

Banks DIH Limited

WORKPLACE POLICY ON HIV/AIDS

1. GENERAL STATEMENT

Banks DIH Limited recognizes the seriousness of the HIV/AIDS epidemic and its impact on the workplace. The Company supports national efforts to reduce the spread of the infection and minimize the impact of the disease.

2. OBJECTIVE

The purpose of this policy is to ensure a consistent and equitable approach to the prevention of HIV/AIDS among employees and their families, and to the management of the consequences of HIV/AIDS, including the care and support of employees living with HIV/AIDS. The policy has been developed and will be implemented in consultation with employees at all levels and representatives of the General Workers Union .It is in compliance with the Occupational Safety and Health (HIV and AIDS) Regulations 2013 and existing legislation prohibiting discrimination, working conditions and protecting the safety and health of workers.

Banks DIH Limited recognizes that its actions to reduce the impact of HIV/AIDS in the Workplace must be guided by the 10 key principles of the ILO Code of Practice on HIV/AIDS in the world of work.

3. POLICY FRAMEWORK AND GENERAL PRINCIPLES

While Banks DIH Limited recognizes that there are circumstances unique to HIV infection, this policy rests on the principles that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. It takes into account the fact that employees may live full lives for a number of years. The Company's commitment to maintaining a safe and healthy work environment for all employees is based on the recognition that HIV is not transmitted by casual contact.

4. **SCOPE**

This policy applies to all employees of Banks DIH Limited.

5. **SPECIFIC PROVISIONS**

The Protection of the Rights of those affected by HIV/AIDS

a. Protection against discrimination, victimization and harassment

All employees will be protected against discrimination, victimization or harassment based on their real or perceived HIV status.

b. Employment opportunities and termination of employment

No employee will suffer adverse consequences, whether dismissal or denial of employment opportunities, merely on the basis of HIV Infection.

c. Testing

HIV screening will not be required of job applicants or persons in employment.

However, the Company will promote and facilitate access to voluntary confidential counselling and testing (VCT) for all employees. All VCT will comply with accepted national and international standards on pre-and post-test counseling, informed consent, confidentiality and support.

d. Epidemiological Testing

Testing programmes for epidemiological purpose will be subject to appropriate consultation with recognized employee representatives and to independent and objective evaluation and scrutiny. All testing will be anonymous. The results of epidemiological studies will not be used as basis for discrimination against any class of employee in the workplace. In cases where employees wish to know their HIV status as a result of their participation in anonymous epidemiological testing, voluntary confidential counselling and testing will be assured.

e. Confidentiality

Job applicants and workers will not have to disclose their HIV status.

The Company recognizes the sensitive issues that surround HIV/AIDS. Where an employee chooses to reveal his or her HIV status to management, the Company will keep the identity of such person strictly confidential.

The Company/employees SHALL not disclose any information relating to the HIV status or any medical examination of any employee except, with the consent of the affected employee, a rule of law or by order of the court,

Mechanisms will be created to encourage openness, acceptance and support for those employees, who voluntarily disclose their HIV status within the workplace, including:

(I) encouraging persons openly living with HIV or AIDS to conduct or participate in education, prevention and awareness programmes

(II) encouraging the development of support groups for employees living with HIV/AIDS

(iii) ensuring that persons who are open about their HIV status are not unfairly discriminated against or stigmatized

6. CARE AND SUPPORT FOR WORKERS AND THEIR FAMILIES

a. The promotion of employees' well-being

The Company will treat employees who are infected or affected by HIV/AIDS with empathy and care. The Company will provide some reasonable assistance, which may include counselling, time off, sick leave, and information regarding the virus and its effect.

b. Work performance and reasonable work sites

It is the policy of the Company to respond to the changing health status of employees by providing suitable work sites for those infected with HIV. Employees may continue to work as long as they are able to perform duties safely and in accordance with performance standards accepted by Banks DIH Limited. If an employee with AIDS is unable to perform his or her tasks adequately, the manager or supervisor must resolve the problem according to the Company's normal procedures on poor performance/ill health.

c. HIV Risk Management

Where a person is employed by the Company in an occupation or is required to provide services where there may be a risk of transmitting or acquiring HIV and other blood borne infections, the employer shall provide appropriate training together with clear and accurate information and guidelines on minimizing the risks of infection and the spread of HIV and other blood borne diseases.

