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REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

HIV & AIDS, TB & STI POLICY
24 OCTOBER 2013
HUMAN RESOURCE MANAGEMENT: EH&W
VERSION 1

"A PROSPEROUS AND EQUITABLE SOCIETY LIVING IN HARMONY WITH OUR NATURAL RESOURCES"

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1. CONCEPTUAL BACKGROUND

1.1 INTRODUCTION

Section 24 of the Constitution states that everyone has a right to an environment that is not harmful to their health or well-being and to have the environment protected for the benefit of present and future generations. It is for these reasons that DENC acknowledges the seriousness of the HIV&AIDS, TB and STI epidemics and the impacts it will have on its productivity, economy and human rights implications of its staff. DENC commits itself to providing resources, leadership and to implement HIV and AIDS, TB and STI programs. The DENC supports national efforts to reduce the spread of infection and minimize the impacts it has on individual employees, their families, their communities and society at large.

Definitions

In this policy, unless the context otherwise indicates:

- “**Affected employee**” means an employee who is affected in any way by HIV and AIDS e.g. if they have a partner or family member who is infected
- “**AIDS**” means Acquired Immune Deficiency Syndrome. AIDS is a condition that is present when the body’s defense system is deficient and various life-threatening conditions occur. These life threatening infections are called opportunistic infections or diseases
- “**DENC**” means the Department of Environment and Nature Conservation
- “**Discriminate**” means treating others differently and unfairly on grounds of race, sex, HIV status, etc
- “**DOTS**” means Directly Observed Treatment Short Course
- “**DPSA**” means the Department of Public Service and Administration
- “**EAP**” means the Employee Assistance Programme
- “**Employee**” means a person appointed in terms of the Public Service Act, 1994
- “**Epidemiological testing**” means testing done to study the spread and control of diseases
- “**Harassment**” means subject to constant interference or bullying
- “**HCT**” means HIV Counselling and Testing
- “**HOD**” means Head of the Department



- Employment Equality Act, no 55 of 1998 (unfair discrimination on the basis of HIV status)
- Labour Relations Act, no 66 of 1995 (dismissal on the basis of an HIV status)
- Constitution of the Republic of South Africa Act, 1996
- Disaster Management Act, 2002 (Act No. 57 of 2002)
- Health Act, 1977 (Act No. 63 of 1977)
- Occupational Health and Safety Act, no 85 of 1993 (provision of reasonable, practical and a safe environment)
- Compensation for Occupational Injuries and Diseases Act, No130 of 1993
- Basic Conditions of Employment Act, No 75 1997 (ensuring that all employees receive basic standards of employment)
- Promotion of Equality and Prevention of Unfair Discrimination Act, No 4 2000

1.2 LEGISLATIVE REQUIREMENTS

- “Written consent” means obtaining written permission from an employee to disclose his/her HIV status to third parties i.e. Manager, etc should the employee wish to supply the information
- “Peer Educator” means an employee who is trained to work with his/her peers, sharing information and guiding a discussion using his/her peer experience and knowledge
- “NSP” means National Strategic Plan on HIV&AIDS, TB and STI 2012-2016
- “M&E” means Monitoring and Evaluation
- “HIV positive” means having tested HIV positive interventions, if not trained, such cases should be referred.
- “HIV&AIDS, TB and STI Coordinator” means an employee tasked with the responsibility to coordinate the implementation of HIV&AIDS, TB and STI programmes.
- “HIV” means Human Immunodeficiency Virus
- “Health and Wellness Committee” means a committee established by the HOD to initiate, develop, promote, maintain and review measures to ensure well-being of employees at the workplace. This is a multi-disciplinary team consisting of relevant representatives as indicated by the DENC
- “HIV&AIDS, TB and STI Strategic Plan on HIV&AIDS, TB and STI 2012-2016
- “PEP” means Post Exposure Prophylaxis
- “STI” means Sexually Transmitted Infections
- “TB” means Tuberculosis
- “Written consent” means obtaining written permission from an employee to disclose his/her HIV status to third parties i.e. Manager, etc should the employee wish to supply the information

