

	POLICY NAME	HIV / AIDS Policy	POLICY REFERENCE	PO-EH-HSE-02
	ORIGINATOR	Health Safety & Environment Manager	Page 1 of 3	
	DISTRIBUTION	All employees, visitors & sub-contractors	ISSUE NUMBER	002
	NEXT REVIEW DATE	31.03.2021	EFFECTIVE DATE	01.04.2019

1. INTRODUCTION

E H Construction (Pty) Ltd trading as Excavator Hire is a Civil Engineering Construction company striving towards the successful implementation of an OH&S Management System. We are committed to the health and safety of all our employees, interested and affected parties, as well as environmental impacts which may be affected by our acts and omissions.

2. SCOPE

This policy applies to all employees employed by the company.

3. OBJECTIVE

The objective of this policy is to ensure that all employees of the company are kept informed about the HIV/AIDS pandemic as well as to detail the steps that will be taken to protect both the company and the employee against the effects of this disease.

This will be achieved by:

- a) Eliminating unfair discrimination in the workplace;
- b) Promoting an environment in which people living with HIV/AIDS in a structured manner;
- c) Monitoring the prevalence of HIV/AIDS in a structure manner;
- d) Developing proactive guidelines and programs; and
- e) Implementing HIV/AIDS awareness programs aimed at providing support and education.

4. RESPONSIBILITY

Implementation of this policy is the responsibility of all managers and supervisors, as is the continued dissemination of information about HIV/AIDS to all employees. It is however the responsibility of employees to take appropriate action on being informed about HIV/AIDS, to protect themselves and their families and to seek counselling in case of uncertainty.

5. PRINCIPLES

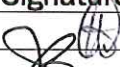
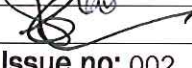
The following principles will be covered in the HIV/AIDS policy:


i. AIDS awareness

Line management will be provided with all information pertaining to HIV/AIDS. This is aimed at establishing a reservoir of information and knowledge that will be available to all employees and which will better enable them to make informed decisions. This information will be updated from time to time.

ii. Pre- employment testing

HIV testing is not a pre-requisite for employment and pre-employment testing will therefore not be conducted by the company.

	Title	Name	Signature	Date
Originator	HSE Manager	Gabriel Makara		02/04/2019
Approval	Managing Director	Clive N Evans		2/04/2019
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iii. **Special circumstances requiring HIV testing**

In the case of persistent illness, an employee may be referred for medical examination, and may be required to undertake an HIV test. Any report on the employee's state of health will only be divulged to the company with the employee's consent in writing.

iv. **Disclosure of HIV test results**

HIV test results will not be disclosed to management without the employee's written consent and such disclosure will be treated as strictly confidential. It is however the employee's prerogative to disclose such test results to any party he/she wishes to. The employee reserves the right to disclose the results of his/her HIV test at any given time.

v. **Pre-test counselling**

Before an employee undergoes HIV testing, he/she will receive pre-test counselling.

vi. **Post-test counselling**

Following an HIV test, each employee will receive post-test counselling.

vii. **Discrimination**

No employee may be discriminated against based on his/her HIV status. Discrimination against HIV positive employees by fellow employees, based on their HIV status, will not be condoned. Such action will render employees involved subject to disciplinary action in accordance with the company's disciplinary code and procedure.

viii. **Protection against HIV infection in the workplace**

HIV may be transmitted in a number of ways:



- The exchange of body fluids, i.e. exposure to blood products or through sexual conduct;
- Through the exchange of intravenous needles; and
- From mother to unborn child.


Every employee must take the appropriate precautions when faced with a situation that may lead to the transmission of HIV.

ix. **Transparency**

The company will adopt a consultative and transparent approach to the management of HIV/AIDS. This policy will be reviewed should the company's strategy or legislation change.

x. **Grievances**

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All grievances about issues related to HIV/AIDS will be handled according to the standard policy that exists within the company to deal with complaints and grievances of employees.

xi. Access to training, promotion and benefits

An employee with HIV/AIDS will be expected to meet the same performance requirements that apply to other employees, with reasonable performance accommodation if necessary. Reasonable accommodation refers to those steps that management will take regarding any employee with a disability. Reasonable accommodation may include, but is not limited to, flexible or part-time working schedules, leave of absence, work restructuring or reassignment. HIV infected employees will be entitled to the same benefits as all other employees.


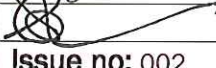
6. IMPLEMENTATION & MONITORING

This policy will be reviewed on a yearly basis using the following indicators:

- Absenteeism;
- Sick leave;
- Re occurrence of similar cases and
- EAP referrals (treatment and counselling).

7. APPROVAL

Policy Number	Issue Date	Date last revised	Issue No.	Amendments Detail
PO-EH-SHE-02	30/03/2018	31/03/2019	02	Included originator as Gabriel Makara and approver as Clive N Evans

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Originator	HSE Manager	Gabriel Makara		02/04/2019
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