The Employer shall provide personal protective equipment free of cost along with the necessary user training, to persons employed in an occupation referred to in the above paragraph, which shall be reviewed biannually in order to promote efficiency.

d. Benefits

Employees living with HIV/AIDS will be treated no less favourably than staff with any other serious illness/condition in terms of statutory and company benefits, workplace compensation, where appropriate, and other available services.

However in terms of any other law, the eligibility of a person for occupational or other benefit scheme is conditional upon HIV test, the conditions attached to HIV and AIDS shall be the same as those applicable in respect of comparable chronic diseases.

Where test is necessary the employer shall ensure that the employee undergoes appropriate, confidential pre and post HIV test counseling.

Where the employee exercises his/her right not to undergo such test their HIV status shall not be inferred from such refusal.

If the employee is tested positive the employer shall keep this in confidence.

e. Health care

Banks DIH Limited will help employees living with HIV/AIDS to find appropriate medical services in the community, as well as counselling services, professional support and self-help groups if required. Reasonable time off will be given for counseling and treatment.

7. IMPLEMENTATION AND MONITORING

- a. Banks DIH Limited has established an HIV/AIDS Sub Committee to coordinate and implement its HIV/AIDS policy and programme. The sub committee will consist of at least 10 employees representing various levels of the Company's staff and will liaise with the Company's Occupational Safety, Health and Environmental Protection Committee (OSH&EP).
- b. The implementation of this policy will conform to the Company's normal disciplinary and grievance procedures. Confidentiality will be assured during any and all procedures.
- c. In order to plan and evaluate its HIV/AIDS policy and programme effectively, Banks DIH Limited will undertake a survey to establish baseline data and regular risk and impact assessment studies. The studies will include knowledge, attitudes and behaviour/ practices (KAB/P). Studies will be carried out in consultation and with the consent of employees and their representatives, and in conditions of complete confidentiality.
- d. Banks DIH Limited will also develop a budgeted programme/plan of action, which will be apart of the Company's training budget.
- e. The policy, and related information on HIV/AIDS, will be communicated to all Banks DIH Limited employees using the full range of communication methods available to the Company.
- f. This policy will be reviewed annually and revised as necessary in the light of changing conditions and the findings of surveys/ studies conducted.

8. AWARENESS- RAISING AND EDUCATION

- a. Appropriate awareness and educational programmes will be conducted quarterly to inform employees about HIV and AIDS, which will enable them to protect themselves and others against infection by HIV. All programmes will take into consideration the needs of both sexes. Some of these will include the families of employees and the local; community when possible. The educational programme is designed is in compliance with the National HIV and AIDS Workplace Policy.
- b. Each new employee shall be provided at the time of employment with a basic information Kit in compliance with the Occupational Safety and Health (HIV/AIDS) Regulations 2013.

- c. Banks DIH Limited recognizes the importance of involving employees and their representatives in the planning and implementation of awareness, education and counselling programmes, especially as peer educators and counsellors.
- d. Practical measures to support behaviour change and risk management will include referral to Sexually Transmitted Infection and Tuberculosis treatment services and counselling facilities in the community and distribution of condoms.
- e. Training will be arranged for key staff including managers, supervisors and personnel officers: trainers of trainers (both male and female), peer educators and occupational safety and health officers within the Company.

Reasonable time off will be given, when possible/deemed necessary for participation in education and training about HIV/AIDS, and related health matters.

Finally Banks DIH will provide **Leveraging support activities in keeping with the** following:

- **Corporate Philanthropy:** Cash donations/ contributions to community programmes to expand HIV/AIDS prevention, education and treatment services.
- **Community involvement:** Providing HIV/AIDS services and information to clients, Educating workers' families about HIV/AIDS, getting involved in local community efforts and contribution of resources, business experience and expertise to community HIV/AIDS education, care and support initiatives.

Management Representative

Workers' Representative

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