coord.) Cell: +258 82 3055410 Tel: +258 293 20766 Fax: +258 293 21164 E-mail: <a href="mailto:nuibane@teledata.mz">nuibane@teledata.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Gaza</b>	Idem	Rogério Moreira (Coord.) Cell: +258 82 4349320 Tel: +258 282 26596 Fax: +258 282 22783 E-mail: <a href="mailto:nphivside@teledata.mz">nphivside@teledata.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Maputo Provincia</b>	Idem	Isabel Zucule (Coord.) Cel:+258 82 3195250 Tel: +258 21 722236 Fax: +258 21 722236 E-mail: <a href="mailto:npcs.mp@tvcabo.co.mz">npcs.mp@tvcabo.co.mz</a>
Núcleo Provincial de HIV/SIDA de <b>Maputo Cidade</b>	Idem	Samuel Quive (Coord.) Cel: +258 82 3268000 Tel: +258 21 314180 Fax: +258 21 314092 E-mail: <a href="mailto:cmaputo@cncs.org.mz">cmaputo@cncs.org.mz</a>
Direcção Provincial de Saúde	Authorisation of on-site testing, updates on treatment services and partnership for on-site medical checks.	In each province: personal contact recommended. Written request required for on-site testing authorization.
Comunidade de Sant'Egídio	Laboratories and treatment: Maputo, Beira  Counselling centres: Maputo Cidade, Maputo Polana Canico, Maputo – Benfica, Maputo – Mahotas, Maputo - Machava, Matola 2, Matula C, Beira -Chingussura, Nampula Cidade.	Av. 24 de Julho, No. 7, 5th Floor, Tel. 21486625 e-mail: <a href="mailto:segidiossaude@dream.org.mz">segidiossaude@dream.org.mz</a>
ECoSIDA	Pamphlets, brochures, DVDs: up to now free of charge, but this may change.  Facilitation of access to free condoms – collaboration with MISAU	Avenida Ahmed Sekou Toure, No. 2704, Maputo, Tel: 21-327202, Fax: 21-327203, Cornelio Balane (Ex. Director). 823851840, 843988774 E-mails: <a href="mailto:cornelio.balane@ecosida.org.mz">cornelio.balane@ecosida.org.mz</a> <a href="mailto:balbina.santos@ecosida.org.mz">balbina.santos@ecosida.org.mz</a>
HAI – Health Alliance International	Testing and Counseling services. Limited number of copies of posters and counseling on request.	Sofala: Joshua Dambine, 82 8911480, Escrit. HAI: 82647915. E-Mail: <a href="mailto:joshuadambine@yahoo.com.br">joshuadambine@yahoo.com.br</a>

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Institution	Services	Contact
		Manica: Fungai Chinhacata. Cel.: 82 4469700. E-Mail: <a href="mailto:fungai@teledata.mz">fungai@teledata.mz</a>
PSI	Marketing of condoms, Formats of pamphlets and other informative material available for reprint by companies	Avenida Lucas Elias Kumato, Nr. 33, Maputo. Arilde Driwdal (Director) Phone: 21-485-025/26/27/28/29 Fax: 21-485-029 Email: <a href="mailto:Generalinfo@psi.org.mz">Generalinfo@psi.org.mz</a> Sofala: Ines Sarmiento (Coord. Prov.), Tel: 23 311315, Fax: 23 311316
	Testing and Counseling services.	Bernadette, PSI Sofala, Coordinator Testing: 823828160
CARE-Vilanculos	Testing & Counseling, Facilitation of access to treatment at hospital	Dr Giwas, Care-Vilanculos, E-mail: <a href="mailto:giwa@carevila.org.mz">giwa@carevila.org.mz</a>
MONASO	Formats of pamphlets and other informative material: limited number of copies or download of newsletter	Gil Manuel, Oficial de Comunicação & Pesquisa, MONASO – Sede, Maputo, Rua Comandante Augusto Cardoso, 345. Tel 21 325260. Fax: 21 325256. Cel: 82 4631260. E-mail: <a href="mailto:comunicacao@monaso.co.mz">comunicacao@monaso.co.mz</a> Beira: Matilde Cunhaque, Coordenadora Prov., 82 4112990. E-mail: <a href="mailto:monasosofala@tdm.co.mz">monasosofala@tdm.co.mz</a>
Nweti	Newsletters e.g. Cuidados basicos, on request some copies free of charge or for download	Maura Quatorze Coordenadora para Multimédia N`weti: Comunicação para Saúde Rua Lucas Elias Khumato, nº 288, Maputo – Moçambique Telefones: 21-485253/ 823079630 Celular: 823172770 e-mail: <a href="mailto:maura.quatorze@nweti.org.mz">maura.quatorze@nweti.org.mz</a>
AWISA Moçambique (Beira)	Technical advice on setting up a workplace programme, Training of Peer Educators, List of moderators for sessions in companies. Organisation of round table meetings of the private sector.	Ursula Messner, Representante, Beira, Rua de Aruangua Nr. 39. Tel/Fax:23 323980, Cel. 823268830. E-mail: <a href="mailto:mozambique@awisa.de">mozambique@awisa.de</a>

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## **ANNEX I SAMPLE WORKPLACE POLICY**

### **OUR HIV/AIDS WORKPLACE POLICY**

#### **We, the company:**

- Recognize that the country is currently affected by a devastating HIV/AIDS pandemic.
- Recognize our corporate social responsibility in relation to our workforce.
- Commit ourselves to implementing the legal framework existing in the country pertaining to HIV/AIDS in the workplace.
- Recognise the importance of combating the stigma related with HIV/AIDS and the necessity to protect the rights of its employees living with HIV/AIDS.
- Commit ourselves to implementing an HIV/AIDS workplace programme in accordance with the law and with the objective of:
  - creating a safe and healthy working environment, free of any form of stigma and discrimination;
  - promoting information and education of our employees that encourage behaviour change.

