

May 2007

# Aon (PNG) Limited

## *HIV Aids Workplace policy*

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### **Aon WORKPLACE POLICY ON HIV/AIDS**

#### **1.0 General Statement**

Aon recognises the seriousness of the HIV/AIDS epidemic and its impact on the workplace. The company supports national efforts to reduce the spread of infection and minimise the impact on the disease. The purpose of the 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.

#### **2.0 Policy Framework and General Principles**

Aon does not discriminate or tolerate discrimination against employees on any ground, including HIV status. While Aon recognises that there are circumstances unique to HIV infection, this policy rests in the principle 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 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 for all employees is based on the recognition that HIV is not transmitted by casual contact.

#### **3.0 Specific Provisions**

##### **3.1 Stigma, discrimination and rights,**

I Rights of employees who are HIV positive

HIV positive employees will be protected against discrimination, victimisation 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.

II Employment opportunities and termination of employment

No employee should suffer adverse consequences, whether dismissal or denial of appropriate alternative employment opportunities, merely on the basis of HIV infection.

III Testing

Aon 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 counselling (VCT) for all employees.

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**IV Confidentiality**

The Company recognises the sensitive issues that surround HIV/AIDS and undertakes to handle matters in a discreet and private manner. Where an employee with HIV has revealed his or her status to management, the Company will keep the identity of such person confidential. However, in line with the Company philosophy on the virus, the employee will be encouraged to be open about his or her HIV status.

**3.2 Awareness**

I Appropriate awareness and education programmes will be conducted to inform employees about AIDS and HIV which will enable them to protect themselves and others against infection by HIV.

II The company recognises the importance of involving employees in the planning and implementation of awareness, education and counselling programmes, especially as peer educators and counsellors.

III Practical measures to support behaviour change and risk management will include the treatment of sexually transmitted infections (STIs) and TB.

Reasonable time off will be given for participation in education and training.

**3.3 Care and support for workers,**

I The promotion of employee's well being.

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

II Work performance and reasonable accommodation

It is the policy of the company to respond to the changing health status of employees by making reasonable accommodation in the workplace for those infected with HIV. Employees may continue to

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work as long as they are able to perform their duties safely and in accordance with accepted performance standards. If an employee with AIDS is unable to perform his or her tasks adequately, the manager or supervision must resolve the problem according to the company's normal procedure on poor performance/ill health.

III 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.

IV Healthcare

The company 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 counselling and treatment.

#### **4.0 IMPLEMENTATION AND MONITORING**

I Aon has appointed an HIV/AIDS responsible officer to coordinate and implement the HIV/AIDS policy programme.

Chris Hagan, CEO of Aon Consulting will be the responsible officer

II The policy and related information on HIV and AIDS will be communicated to all Aon employees and the wider public.

III This policy will be reviewed annually and revised as necessary in the light of changing conditions and findings of surveys/studies conducted.

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