



Sincro Sitewatch Ltd – HIV POLICY 2018

1. STATEMENT:

Sincro Sitewatch Limited has established policy concerning well-being of all employees especially in regard to HIV/AIDS. The policy is based on prevailing medical and legal information, i.e.:

- a. To provide a consistent set of guidelines for managing employees with life threatening diseases (e.g. HIV/ AIDS).
- b. To ensure fair and consistent treatment of all employees with life threatening diseases.
- c. To inform employees of their rights and benefits.
- d. To provide an education frame work with regard to all life threatening diseases.

2. PHILOSOPHY

A decade ago HIV/AIDS was regarded primarily as a health issue. Today it is considered as a development crisis affecting all social and economic sectors in Tanzania. With an estimated 13% of sexually active population already infected in Tanzania, the epidemic continues to accelerate. Because HIV infection is concentrated among adults, the epidemic affects the labour force even more accurately than the population in general, with far-reaching implications for families, enterprises and national economies.

The HIV/AIDS epidemic is present at every employer's doorstep and as such it requires the urgent attention of all sectors. Prevention is effective in reversing the HIV/AIDS infection trends. Anti-retroviral treatment has been shown to slow the progress HIV/AIDS and to prolong life, and an unprecedented global effort is gradually succeeding in reducing the high cost of these drugs to be within affordable ranges, making them an additional tool in the prevention-care continuum. Priorities to prevent the spread of HIV/AIDS, address its impact and optimal care for those already infected in resource-poor negative connotation setting include; provision of behaviour change communication, provision of information, education and, condom programming. Others are Sexual Transmitted Infections prevention and control, prevention of HIV transmission through contamination with blood and body fluids, voluntary counselling and testing, care and support for AIDS patients and survivors.

The work place is one of the most important venues for addressing these priorities, is committed to respond to the HIV/AIDS epidemic by proving a healthy and open environment



for discussing the pertinent issues and for devising acceptable and feasible approaches in responding to the epidemic.

This HIV/AIDS Policy for A responds to the needs of staff employed by the Company and its implementation within available resources. This policy is not just about guidelines, but also about respecting the dignity of other and learning to live and make business with the reality of HIV/AIDS.

The policy is essentially a working document for Company. It is a step to ensure that it meets the needs of staff employed by **Sincro Sitewatch Limited**, and within the constraints of available financial resources.

(i) This policy:-

- a) Strengthens and sustains Sincro workplace HIV/AIDS prevention, control and mitigation program which is in place;
- b) Creates awareness on HIV/AIDS
- c) Fights against stigma and discrimination
- d) Provides a framework for consistent practices within the organization.
- e) Let Sincro employees know what assistance is available, and where to get it from;
- f) Inform the management/ Senior Manager, Human Resources on how to manage employees with HIV/AIDS; and
- g) Assure consistency with relevant Government statues and policies on HIV/AIDS.

(ii) This policy document as developed based on:

- a) Findings of the HIV/AIDS Knowledge, Attitude Behavior and Practice (KABP) found from various research e.g. WHO, AMREF, TACAIDS, NACP AND AIDS Business Coalition Tanzania (ABCT) etc.
- b) A review of company policies.
- c) Known best practices for HIV/AIDS.
- d) Extensive consultations and consensus building within the organization.
- e) National policy on HIV/AIDS-November 2001

Furthermore, the prevailing medical and scientific opinion indicates that individual who is HIV POSITIVE or who have AIDS do not usually pose a health risk in the workplace. However, The Company recognizes that employees are concerned



about the impact of HIV/AIDS in the workplace-in terms of potentially infection and avoiding serious health hazards. The company's HIV/AIDS Policy addresses these concerns as well as the rights of HIV- infected employees. Situations not specified in the policy will be considered on a case-by-case basis.

3. PROCEDURERS

(i) Definitions:

a. Family:

the definition of a family, for the purpose of this policy document, is the employee, the spouse and upto four dependent biologically acquired or legally adopted children below 18 years of age; and those who are attending school full time and are up to 25 years of age. The spouse(s) is/ are legally recognized husband or wife of the employee of the company

b. AIDS

Acquired Immune deficiency Syndrome

c. HIV

Human Immune deficiency Virus

d. KABP

Knowledge, Attitude Behavior and Practice

e. PLHA

People Living with HIV/AIDS

f. STD

Sexually Transmitted Diseases

g. TB

Tuberculosis

(ii) Preventive Measures:

Provision of information, education and awareness campaigns.

(iii) Prevention & Care:

The company provides its employees and their families with sufficient updated formal and informal prevention and care information to enable them to protect themselves from HIV/AIDS infection and with a view to eliminating the stigma and discrimination related to HIV/ AIDS.

(iv) Sincro Sitewatch, shall:

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- a. Develop and implement an effective Information, Education and Communication strategy for HIV/AIDS infection, including skills development; and engage with issues and concerns especially relevant to them and their situation;
- b. Provide information on advances in the field of home based care of people living with HIV/ AIDS (PLHA); prevention and support.
- c. Provide general guidance regarding sterile precautions that need to be followed during any surgical/medical/dental procedures.
- d. Provide a list of valuable resources for additional information and/or support services.
- e. Encourage employees to avoid casual sexual encounter.
- f. Employees are encouraged not to have unprotected sex except within the context of a trusted, stable, relationship of uninfected partner.

