

[NAME OF COMPANY]

POLICY ON AIDS

TO: ALL EMPLOYEES OF [NAME OF COMPANY]

Effective Date: _____

The Company recognizes the seriousness and implications of HIV/ AIDS for the individual employee, as well as co-workers of affected individuals. It is the Company's intention to encourage sensitivity to and understanding for employees affected with an AIDS-related condition.

Purpose of Policy

The purpose of this Policy is to provide [NAME OF COMPANY] employees with information and clarity on the Company's procedures, views and commitments with respect to HIV/ AIDS and the management of HIV positive employees and employees living with AIDS. The Policy is intended to reassure employees that AIDS is not spread through casual contact during normal work practices, and to reduce unrealistic fears about contracting an AIDS-related condition. The Policy has been developed and will be implemented in consultation with employees at all levels, and in compliance with existing laws related to discrimination in the workplace, working conditions, and health and safety.

The scope of this Policy extends to all employees of [NAME OF COMPANY], and all employees are expected to read this Policy Statement.

General Policy

[NAME OF COMPANY] is committed to maintaining a safe and healthy work environment by protecting the physical and emotional health and wellness of all employees. We also have a continuing commitment to provide employment opportunities for people with physical disabilities who are able to work. This Policy is a direct result of those commitments. It provides guidelines for situations when a question regarding an AIDS-related condition arises.

This Policy addresses three basic areas:

1. Protection of the rights of those affected by HIV/ AIDS
2. Prevention through information, education and training
3. Care and support for employees and their families.

Wherever used in this Policy, the term "AIDS-related condition" refers to any one or more of the following: (i) presence of the AIDS antibody without symptoms of AIDS; (ii) presence of an AIDS-related complex (ARC); (iii) AIDS; or (iv) central nervous system infection.

Protecting the Rights of Employees

Discrimination

The Company does not discriminate or tolerate discrimination against employees on any grounds, including HIV status. The Company believes that a person with the HIV or AIDS must be treated on a similar basis to any other employee suffering from a life threatening disease, and they will be protected against discrimination, victimization or harassment. Normal Company disciplinary and grievance procedures shall apply equally to all employees, as will the provision of information and education about HIV and AIDS.

The presence of HIV/ AIDS does not justify termination of employment, demotion, or discrimination in employment. The compulsory conditions of service, including pension/provident funds, medical aid, stated benefits, sick leave, housing, training and development would continue, as amended from time to

time. Employees living with an AIDS-related condition have the same rights and obligations as all other staff.

Employment Opportunities

While we recognize that there are circumstances unique to HIV infection, this Policy is founded on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect an employee. It recognizes the fact that employees with HIV may live full and active lives for a number of years. The Company's commitment to maintaining a safe and healthy work environment is based on the recognition that HIV is not transmitted by casual contact.

Employees who are diagnosed with an AIDS-related condition may continue to work if they are deemed medically able to work and can continue to perform their duties to an acceptable standard. We will provide reasonable performance standards and reasonable accommodation whenever necessary to enable these employees to continue working.

Testing

No Company employee or job applicant shall be required to undergo HIV testing, unless undertaken with the informed and explicit consent of the employee, and with the objective being to assist the employee in obtaining the appropriate support and care (counseling). The Company rejects HIV testing as a prerequisite for recruitment, access to training or promotion. However, the Company promotes and facilitates access to voluntary confidential testing with counseling for all employees.

Testing programs for epidemiological purposes (including public health purposes) will be subject to appropriate consultation with employee representatives and will be subject to independent and objective evaluation and scrutiny. The results of epidemiological studies will not be used as a basis for discriminating against any class of employee in the workplace. All testing will comply with accepted international standards on pre- and post-test counseling, informed consent, confidentiality and support.

Confidentiality

Persons with HIV or AIDS have the legal right to confidentiality and privacy concerning their health and HIV status. Under no circumstances will employees be obliged to disclose their HIV status. If an employee with an AIDS-related condition has revealed his/her status to management, the Company will keep the identity of such person confidential.

However, individuals are encouraged to discuss their HIV status in complete confidence with the Health Services Department in order to facilitate any modifications or adjustments to the employee's job or workplace environment that may be necessitated, and to provide the employee with the necessary support.

All medical information regarding employees with HIV/AIDS will be kept strictly confidential, except where required by law to be disclosed to specified people or/ with the consent of the employee. Should any other Company employee disclose such confidential medical information, without legal authority or relevant consent from the affected employee, appropriate disciplinary action will be instituted.

THIS IS A 6-PAGE DOCUMENT.