#### **This policy is based on our principles and values:**

- We treat HIV/AIDS like any other chronic disease;
- We train and inform our workers about the disease;
- We promote information and responsibility at individual and social level;
- We advocate gender equality and the combat of sexual harassment
- We are against discrimination and guarantee confidentiality of test results
- We accord people living with HIV/AIDS the right to respect, privacy and non-disclosure of their condition.
- We ensure that people living with HIV/AIDS receive the protection guaranteed by law.

### **A NOSSA POLÍTICA CONTRA HIV/SIDA NO LOCAL DE TRABALHO**

#### **Nós, a empresa:**

- Reconhecemos que o país enfrenta atualmente uma devastadora pandemia do HIV/SIDA.
- Reconhecemos a nossa responsabilidade social perante os nossos trabalhadores.
- Compromete-nos pôr em pratica as leis em vigor no país que se referem ao HIV/SIDA no local de trabalho
- Reconhecemos a importância de enfrentar o estigma ligado ao HIV/SIDA e a necessidade de proteger os direitos dos nossos trabalhadores vivendo com o HIV/SIDA.
- Compromete-nos a implementar um programa de HIV/SIDA no local de trabalho de acordo com a lei e com o objectivo de:
  - criar um ambiente de trabalho seguro e saudável, livre de qualquer forma de estigma e discriminação;
  - promover informação e educação dos nossos trabalhadores que encorajem a mudança de comportamento.

#### **Esta política é baseada nos nossos princípios e valores:**

- Tratamos o HIV/SIDA da mesma forma como qualquer outra doença crónica;
- Formamos e informamos os nossos trabalhadores;
- Promovemos informação e responsabilidade ao nível individual e social;
- Advogamos igualdade de género e o combate ao assédio sexual;
- Estamos contra a discriminação e garantimos a confidencialidade do resultado de teste de HIV/SIDA;
- Providenciamos as pessoas vivendo com HIV/SIDA o direito à respeito, privacidade e sigilo em relação ao seu estado de saúde;
- Asseguramos que as pessoas vivendo com HIV/SIDA recebem a protecção garantida pela lei.

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**The components of our HIV/AIDS programme include:**

- Elaboration and approval of a company HIV/AIDS workplace policy
- Identification (*and training*) of a Focal Point (*and Peer Educators*) *N.B where possible*
- Provision of information including about testing and access to treatment
- Provision of access to advice on where to seek treatment and support
- Management of an HIV/AIDS workplace programme

**We further agree to:**

- Whenever possible, promote information, education and communication sessions for the employees of our company at all levels
- Provide informative material on HIV/AIDS and related matters
- Encourage responsible and safe sexual behaviour
- Provide employees with condoms when available
- Encourage voluntary testing
- Provide access to advice on treatment, adherence to treatment, care and support offered by the national health systems and other institutions

**The rights and responsibilities of workers affected or infected by HIV/AIDS are:**

- To not be discriminated against
- To behave responsibly in respect of the health of other workers – people living with HIV/AIDS have special responsibility to ensure that they do not infect others
- To not be required to undertake an HIV test either as an employee or as a candidate for employment
- To not have HIV used as a criteria in the promotion and training of employees
- To not, unless with the relevant medical proof, use HIV/AIDS as an excuse for poor performance

**Os componentes da nossa programa contra HIV/SIDA incluem:**

- Elaboração e aprovação duma política de HIV/SIDA da empresa
- Identificação (*e treinamento*) do Ponto Focal (*e de Educadores de Pares*) *N.B quando possível*
- Fornecimento da informação incluindo sobre testagem voluntária e acesso a tratamento
- Fornecimento de acesso a conselho sobre aonde pode ter acesso a tratamento e apoio
- Gestão do programa de HIV/SIDA no local de trabalho

**Também comprometemos em:**

- Quando possível, promover sessões da informação, educação e comunicação para os trabalhadores da nossa empresa
- Fornecer matéria informativa sobre HIV/SIDA e assuntos relacionados
- Encorajar comportamento sexual responsável e seguro
- Fornecer preservativos quando disponíveis
- Encorajar testagem voluntária
- Prestar acesso a conselhos sobre tratamento, adesão a tratamento, cuidado e apoio prestado pelo sistema nacional de saúde e outras instituições

**Os direitos e responsabilidades dos trabalhadores afetados e infetados por HIV/SIDA são:**

- De não ser discriminado
- De comportar responsabilmente pela sua saúde de todos os trabalhadores – os pessoas vivendo com HIV/SIDA têm a obrigação especial de assegurar que não exponham os outros ao perigo de infecção
- De não ser exigido a nenhum funcionário ou candidato ao emprego que faça o teste de HIV
- De HIV não será usado como critério na promoção e capacitação dos recursos humanos
- Salvo mediante provas médicas, de não usar o HIV/SIDA como desculpa pelo seu fraco desempenho profissional