



BOTSWANA TRAINING AUTHORITY

POLICIES AND PROCEDURES

TITLE: HIV/AIDS POLICY

(To be read in conjunction with the BOTA General Staff Conditions of Service)

Authorised by:

Chief Executive Officer

Date: -----

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1. INTRODUCTION

This policy shall be called BOTA HIV/AIDS Policy.

2. SCOPE

The Policy shall apply to all employees of the Botswana Training Authority.

3. OBJECTIVES

- 3.1 To assist those uninfected to remain free of HIV.
- 3.2 To support those already infected with HIV and those affected by the epidemic.
- 3.3 To sustain a high level of awareness.
- 3.4 To influence positive behavioural change.
- 3.5 To develop preventive HIV/AIDS programmes.
- 3.6 To encourage voluntary testing and treatment where applicable.
- 3.7 To discourage stigma and discrimination towards those infected and affected by HIV/AIDS.

4. RESPONSIBILITY

4.1 The Human Resources Department is responsible for:

- 4.1.1 Providing strategic direction for the effective management of HIV/AIDS activities.
- 4.1.2 Providing the necessary support for the effective management of HIV/AIDS activities and for ensuring that the fight against HIV/AIDS is every manager's responsibility.

4.2 All employees are responsible for:

- 4.2.1 Creating a climate in their work areas, which recognises that HIV/AIDS infected employees remain valuable members of the team objectives.
- 4.2.2 Ensuring that the need for compassion towards those infected and affected does not compromise the required standards of performance necessary to meet objectives and targets.

4.2.3 Identifying areas where they could make a meaningful contribution to the total HIV/AIDS drive.

4.2.3 The Authority acknowledges the seriousness of HIV/AIDS and the impact that such a condition can have on an employee's private and work-life. The Authority should therefore handle each case on its own merit should an employee's medical condition impact on his/her conditions of employment. However the following guidelines should apply.

5. POLICY

- 5.1 Implementation of the Authority's AIDS education and management programmes will be carried out in collaboration with national initiatives and structures, and in line with the Botswana National Policy on HIV/AIDS. The education programmes will be done in partnership with Government and non-Government AIDS service organisations.
- 5.2 The Authority will, in its interest and stability provide employees with sensitive, accurate and current information about risk reduction in their personal lives regarding HIV/AIDS as well as address more directly attitudes and responses towards HIV positive employees.
- 5.3 Employees shall not be discriminated against in matters of promotion or other benefits on the basis of their HIV/AIDS status.
- 5.4 Employees who are infected with HIV are entitled to the same rights, facilities, benefits and opportunities as those with other serious or life threatening illnesses.
- 5.5 HIV/AIDS screening shall not form part of the pre-employment medical examinations except for non-citizens.
- 5.6 Termination of employment shall be based on medical grounds and on whether or not somebody can perform the job productively and not on their HIV/AIDS status.
- 5.7 Without derogating the provisions of 5.1 above, testing for HIV shall remain voluntary and the employee is not bound to disclose his/her HIV status to the employer.
- 5.8 All medical information on an employee is confidential and will be treated as such.
- 5.9 Condoms shall be made readily available and distributed freely at the work place. BOTA staff shall be educated on proper use and disposal of condoms.

- 5.10 Members of staff going for further studies and funded by the Authority shall not be screened for HIV/AIDS save in situations whereby the host country makes such HIV/AIDS screening mandatory.
- 5.11 The Authority shall have a First Aid Kit in its premises and cars with contents as prescribed by the Occupational Health Authorities.
- 5.12 Employees living with HIV/AIDS shall be entitled to sick leave as provided for in the General Staff Conditions of Service.
- 5.13 For HIV/AIDS counseling BOTA will rely upon external expertise.

6. PROCEDURE

- 6.1 Where an employee's health status renders him unable to perform at the required level but he/she is still fit for alternative employment, the employee may be re-deployed.
- 6.2 The Department of Finance and Administration should ensure every corporate vehicle is provided with a well-equipped First Aid Kit.
- 6.3 The Human Resources Department should ensure that condoms are available in the Authority's restrooms at all times.

ANNEXURE A

GENERAL INFORMATION

The HIV/AIDS epidemic is a major concern because of the impact it will have on the economy. It is therefore each and everyone's personal responsibility to fight the spread of HIV/AIDS and to manage its impact on their families, community and the workplace. The fight against HIV/AIDS requires the adoption of collective strategies in the education, prevention and management of those infected and/or affected.

Whilst recognising that there are circumstances unique to HIV infection, the fundamental principle is that HIV infection and AIDS should be approached on the same basis as any other life threatening or serious health condition.

The Authority believes that its success depends to a large extent on the well being of its employees and its therefore committed to a programme of self-empowerment through education of employees, their families and community on the medical facts and preventive programmes that will reduce the risk of HIV transmission, as well as networking and support structures for those affected and infected by HIV/AIDS.

WHY HIV/AIDS POLICY AT BOTSWANA TRAINING AUTHORITY?

- The Authority as an organisation needs a policy to pronounce its position on the issues of HIV/AIDS.
- The policy will provide guidelines on which the Authority can base its decisions.
- A policy on HIV/AIDS will provide direction and state the Authority 's position with regard to the epidemic.
- An HIV/AIDS policy will commit the Authority and its staff to address HIV/AIDS problems as fairly and consistently as possible.
- The policy will assist the Authority to commit to programmes that it intends to make available.

The Authority's HIV/AIDS policy will assist in the re-alignment of other existing policies with current trends imposed by the epidemic.

TRANSMISSION: *Employees who are infected with HIV are not a health risk to their co-workers because:-*

- HIV, the virus that causes AIDS, CANNOT be transmitted through casual contact such as a handshake, a sneeze, sharing cups, dishes, tools, telephones, toilets and bathroom facilities.

HIV is transmitted in the following ways:-

- Having sexual intercourse with an infected person.

- From an infected woman to her child during pregnancy.
- By sharing needles/syringes with someone who is infected with the virus.
- By receiving infected blood or through blood-to-blood contact with an infected person.

ASSISTANCE

Employees who are concerned about HIV/AIDS in themselves, their families and co-workers are encouraged to seek assistance from established community support groups and counselling groups.

Information for these resources can be requested confidentially from the AIDS Coordinators, AIDS Counsellors and Peer Group Educators.

CONFIDENTIALITY

An employee, who is infected with HIV or has AIDS, is not obliged to inform the Company. Should an employee who is infected with HIV decide to inform his peers, supervisor or management, all reasonable precautions will be taken to ensure that such information is maintained in confidence and not disclosed to unauthorised persons.