



HIV/AIDS

PROCEDURES

HIV/AIDS

1.0 Procedures

Non Discrimination

- No employee maybe discriminated against on the basis of his/her HIV status (real or perceived). This means individuals who have HIV/AIDS will remain employed for as long as they effectively fulfill the requirements of their job. In this context ensuring the safety of the individual, other employees and the public will be paramount.

Pre-Employment Testing

- The company will conduct HIV pre-employment testing, with the informed voluntary consent of the person to conduct such a test.
- The company shall not force any person against their will to undertake pre-employment testing. Persons who refuse to undertake the pre-employment testing shall not be discriminated against with regard to their employment application..
- HIV testing is not a prerequisite for recruitment, training, promotion or career development. However, the company supports Confidential Voluntary Counseling and testing upon recruitment and during employment as part of ongoing measures to determine and manage HIV/AIDS.
- Expatriate employees shall, as part of a government requirement, be tested for HIV/AIDS in pre-employment medical tests before entry into PNG.

On Going Testing

- The company with all respects to individuals shall seek informed voluntary consent from current employees, trainees and graduates to conduct ongoing HIV/AIDS tests.

Pre-and-Post-Test Counseling

- Before and after an employee undergoes HIV testing and receives results, he/she must be given both pre-and-post-test counseling.

Termination of Employment

- No employee will be dismissed or have his/her employment terminated merely on the basis of HIV, nor shall his/her HIV status influence retrenchment procedures and he/she shall remain employed for as long as they effectively fulfill the requirements of their job.
- Provision of HIV/AIDS medical services shall cease upon termination of employment.

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT # : HIV/AIDS Policy, Strategy & Procedures

CUSTODIAN : HOSPITAL ADMINISTRATOR - COMMUNITY SERVICES

THIS IS A CONTROL DOCUMENT. DO NOT RELY ON PHOTOCOPIES AS PART OF THE CURRENT POLICIES AS THEY MAY BE OUT OF DATE. SHOULD YOU REQUIRE A COPY OF A POLICY, CONTACT THE CUSTODIAN TO BE ASSURED THAT YOU ARE GETTING THE CURRENT INFORMATION.



HIV/AIDS

PROCEDURES

Post Employment

- HIV/AIDS infected/affected employees and their recognised dependants will be assisted with medical help (i.e. provision of anti-retroviral drugs plus treatment of opportunistic infections). Provision of further medical assistance after termination of employment shall be administered with the consent of the employee with medical help by OTML through a local or provincial HIV/AIDS clinic or net works.

Confidentiality and Privacy

- An employee's medical information is personal and will be treated confidentially. Precautions will be taken to protect information regarding an employee's health records, so as to comply with constitutional principles regarding privacy and confidentiality.

Safe Work Environment

- Universal precautions must be followed at all times in the workplace to avoid accidental transmission of the HIV virus, which can occur under the following circumstances:
 - FIRST AIDERS & EMERGENCY RESPONSE CREWS – coming into direct contact with blood during management of injuries.
 - CLEANERS – removing blood spills from surfaces.
 - Any general accidents in the workplace where blood and blood products are to be handled.

Transparency

- The company will adopt a consultative and transparent approach on the management of HIV/AIDS. This policy will be reviewed regularly in the light of company policy and strategy and national legislation.

Level of Care and Support

- HIV/AIDS education programmes (with World Health Organisation [WHO] and PNG Health guidelines) will be made available to all employees and their immediate families to help ensure a full understanding of the disease and its implications and to facilitate the individual's ability to make appropriate choices.
- HIV/AIDS infected/affected employees and their registered dependants will be assisted with medical help (i.e. provision of anti-retroviral drugs plus treatment of opportunistic infections). This medical assistance will be reviewed from time to time in relation to new developments and the availability of new AIDS drugs. Counseling will be provided to infected/affected employees and their immediate families for psycho-emotional support through designated HIV/AIDS personnel or an appointed agency offering an Employee Assistance Programme (EAP).

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT # : HIV/AIDS Policy, Strategy & Procedures

CUSTODIAN : HOSPITAL ADMINISTRATOR - COMMUNITY SERVICES

THIS IS A CONTROL DOCUMENT. DO NOT RELY ON PHOTOCOPIES AS PART OF THE CURRENT POLICIES AS THEY MAY BE OUT OF DATE. SHOULD YOU REQUIRE A COPY OF A POLICY, CONTACT THE CUSTODIAN TO BE ASSURED THAT YOU ARE GETTING THE CURRENT INFORMATION.



HIV/AIDS

PROCEDURES

Access to Training, Promotion and Benefits

- Individual employees cannot be denied promotion, training and skills on the basis that they have HIV/AIDS (real or perceived). That practice will be seen as constituting active discrimination towards the sufferer.
- This means development, promotion and career progression of employees is based on the individual's merit and ability to perform the job safely and effectively.
- An employee with HIV/AIDS will be expected to meet the same performance requirements that apply to other employees.
- In a situation where disability (AIDS disease) affects his/her abilities to deliver on his/her performance contract, possible reassignment of duties may be considered based on operational requirements. It may include, but is not limited to, flexible or part-time working schedules, leave of absence, work restructuring or reassignment.
- Employees living with HIV/AIDS will be entitled to the same benefits as all other employees.
- Employees will be informed of the terms and benefits, including specific limits and exclusions, available through the Consolidated Agreements and medical insurance schemes.
- Should company funded medical insurance schemes require HIV testing; employees will have freedom of choice in whether to undergo testing. However, they will be made aware of any consequences of their choice.

Education, Information and Communication

- All employees will be provided with relevant and accurate information on HIV/AIDS. This is aimed at establishing a reservoir of information and knowledge that will be available to all employees and their families to empower them in making choices and informed decisions. Such information will be updated regularly or as the need arises.

Partnerships

- The company will establish partnerships with other stakeholders in the field of HIV/AIDS such as qualified agencies, non-governmental organisations (NGO's), PNG Chamber of Mines and Petroleum and government institutions to influence behaviour change through public awareness and education campaigns.

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT # : HIV/AIDS Policy, Strategy & Procedures

CUSTODIAN : HOSPITAL ADMINISTRATOR - COMMUNITY SERVICES

THIS IS A CONTROL DOCUMENT. DO NOT RELY ON PHOTOCOPIES AS PART OF THE CURRENT POLICIES AS THEY MAY BE OUT OF DATE. SHOULD YOU REQUIRE A COPY OF A POLICY, CONTACT THE CUSTODIAN TO BE ASSURED THAT YOU ARE GETTING THE CURRENT INFORMATION.



HIV/AIDS

PROCEDURES

2.0 Administration

It is the responsibility of the **Community Services - Hospital Administration Dept** to administer the HIV/AIDS Policy and Procedures, in liaison with The Human Resources Dept and the Occupational Health and Safety Dept.

3.0 Exceptions

The approval for granting exceptions to this policy and any associated procedures may be given only by the **Hospital Administrator** in liaison with the **Manager Human Resources**.

REVISION # : 1 _____

REVISION DATE: 1st July 2003

DOCUMENT # : HIV/AIDS Policy, Strategy & Procedures

CUSTODIAN : HOSPITAL ADMINISTRATOR - COMMUNITY SERVICES

THIS IS A CONTROL DOCUMENT. DO NOT RELY ON PHOTOCOPIES AS PART OF THE CURRENT POLICIES AS THEY MAY BE OUT OF DATE. SHOULD YOU REQUIRE A COPY OF A POLICY, CONTACT THE CUSTODIAN TO BE ASSURED THAT YOU ARE GETTING THE CURRENT INFORMATION.