- Medical Scheme Act, No131 of 1998 (a registered medical aid may not unfairly discriminate on the basis of state of health (HIV)
- Part VI of Chapter 1 of the Public Service Regulations, 2001
- Tobacco Products Control Act, 1993 as amended

- Recognition of HIV/AIDS and TB co-infection as a workplace issue
 - HIV/AIDS and TB co-infection is a workplace issue, and should be treated like any other serious illnesses or conditions in the workplace. This is because it affects the workforce, which is also part of the local community. Interventions in the workplace have a role to play in the struggle against the control of spread of the dual epidemic in the general community.
- Respect for human rights and dignity
 - The rights and dignity of employees infected and affected by HIV/AIDS and TB should be respected and upheld.
- Gender equality
 - The gender dimensions of HIV/AIDS including TB and disability should 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.
- Healthy and safe work environment
 - Healthy and safe work environments should be created as much as practically possible to prevent occupational exposure and transmission of HIV and TB.
- Social dialogue
 - Successful implementation of this policy requires cooperation and mutual trust between employers, employees and their representatives with an active involvement of employees infected by HIV/AIDS and TB.
- Confidentiality and protection of employees' personal data
 - No employee or job-applicant will be expected to disclose HIV-related personal information. Access to personal data relating to an employee's HIV-status shall be bound by the rules of confidentiality, and the employer shall not disclose such information without a written consent of the employee.

2.1.1 PRINCIPLES

The purpose of this 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.

2.1 POLICY STATEMENT

2. POLICY STATEMENT AND APPLICATION SCOPE

- **Non-discriminatory workplace practices**
No medical testing or screening shall be required from job applicants or those in employment for purpose of exclusion from employment or work processes, unless inherently required by the relevant job and only as prescribed and determined by the Director General; Department of Labour.
- **Reasonable accommodation**
An employee with HIV-related illnesses, like any other illnesses, will continue to work for as long as he/she is medically fit in an available, appropriate work. The department must accommodate an employee in other posts if possible.
- **Appropriateness and cultural sensitivity**
Prevention of all means of transmission will be through a variety of appropriate and culturally sensitive prevention strategies.
- **Access to information and education**
Change of attitudes and behavior should be attained through provision of information, and education, addressing socio-economic factors.
- **Equal access to all health entitlements**
Access to affordable health care and social security services for employees and their dependants will be promoted.
- **Continuity of care and partnerships**
Continuity of care for people infected and affected by HIV&AIDS and TB shall be promoted, including linkages with other health centers and well established referral mechanisms.
- **Alignment to national protocols**
All treatment interventions should be aligned to relevant approved national protocols for treatment, care and support.

2.1.2 DENC PROGRAMMES

The Department's HIV and AIDS programme shall have the following components:

2.1.2.1 PREVENTION, AWARENESS AND EDUCATION

- 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. Some of these will include the families of employees and the local community.
- The DENC recognises the importance of involving employees and their representatives in the planning and implementation of awareness, education and counselling programmes, especially as peer educators and counsellors.



Rights of employees who are HIV-positive. HIV-positive employees will be protected against discrimination, victimisation or harassment. Normal departmental disciplinary and grievance procedures shall apply to

No rights - from confidentiality to access to benefits - should be selected by an individual's HIV status, real or suspected. Stigma and discrimination compromise employee welfare and a safe and healthy work environment. They also undermine HIV prevention efforts, which depend on an atmosphere of openness, trust and respect for basic rights.

2.1.2.3 STIGMA, RIGHTS AND A NON-DISCRIMINATORY WORK ENVIRONMENT

- The promotion of employees' well-being. The DENC will treat employees who are infected or affected by HIV/AIDS with empathy and care. The department will provide all reasonable assistance which may include counselling, time off, sick leave, family responsibility leave, and information regarding the virus and its effect.
 - Work performance and reasonable accommodation. It is the policy of the DENC 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 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 supervisor must resolve the problem according to the department's normal procedure on poor performance/ill health.
 - 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 departmental benefits, workplace compensation, where appropriate, and other available services.
 - Healthcare. The DENC 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.