It has been established that condoms are effective (so called “safe sex”, using condom can only mean “safe sex”) and greatly reduce the risk of HIV/ AIDS infection provided they are used correctly and consistently. The company encourages employees to avoid use of excessive alcohol or recreational drugs with significantly increases the failure rate in condom use due to incorrect use.

(v) Prevention and Counseling:

The COMPANY will take measure to prevent the transmission of HIV/AIDS at the workplace, through accidental blood contamination.

All staff of the company will receive general education about HIV/AIDS as part of the Orientation programme. The training will feature prominently preventive issues on HIV/AIDS.

- a. THE COMPANY Management will not be informed of names of employees or their family members opting for VCT by appointed centers/ clinics. Provision of names will be done after written approval from the employee by his/her own will. However medical personnel may only disclose statistics of employees with HIV/AIDS to Management to assist the company in strategic planning and related issues **BUT** such disclosure of statistics must not be such that individuals with HIV/AIDS can be identified.

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b. THE COMPANY Employee or his/her family will not be able coerced or manipulated into having the test. No testing for HIV/AIDS will be carried out with pre and post-test counseling as well as accepted informed consent procedures being followed by the company. Peer Health Educators will be trained to provide counseling. If the test result is positive ongoing Counseling and support will be provided and staff may wish to get Counseling from independent counselor, HIV/AIDS community Services or from Peer Health and Safety Educators at the work place. However employees are expected to do this at their own time. All information regarding HIV/AIDS will be strictly confidential.

c. The intention of VCT is to reduce fear and uncertainty also to encourage Managers and colleagues of HIV/AIDS positive status not to reject them but to provide them with emotional support. It is therefore not acceptable that colleagues refuse to work with people with HIV/AIDS.

(x) **Gender:**

a. The company will ensure gender equality and equity and building of Conducive working environment.

b. The gender dimensions of HIV/AIDS will be recognized. Women are more likely to become infected and are more often adversely affected by the HIV/AIDS epidemic than men due to biological, socio-cultural and economic reasons. The greater the gender discrimination in societies and the lower the position of women, the more negatively they are affected by HIV.

4. EMPLOYMENT TERMS AND SERVICES

(i) Recruitment and Employment Prospects

The company management is responsible for making all employment decisions relating to individuals with HIV/AIDS is a non-discriminatory manner. This includes hiring, promotion, pay benefits, training, discipline, discharge or other terms of employment.

a. The only medical criterion for recruitment is fitness to work. Should the applicant wish to disclose their HIV/AIDS status during the recruitment, the company will not discriminate against an applicant for employment during recruitment and selection process, as long as the person is capable of performing the required job.



- b. HIV/AIDS infection does not, in itself, constitute a lack of fitness.
 - c. There will be NO mandatory HIV/AIDS screening of prospective employees, either before or after recruitment.
 - a. THE COMPANY management will protect information regarding an employee's health status, including their HIV/AIDS status, which will be held in strictest confidence.
 - b. THE COMPANY, HIV/AIDS infection will not be a cause for termination of one's employment. Individual with HIV/AIDS related illness will be allowed to continue working for the Bank as long as they are medically fit.
 - c. THE COMPANY will hold revealed information pertaining to an employee's health condition in the strict confidence. Job applicants or employees will not be asked to disclose their HIV/AIDS related information. Neither co-worker no Management will be allowed to reveal such personal information.
- THE COMPANY shall keep confidentially the identity of employees Who have revealed their status to Management and/or Peer Health Educators.
- d. Any employee found to be breach of this company HIV/AIDS policy on confidentiality and equality of treatment will be liable to an appropriate disciplinary action.

5. HEALTH INSURANCE AND OTHER BENEFITS

Health insurance coverage will be made available for all COMPANY employees regardless of HIV/AIDS status. COMPANY will establish a health insurance scheme for all its employees. HIV/AIDS infected employees will not be discriminated against. Normal sick pay and other provision including pension arrangements will continue to apply as with other medical condition, whenever possible.

6. MONITORING & EVALUATION

In view of the continuing spread of HIV/ AIDS, and the potential for change in control strategies, the company will review this policy after every twelve months from the time of adoption. The reviews will aim at improving the policy and not eradicating it. **Reporting Requirements:** The COMPANY will follow the required Ministry of Health reporting requirements concerning HIV/AIDS at workplaces.



7. RESPONSIBILITY

The Human Resource Department has responsibility for employment issues concerning individuals with HIV/AIDS disease. The Human Resources Department is responsible for advising Head of Departments on how to accommodate individual with HIV/AIDS infections. The office of Employee Welfare Services is responsible for medical issues concerning employment of PLHA.

8. RESOURCES

For more information please consult: The Human Resources Department or your nearest Peer Healthy and Safety Officer. The company's Assistance Program to assist employees with HIV/AIDS infection or employees with family members who are HIV/AIDS positive is embodied within this policy.

9. REVIEW OF THE POLICY

This policy will be reviewed regularly depending on the global HIV/AIDS status, including the national policies/legislation and the needs of the employees and the COMPANY.

A copy of COMPANY'S HIV/AIDS Personnel Policy in English or Kiswahili depending on individual preference will be distributed to each staff member. To assure consistent implementation and administration of this policy, and to reinforce desired worker behavior, Management will always communicate its support of this policy in simple, clear, and unambiguous terms to all staff.

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Mark Foley, Chief Executive Officer

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Date