



**AIR NIUGINI LTD**

**HIV & AIDS WORKPLACE  
POLICY**

**2007**

# Table of Contents

# Page

AIR NIUGINI LTD HIV and Aids Policy .....	3
AIR NIUGINI LTD HIV and Aids Policy .....	3
1. Introduction and Purpose .....	3
1.1 Employment Conditions and Rights.....	4
1.1.1 No HIV Discrimination.....	4
1.1.2 Benefits Treatment and Care.....	6
1.1.3 Education and Prevention.....	7
1.1.4 Implementation and Monitoring.....	9

# AIR NIUGINI LTD HIV and Aids Policy

## 1. Air Niugini HIV & AIDS Workplace Policy

Air Niugini recognises the seriousness of HIV & AIDS epidemic and its significant impact on the workplace. Air Niugini supports the Governments efforts to reduce the spread of infection and minimise the impact of the disease.

The purpose of this policy is to ensure a consistent and equitable approach to prevention of HIV & AIDS among staff and their families, and to the management of the consequences of HIV & AIDS, including the care and support of staff members living with HIV & AIDS. The policy has been developed and will be implemented in consultation with staff at all levels in all locations. It complies with PNG law and international principles, including:

- HIV & AIDS Management and Prevention Act 2003
- The 12 Principles of Work Place Policy for HIV & AIDS, PNG National Council, 2004.
- The UN's HIV & AIDS and Human Rights: International Guideline (1996)
- ILO Code of Practise on HIV & AIDS and the world of work (2001).

Air Niugini recognises that there is a high degree of gender discrimination in PNG society which means women, will be more negatively affected by HIV & AIDS and this policy therefore addresses such issues as well.

Air Niugini does NOT discriminate or tolerate discrimination against staff members or job applicants on any grounds, including HIV & AIDS. This policy rests on the principle that HIV & AIDS will be treated like any other serious condition or illness that may affect staff. It takes into account the fact that people with HIV & AIDS may live full and active lives for many years. Air Niugini is committed to maintaining a safe and healthy workforce and work environment for all staff, recognising that HIV is not transmitted by casual contact.

## **1.1 Employment Conditions and Rights**

### **1.1.1 No HIV Discrimination**

Air Niugini will not discriminate against people with HIV & AIDS in any aspect of employment, and will not tolerate stigmatisation, vilification, victimisation or harassment on the basis that a person is infected or affected by HIV & AIDS.

#### **1.1.1.1 No Gender Discrimination**

Recognising the gender dimensions of HIV & AIDS, Air Niugini will endeavour to create more equal gender relations in a non-discriminatory work environment.

#### **1.1.1.2 Testing**

Air Niugini rejects HIV testing as a prerequisite for recruitment, access to training or promotion. Pre-employment medical examination or any other test required for employment purposes **will not** include an HIV test.

#### **1.1.1.3 Confidentiality**

A staff member with HIV & AIDS has no obligation to inform the Company or any other staff member of their status. Where a staff member chooses to inform another staff member that he/she has HIV & AIDS, this information is not disclosed to any other person, including Human Resource Managers and Medical Personnel, without the consent of the person who has given the information.

The Company recognises its obligation to maintain absolute confidentiality about all aspects of a staff member's health. Breach of confidentiality in relation to HIV & AIDS is a serious disciplinary offence and will be subject to termination of employment as well.

In accordance with the Company's philosophy of openness, Air Niugini will provide full support to staff members who choose to be open about their HIV status.

#### **1.1.1.4 Promotion of Staff Members' Well-Being**

Air Niugini will treat staff that are infected or affected by HIV & AIDS with empathy and care. Consequently, the Company will provide all reasonable assistance, which may include counselling, time off, sick leave and information on the virus and its effect.

#### **1.1.1.5 Work Performance and Reasonable Accommodation**

In response to the changing health status of staff the Company will make available reasonable accommodation in accordance with the Company's accommodation policy. Staff members may continue to work as long as they are able to perform their duties safely and in accordance with performance standards required by the Company. In the event a staff member with AIDS is unable to perform his/her job

adequately, the manager or supervisor must resolve the problem in accordance with normal medical procedure on poor performance and/or retirement policy.

## **1.1.2 Benefits Treatment and Care**

### **1.1.2.1 Health Benefits**

The Company's health benefits shall apply to all staff members and their immediate families, which will also cover the needs of staff with HIV & AIDS. Accordingly, health cover will be selected in accordance with the following criteria:

- No exclusion for HIV & AIDS
- No exclusion or waiting period for pre-existing conditions or chronic conditions,
- No exclusion for sexually transmitted infections,
- No individual screening by insurance providers.

Health cover should also cover in-patient and out-patient treatment for HIV & AIDS related conditions or opportunistic infections such as TB. Counselling, nutrition, treatment including, antiretroviral (ART) and TB treatment management and related monitoring tests will be covered.

