

Afrox HIV/AIDS Policy

The policy covers all Afrox employees based in RSA.

The Company acknowledges the seriousness of the HIV/AIDS epidemic and commits itself to address HIV/AIDS in a positive, proactive and non-discriminatory manner.

The Company acknowledges that HIV is not transmitted by casual contact, thus precluding real risk of infection to employees in the workplace.

The Company will endeavour to protect the well-being of its employees living with HIV/AIDS in accordance with the terms of an HIV Disease Management Programme until such time as the State is in a position to adequately address the HIV/AIDS epidemic.

Purpose

The purpose of this policy is to provide for the Company's position on HIV and AIDS and to:

- Reinforce the Company's commitment to the fostering of a culture of well-being amongst its employees
- Reiterate the Company's commitment to foster a climate of equality and non-discrimination in the workplace

Definitions

- HIV: Human Immunodeficiency Virus
- AIDS: Acquired Immunodeficiency Syndrome
- VCT: Voluntary Counselling and Testing – a process where people undergo a voluntary HIV test
- HIV Disease Management Programme: Afrox/ Aid for AIDS HIV Disease Management Programme
- Reasonable accommodation: Reasonable accommodation refers to those steps that management will take, where practical, regarding any employee with a disability. Reasonable accommodation may include, but is not limited to, flexible working schedules, leave of absence, work restructuring or re-assignment.
- COIDA: Compensation for Occupational Injuries and Diseases Act, 1993. In terms of this act, an employee is entitled to compensation if the employee contracts HIV/AIDS while carrying out work duties.
- STI: Sexually transmitted infection

Provisions

1. Non-discrimination

- The Company will not unfairly discriminate against any employee on the basis of HIV/AIDS.
 - No person will be precluded from employment, development, promotion or transfer at the Company solely on the basis of his/her HIV status.
- Harassment of employees on the basis of their HIV status will not be tolerated. The Company will take appropriate disciplinary action against any employee who is found guilty of such harassment.
- Employees subject to harassment or unfair discrimination on the basis of their HIV status may make use of the Company's grievance procedure or the Code of Conduct helpline.

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2. Confidentiality and disclosure

- Employees living with HIV are under no obligation to disclose their HIV status to a supervisor, manager or any other employee.
- Should an employee living with HIV voluntarily disclose his/her HIV status, all reasonable precautions will be taken to protect the confidentiality of the information.
- Information regarding an employee's HIV status may not be disclosed to any other person without the individual's prior, written consent.

3. Employment

- HIV testing will not be required as a condition of employment and will not be included in any pre-employment testing.
- A person may not be precluded from employment solely on the grounds of his/her HIV status.
- The Company will not dismiss an employee on the grounds of her/his HIV status.
- Employees who have HIV/AIDS will be employed for as long as they can effectively fulfil the requirements of their job.

4. Performance requirements

- An employee with HIV/AIDS will be expected to meet the same performance requirements that apply to other employees, with reasonable accommodation if the employee's health status so requires.
- If an employee is unable to perform his/her functions as a result of HIV/AIDS-related ill health, the Company's ill health policy and incapacity process will apply.

5. Education, training and other prevention initiatives

- The Company will provide appropriate HIV/AIDS education and training programmes to its employees.
 - Peer Educators will facilitate education and awareness sessions for all employees.
 - Attendance at the first HIV/AIDS Awareness Workshop (for employees) or Line Manager HIV/AIDS Training Programme (for line managers) is compulsory.
- Condoms will be distributed at all main site toilets, subject to availability from government clinics.

6. HIV testing

- Voluntary STI and HIV testing will be actively encouraged.
- The Company will pay for one HIV test per employee.

7. Treatment

- If an employee is exposed to potential HIV infection at work, the employee may, as part of his/her claim to the Compensation Fund, receive access to post-exposure prophylaxis treatment. This would be guided by what the law states.

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8. Disease Management

- The Company will, on an annual basis, contribute a percentage of its payroll towards an HIV Disease Management Programme, which will provide for the clinical management of eligible HIV+ employees.
 - This contribution will be reviewed on a regular basis.
 - “Eligible employees” are permanent employees of the Company, with a minimum of six months service.
- The Company may introduce measures to limit the financial impact the HIV Disease Management Programme may have.
- The Company reserves the right to terminate the HIV Disease Management Programme.
 - If a decision is taken to terminate the HIV Disease Management Programme, any employee registered on the Programme will be assisted to continue to receive medical treatment for HIV through the South African government anti-retroviral treatment programme.

9. HIV exposure at work

- In the event that an employee is exposed to potential HIV infection at work, the employee must, within 24 hours of the incident, report the incident to the SHEQ Department.
- An employee who becomes infected with HIV as a result of an incident at the workplace may lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (“COIDA”).

10. Employee benefits

- The Company is currently reviewing its position in relation to pre-benefit HIV-testing.
- Participation in the HIV Disease Management Programme does not constitute a term and condition of employment. In addition, the benefits under the HIV Disease Management Programme do not form part of an employee’s remuneration.

11. Manager’s responsibility

- Line managers must:
 - know the Company’s position on HIV/AIDS and implement this policy
 - ensure that they and their staff undergo the Company’s basic HIV/AIDS education and training (the “HIV Awareness Workshop”)
 - inform their employees of the HIV Disease Management Programme
 - maintain confidentiality of employees’ HIV-status and display trust
 - create a supportive environment that promotes employee well-being and encourages employees to ascertain their HIV-status
 - refrain from discriminating against or victimising any employee on the basis of her/his HIV-status

12. Review

- The Company will review the HIV Disease Management Programme as well as the provisions of this HIV/AIDS Policy on an annual basis.

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**Related
Policies or
Documents**

Grievance Procedure in the Afrox IR Manual
IR Disability Policy
Safety, Health & Environment (SHE) policy
Rules of the Afrox/ Aid for AIDS HIV Disease Management Programme
Leave Policy
Compensation for Occupational Injuries and Diseases Act, 1993 (“COIDA”)

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