2.1.2.2 CARE AND SUPPORT

- Practical measures to support behaviour change and risk management will include the referral to STI and TB treatment services in the community and the distribution of male and female condoms.
 - Training shall be arranged for key staff including managers, supervisors, and personnel officers; union representatives; trainers of trainers (both male and female); peer educators; and occupational safety and health officers.
 - Reasonable time off will be given for participation in education and training.

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.** DENC rejects HIV testing as a prerequisite for recruitment, access to training or promotion. However, the department promotes and facilitates access to voluntary confidential testing with counselling (VCT) for all employees.
- (iv) **Epidemiological testing.** Testing programmes for epidemiological purposes will be subject to appropriate consultation with recognised 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 counselling, informed consent, confidentiality and support.
- (v) **Confidentiality.** The DENC recognises the sensitive issues that surround HIV/AIDS and undertakes to handle matters in a discreet and private manner. Where an employee with HIV decides to voluntarily disclose, the employer or the co-coordinator may not disclose to others without the employee's expressed written consent. The DENC will keep the identity of such person confidential. However in line with the department's philosophy on the virus, the employee will be encouraged to be open about his or her HIV status. An employee has a right to privacy; it is therefore not legally required for him/her to disclose their status to the employer.

2.1.3 POLICY CONCEPT

This section also provides details as it relates to the operationalisation of the policy concept. In implementing the HIV&AIDS, TB and STI Policy, key role players will be/do the following:

2.1.3.1 The Head of Department shall:

- Take cognizance of the reality that HIV&AIDS is one of the main challenges facing South Africa today, and encourage a policy with a mainstreamed response to the challenge of HIV infection, and the wide ranging impact of AIDS and other diseases on the workforce. In this regard mainstreaming means inclusion of HIV&AIDS and TB into functions relevant to the core mandate of each sector/organization.





- (a) Ensure that the initiatives and interventions included in the policy address the following goals and objectives:

 - (i) Conducting risk assessment for TB transmission;
 - (ii) An infection control plan;
 - (iii) Administrative support for procedures in the plan;
 - (iv) Education of patients and increasing community awareness; and
 - (v) Coordination and communication with the TB programme.

(b) The HIV & AIDS and STI Strategic Plan for South Africa 2007-2011 (NSP), which seeks to reduce the number of new HIV infections by 50% and reduce the impact of HIV and AIDS on individuals, families, communities and society by expanding access to appropriate treatment, care and support to 80% of all people diagnosed with HIV.

(c) Establish and maintain a safe and healthy environment for employees of the department.

(d) Identify units or employees within the department that, due to the nature of their work, are at a high risk of contracting HIV and other related diseases, and take reasonable steps to reduce the risk of occupational exposure to HIV, TB and other diseases.

(e) Occupational exposure

 - a) Identify units or employees within the department that, due to the nature of their work, are at a high risk of contracting HIV and other diseases, and take reasonable steps to reduce the risk of occupational exposure to HIV, TB and other diseases.
 - b) Take reasonable steps to facilitate timely access to voluntary counselling and testing, and post-exposure prophylaxis in line with prevailing guidelines and protocols for employees who have been exposed to HIV as a result of an occupational incident;
 - c) If testing referred to in paragraph (b) indicates that an employee has become HIV positive as a result of an occupational incident,

(f) Terms of the Compensation of Occupational Injuries and Diseases Act, 1993 (Act No 130 of 1993).