### **1.1.2.2 Treatments**

Where health insurance for HIV & AIDS is not available, the Company will wherever possible establish a fund to ensure that staff or family members are covered for HIV related treatments. Subject to circumstances, the fund may also cover for other pre-existing conditions or chronic conditions where insurers also exclude these. In particular opportunistic infections such as TB testing and management of treatment will be conducted at the Company Clinic or a nominated service provider.

### **1.1.2.3 Access To Testing and Treatments**

Air Niugini recognises that voluntary counselling and testing for HIV is not widely available in PNG. Similarly, it is difficult to access treatment for sexually transmitted infections and Tuberculosis (TB) outside major centres, and there is very little access to HIV treatments. These services will be available to staff from the Company Clinic. Air Niugini will access information and availability of HIV & AIDS support service providers for voluntary confidential counselling and testing (VCCT) and related services in PNG.

### **1.1.2.4 Care and Support**

Air Niugini will develop links and provide support for local NGOs or Church organisations providing care and support for staff affected by HIV and AIDS, and will refer affected staff to these organisations where appropriate.

### **1.1.3 Education and Prevention**

#### **1.1.3.1 Shared Responsibility**

HIV and AIDS prevention is the responsibility of all individual staff, including senior management, supervisors' family and community. The Company recognises the importance of involving staff members and their representative in the planning and implementation of awareness, education and counselling programs, especially as peer educators and counsellors.

#### **1.1.3.2 Education Programs**

Awareness and education programs will be conducted to inform staff about HIV & AIDS and other sexually transmitted infections, and help them to protect themselves and others against infection. Awareness and education programs will take into account the different needs of male and female staff members, different languages and cultures.

#### **1.1.3.3 Co-operation**

Where possible, awareness and education programmes will cooperate with, support, or draw on the resources of local NGOs or church organisation with expertise in HIV & AIDS.

#### **1.1.3.4 Specific Risk Factors**

Awareness and education programs should inform staff about specific risk factors which may be related to their employment with Air Niugini, such as:

- Lengthy periods away from home, family and regular partners.
- Less inhibition and restriction in ports or country.
- Influence of alcohol, drugs and peers.
- **Terminal enclosures, inside Aircraft and confined working area.**

#### **1.1.3.5 Safe Sex**

Staffs are encouraged to practise safe sex at all times. Safe sex includes not having sex, fidelity between uninfected partners, non-penetrative sex, and sex using a condom correctly and using one every time.

#### **1.1.3.6 Condoms**

Condoms and lubricant will be distributed free from the Company Clinic and other ports and offices around the country. **Education on HIV awareness will include condom demonstrations and correct use.**

#### **1.1.3.7 Blood Transfusion**

Except in a life or death emergency, staff members should not receive blood or blood products that have not been screened for HIV by reliable source from Health Department Laboratory and Red Cross.

#### **1.1.3.8 Injectable medication and vaccination**

No staff member should be given any injection with non-disposable needles or syringes.

#### **1.1.3.9 Occupational Health and Safety**

The Company will carry out hazard identification and risk assessment in consultation with workers and their representatives and will implement risk control measures to prevent exposure to HIV and other blood-borne viruses in the workplace. These processes will be reviewed annually.

#### **1.1.3.10 Universal Precautions**

The Company's Terminals and offices health care facilities, will at all times have adequate quantities of the necessary equipment to follow universal infection control protocols (e.g. People Protective Equipment (PPE) such as disposal gloves, masks, gowns, protective, sharps disposal containers). First aid kits will at all times contain disposal gloves. PPE will be regularly checked and maintained to ensure reliability.

#### **1.1.3.11 Post Exposure Prevent (PEP) Treatment**

PEP treatment will be available to staff members and families:

- Who have accidentally become exposed to HIV in the course of their work (e.g. by needle-stick),
- Who have been sexually assaulted,

It will not normally be made available to staff who have engaged in voluntary activities involving potential HIV transmission, such as unprotected sex.

#### **1.1.3.12 Training**

HIV and AIDS Training will be arranged for all staff, including managers, supervisors, administration and human resource staff, trainers of trainers (both male and female) and peer educators. Reasonable time off will be given for participation in education and training.

## **1.1.4 Implementation and Monitoring**

### **1.1.4.1 HIV & AIDS Committee**

The Company will establish an HIV & AIDS committee to coordinate and implement the HIV & AIDS policy and program. The committee will consist of staff representing different levels within Air Niugini, including senior management, supervisors, and workers from each Department and a Union representative. The Committee will report to the Senior Human Resource Manager.

### **1.1.4.2 HIV & AIDS Coordinator**

**The Company Health Worker** will be appointed as the HIV & AIDS Coordinator to facilitate, implement and follow up on the work of the HIV & AIDS Committee.

### **1.1.4.3 Communication of Policy**

This policy and related information on HIV & AIDS will be included in orientation materials and communicated to all staff using the full range of communication methods available to Air Niugini.

### **1.1.4.4 Policy Review**

The policy will be reviewed annually and revised as necessary in the light of changing conditions.