- ii) **HIV testing**
 - a) Encourage voluntary counseling and testing for HIV, TB and other related health conditions and, wherever possible, facilitate access to such services for employees in the department; and
 - b) Ensure that no employee or prospective employee of the department is required to take a HIV (TB or other disease) test unless the Labour Court has declared such testing as justifiable in terms of the Employment Equity Act, 1998 (Act No. 55 of 1998).
- iii) **Non-discrimination**
 - (a) Ensure that no employee or prospective employee is unfairly discriminated against on the basis of her or his HIV (TB or any other disease) status, or perceived HIV status, in any employment policy or practice; and
 - (b) Take appropriate measures to actively promote non-discrimination and to protect HIV positive employees and employees perceived to be HIV-positive from discrimination.
- iv) **Confidentiality and disclosure**
 - (a) Create an environment wherein all employees treat information on an employee's HIV status as confidential and shall not disclose that information to any other person without the employee's written consent; and
 - (b) Ensure that employees utilizing the EH&W programme are assured of confidentiality, except in cases of risk to self and others or in terms of legislation.
- v) **Ethical Behaviour**
 - (a) EH&W/ EAP professionals who are registered with their respective professional bodies will have to adhere to codes of conduct of such bodies as well as the code of conduct of the departments.
 - (b) As far as possible the generic principles of respect for autonomy, non-malfeasance, beneficence, and distributive justice will guide the actions of policymakers, programme managers, supervisors, researchers and all professionals working in the field of employee health and wellness.
- vii) **Health Promotion**
 - (a) Introduce appropriate education, awareness and prevention programmes on HIV&AIDS, TB and other sexually transmitted infections for the employees in the department and, where possible, their families, and as far as possible, integrate those programmes with programmes that promote the health and well-being of employees;
 - (b) Create mechanisms within the workplace to encourage openness, acceptance, care and support for HIV-positive employees. Such mechanisms should preferably form part of a comprehensive



- Employee health and wellness assistance programme or health promotion programme;
- (c) Designate a member of the SMS with adequate skills, seniority and support to implement the provisions contained in regulation E, Part VI, Chapter 1 of the Public Service Regulations, 2001, where applicable to implement the provisions of regulation E, Part VI, Chapter 1 of the Public Service Regulations, 2001, and allocate adequate human and financial resources to implement agreement for the implementation of the provisions;
- (d) Within the department, and ensure that the member so designated is held accountable by means of her or his performance within the department, and designate a member of the department to implement the provisions of regulation E, Part VI, Chapter 1 of the Public Service Regulations, 2001;
- (e) Allocate adequate human and financial resources to implement service regulations, 2001, and, where appropriate, form partnerships with other departments, organizations and stakeholders, including trade union representatives, to facilitate adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate internal communication strategy.
- (f) Ensure that the health promotion programme includes an effective chapter 1 of the Public Service Regulations, 2001, and the effectiveness of the provisions of regulation E, Part VI,
- (g) Establish a HIV/AIDS/TB committee for the department with programmes;
- (h) Establish a HIV/AIDS/TB committee for the department with individuals who are able to assist with health promotion partnerships with other departments, organizations and stakeholders, including trade union representatives, to facilitate adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate internal communication strategy.
- (i) Promote capacity development initiatives to:
- (a) Promote competence development of practitioners;
 - (b) Improve capacity development of auxilliary functions (OD, HR, IR, Skills Development, Change Management, etc.) to assist with HIV/AIDS and TB prevention at organizational level; and
 - (c) Establish e-Health and HIV/AIDS and TB information systems.
- (j) Establish organizational support initiatives to:
- (a) Structure, strategize, plan and develop holistic HIV and AIDS and TB programmes in collaboration with other stakeholders;
 - (b) Ensure Human Resource planning and management;
 - (c) Develop integrated HIV/AIDS and TB information management system;
 - (d) Provide physical resources;
 - (e) Ensure financial planning and budgeting; and
 - (f) Mobilize management support.

2.1.3.2 The Designated Senior Manager shall:

- The Head of the Department or designated Senior Manager shall introduce appropriate measures for monitoring and evaluation of the impact of HIV/AIDS and TB management programme in the world of work.
- viii) Monitoring and Evaluation
- (a) The Head of the Department or designated Senior Manager shall establish a HIV/AIDS/TB committee for the department with programmes;
- (b) Establish a HIV/AIDS/TB committee for the department with individuals who are able to assist with health promotion partnerships with other departments, organizations and stakeholders, including trade union representatives, to facilitate adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate internal communication strategy.
- (c) Ensure that the health promotion programme includes an effective chapter 1 of the Public Service Regulations, 2001;
- (d) Allocate adequate human and financial resources to implement service regulations, 2001, and, where appropriate, form partnerships with other departments, organizations and stakeholders, including trade union representatives, to facilitate adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate internal communication strategy.
- (e) Establish a HIV/AIDS/TB committee for the department with programmes;
- (f) Establish a HIV/AIDS/TB committee for the department with individuals who are able to assist with health promotion partnerships with other departments, organizations and stakeholders, including trade union representatives, to facilitate adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate internal communication strategy.
- (g) Ensure that the health promotion programme includes an effective chapter 1 of the Public Service Regulations, 2001, and the effectiveness of the provisions of regulation E, Part VI,
- (h) Allocate adequate human and financial resources to implement the provisions of regulation E, Part VI, Chapter 1 of the Public Service Regulations, 2001, and, where appropriate, form partnerships with other departments, organizations and stakeholders, including trade union representatives, to facilitate adequate representation and support from all relevant stakeholders, including trade union representatives, to facilitate internal communication strategy.
- (i) Promote capacity development initiatives to:
- (a) Promote competence development of practitioners;
 - (b) Improve capacity development of auxilliary functions (OD, HR, IR, Skills Development, Change Management, etc.) to assist with HIV/AIDS and TB prevention at organizational level; and
 - (c) Establish e-Health and HIV/AIDS and TB information systems.
- (j) Establish organizational support initiatives to:
- (a) Structure, strategize, plan and develop holistic HIV and AIDS and TB programmes in collaboration with other stakeholders;
 - (b) Ensure Human Resource planning and management;
 - (c) Develop integrated HIV/AIDS and TB information management system;
 - (d) Provide physical resources;
 - (e) Ensure financial planning and budgeting; and
 - (f) Mobilize management support.

- iii) Develop governance and institutional development initiatives i.e.:
 - a) Establish HIV&AIDS and TB Management Steering Committee and obtain Stakeholder commitment and development.
 - b) Manage HIV and AIDS and TB strategies e.g. Prevention, Treatment, Care and Support and Human Rights.
 - c) Align and interface HIV and AIDS and TB management policy with other relevant policies and procedures.
 - d) Develop and implement management standards for HIV&AIDS and TB.
 - e) Develop and implement ethical framework for HIV&AIDS and TB Management
 - f) Liaise with, manage and monitor external service providers.
 - g) Develop and maintain an effective communication system.
 - h) Plan interventions based on risk and needs analysis.
 - i) Monitor and evaluate implementation of HIV and AIDS and TB management interventions.
 - j) Develop and implement a system for monitoring, evaluation and impact analysis.
- i) Develop economic growth and development initiatives, i.e.:
 - a) Mitigate the impact of HIV&AIDS and TB infected employee on the economy.
 - b) Ensure responsiveness to the Government's Programme of Action.
 - c) Ensure responsiveness to the Millennium Development Goals.
 - d) Integrating NEPAD, AU and Global programmes for the economic sector.

2.1.3.3 The HIV&AIDS, TB and STI Coordinator shall:

- a) Coordinate the implementation of HIV&AIDS and TB management programmes, projects and interventions;
- b) Plan, monitor and manage workplace HIV&AIDS and TB according to strategies, policies and budgetary guidelines;
- c) Obtain and make condoms and femidom available at the workplace and provide usage education thereof;
- d) Initiate and arrange staff training with regard to HIV&AIDS and TB including its relationship;



- a) Make recommendations to the employer and where the recommendation fails to resolve the matter, make such recommendations as may be necessary to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established;

2.1.3.5. The Health and Wellness Committee shall:

- (a) Act as a focal point for the distribution of evidence-based and generic HIV&AIDS and TB promotional material at the workplace;
- (b) Take the initiative to implement awareness activities, or to communicate HIV&AIDS and TB information at the workplace;
- (c) Act as HIV&AIDS and TB peer educator in the workplace;
- (d) Act as a referral agent of employees to relevant internal or external health support programmes;
- (e) Be involved with the identification of employees at risks for TB transmission at the workplace;
- (f) Support employees on TB and/or ARV treatment to adhere to treatment transmission at the workplace;
- (g) Submit monthly reports of activities to the HIV&AIDS and TB coordinator.

2.1.3.4. The Peer Educator shall:

- (i) Ensure adherence to universal precautions, which include:
- (ii) Oversee the functioning of the gymnasium and other physical and recreational activities at the workplace (if applicable); and
- (iii) Provide information regarding nutrition and monitor canteen services;
- (iv) Promote work-life balance for employees;
- (v) Coordinate activities of Peer Educators;
- (vi) Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management;
- (vii) Make provision for counseling individual employees and to their immediate family members;
- (viii) Identify personal development needs for individual employees;
- (ix) Provide information regarding utilization and monitor canteen services;
- (x) Promote work-life balance for employees;
- (xi) Ensure adherence to universal precautions, which include:
- (xii) Provide information regarding nutrition and monitor canteen services;
- (xiii) Wearings of latex gloves when administering first aid;
- (xiv) Provision of first aid kits;
- (xv) Provision of condoms and dispensers;
- (xvi) Displaying universal precaution notices;
- (xvii) Providing information regarding first aid procedures;
- (xviii) Washing of hands before administering first aid; and
- (xix) Safe disposal of used materials such as needles etc.

- b) Discuss any incident in the workplace or section thereof in which or consequence of which any person was injured, became ill or died, and may in writing report on the incident to an inspector;
- c) Oversee the implementation and monitoring of the HIV&AIDS and TB policy and programmes in the workplace, including research activities;
- d) Make recommendations to the employer regarding any matter affecting the wellness of employees;
- e) Keep records of each recommendation made to an employer; and
- f) Ensure adherence to standards as set by legislation, regulations, SANS 16001, International Labour Organization and the Department of Health.

2.1.3.6 The Employee should:

- a) Take reasonable care for the health and safety of himself and other persons who may be affected by her/his acts or omissions;
- b) Obey universal precautions as laid down by his/her employer or any authorized person in the interest of prevention of HIV&AIDS and TB;
- c) Report as soon as practicable any unhealthy situation which comes to her attention, to the employer or to the HIV&AIDS and TB management practitioners for the workplace or section thereof;
- d) If involved in any incident which may affect his/her health or which has caused injury to him/herself, report such incident to his/her employer as soon as practicable;
- e) Support effective HIV and TB prevention and people living with HIV & AIDS to lead healthy and productive lives;
- f) Contribute to the mitigation of the impact of HIV&AIDS and TB; and
- g) Contribute to the enabling of a social environment for care, treatment and support.

2.1.3.7 Labour Representatives

- a) Represent employees in the workplace;
- b) Ensure that the employer fulfills the mandates of Public Service Act, 1994 and the Public Service Regulations, 2001 in order to optimize Management of HIV&AIDS and TB in the workplace;
- c) Sit in HIV&AIDS and TB Steering committee meetings; and
- d) Make representation to the employer on agreed issues affecting the health and safety of employees at the work place.

2.2 APPLICATION SCOPE

This policy will apply to all officials of the Department of Environment and Nature Conservation.





The implementation date for this policy is November 01, 2013.

- The implementation plan is subjected to the following:
- i) The approval of the HIV&AIDS, TB and STI Policy. The policy will serve as a operational plans and as a key performance area of all managers accompanied by ensure that HIV&AIDS, TB and STI is reflected in departmental strategic and A finalized HIV&AIDS, TB and STI strategy after consultation. The HOD shall guideline in implementing HIV&AIDS, TB and STI Programmes
 - ii) An approved provincial wellness structure: specific performance indicators.
 - iii) The designated Senior Manager to whom the responsibility is delegated shall ensure the establishment of all relevant committees and structures as described in the relevant legal framework.
 - iv) The department shall appoint suitable qualified and skilled practitioners to ensure the implementation of all the components of the EH&W programme
 - v) Suitable employees shall be recruited and trained as Peer educators to support the implementation of the programme. The number of the recruited peer educators will depend on the department's geographical dispersed
 - vi) The departmental regional offices.

3.3 IMPLEMENTATION STRATEGY

On October 04, 2013 a draft of this policy was analysed by the corporate policy unit who submitted their comments on the policy

3.2 TIMEFRAMES

This policy document was distributed to staff members within the department and their feedback and inputs are included where changes were suggested and modified. Information sessions were also held as part of the consultation process. The recognized Labour Unions are not excluded in the process as they do have shop stewards within the department, and them being part of the departmental staff, thus had the opportunity to participate in the process. Furthermore, it needs to be mentioned that the department cannot negotiate with the Unions (Organized Labour) as a separate entity on this policy. Especially, because there are matters of mutual interests that must be dealt with in the formal structures created for this purpose, such as the Provincial Bargaining Council.

3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS

3. POLICY FRAMEWORK

3.4 FINANCIAL IMPLICATIONS

The HOD shall ensure that the departmental HIV&AIDS, TB and STI programme is adequately funded with a dedicated budget to ensure the sustainability of the programme.

The policy shall have financial implications for the Department regarding the implementation, monitoring, evaluation and review. It will be functional that cross-programme assistance and communication happen in terms of financial support, resources and expertise to the HIV&AIDS, TB and STI programme

3.5 COMMUNICATION

The DENC shall keep all staff informed of the latest developments in the HIV&AIDS, TB and STI Policy and programme through existing communication structures i.e. staff meetings, through the intranet, peer educators and official circulars

3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

This policy will be monitored by the EHW unit in HR.

3.7 POLICY REVIEW

This policy will be reviewed when the need arises or in case of the occurrence of extenuating circumstances (political mitigation, or pronouncement by legislation and/or regulations). The contact person for this policy will be required to submit all relevant information pertaining to this policy in conjunction with a signed memo with all amendments (addition or omission) during the third quarter annually.

The exception, the Policy development unit will be conducting all extenuating reviews throughout the year, therefore it is paramount that any new information received be submitted to this unit, in order to coordinate the review process of this policy.

This policy will be reviewed annually and any review thereof is the responsibility of the Senior Management of the Department.

3.8 POLICY IMPACT

The desire of this policy is to ensure a consistent and equitable approach to the prevention of HIV/AIDS among employees and their families, and the management of the consequences of HIV/AIDS, including the care and support of employees living with HIV/AIDS.

3.9 INTERIM MEASURES

This policy is an interim document for the use of this department until such time that a provincial policy is developed.



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24-10-2013

DENC: (HIV & AIDS, TB & STI Policy, Version 001)

DATE
2013/02/24

HEAD OF DEPARTMENT
D VAN HEERDEN

Comments:
Approved / Not Approved

4. ADOPTION OF POLICY

BIBLIOGRAPHY

i) International Instruments Underpinning EHW Management

- WHO Global Strategy on Occupational Health for All
- WHO Global Worker's Plan 2008-2017
- ILO Decent Work Agenda 2007-2015
- ILO Promotional Framework for Occupational Safety Convention 2006
- United Nations Convention on the Rights of People with Disabilities
- Convention on the Elimination of All Forms of Discrimination Against Women
- The Beijing Declaration and its Platform for Action, 1995 (+10)
- United Nations Millennium Declaration and its Development Goals (MDGs)
- The International Convention on Population Development 1994 (+10)
- World Summit on Sustainable Development, Johannesburg 2002
- World Economic Forum's Workplace TB Toolkit-2007

ii) Strategic Frameworks Applicable To Eh&W Within The Public Service

- HIV&AIDS, TB and STI National Strategic Plan, 2012-2016
- Tuberculosis Strategic Plan for South Africa, 2007-2011
- National TB Infection Control Guidelines, June 2007
- Management of Drug Resistant Tuberculosis in South Africa, Policy Guidelines, June 2007
- National Strategic Framework on Stigma and Discrimination
- National Occupational Health and Safety Policy of 2005

iii) Economic And Social Policy, Programmes And Strategy

- Presidential Pronouncements and Budget Speech
- Integrated Development Plans (IDP's)
- Occupational Health Policy 2005 (Department of Labour)
- Medium Term Strategic Framework
- National Spatial Development Strategies
- Provincial Growth and Development Strategies



