### HANDBOOK FOR THE MANAGEMENT OF HIV AND AIDS IN THE WORKPLACE

**Contents:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facts about HIV and AIDS</td>
<td>3</td>
</tr>
<tr>
<td>AIDS and the Business Community</td>
<td>4</td>
</tr>
<tr>
<td>Background</td>
<td>4</td>
</tr>
<tr>
<td>Economic Impact</td>
<td>5</td>
</tr>
<tr>
<td>AIDS and Your Business</td>
<td>5</td>
</tr>
<tr>
<td>Economic Impact</td>
<td>5</td>
</tr>
<tr>
<td>Personal Concerns</td>
<td>5</td>
</tr>
<tr>
<td>Working on Your Company’s HIV/AIDS Policies</td>
<td>9</td>
</tr>
<tr>
<td>HIV/AIDS Policy Considerations</td>
<td>9</td>
</tr>
<tr>
<td>HIV/AIDS Policy Development Guidelines</td>
<td>10</td>
</tr>
<tr>
<td>Working on Your Company’s HIV/AIDS Programs</td>
<td>13</td>
</tr>
<tr>
<td>HIV/AIDS Workplace Education Program Development Guidelines</td>
<td>13</td>
</tr>
<tr>
<td>Social and Emotional Assistance to People With HIV and AIDS</td>
<td>14</td>
</tr>
<tr>
<td>Benefits of HIV/AIDS Policies and Programs</td>
<td>15</td>
</tr>
<tr>
<td>Getting Started</td>
<td>15</td>
</tr>
<tr>
<td>Prepare Your Business</td>
<td>15</td>
</tr>
<tr>
<td>Examples of Business Approaches</td>
<td>16</td>
</tr>
<tr>
<td>The Regent (Bangkok)</td>
<td>15</td>
</tr>
<tr>
<td>Royal Orchid Sheraton (Thailand)</td>
<td>17</td>
</tr>
<tr>
<td>The Shell Company of Thailand Ltd.</td>
<td>18</td>
</tr>
</tbody>
</table>
What is AIDS?

AIDS stands for Acquired Immune Deficiency Syndrome. AIDS is a fatal disease that breaks down the body's immune system. It destroys the body's ability to fight infections and illness. People who have AIDS develop unusual, life-threatening illnesses that do not affect people with normal immune systems. AIDS is caused by a virus, called the Human Immunodeficiency Virus (HIV). By preventing HIV infection, you can prevent AIDS. There is currently no cure for AIDS and no vaccine to prevent HIV infection.

How can people get HIV?

There are four ways of contracting HIV: (1) by having unprotected sexual intercourse with an infected person; (2) by sharing needles, syringes, or other drug use related items with an infected person; (3) by receiving blood from an infected person during a blood transfusion; or (4) by passing on the infection from mother to child during pregnancy, birth, and possibly also during breast-feeding.

How can you protect yourself from HIV infection?

By not having sex; or by having sex only with one, equally monogamous, uninfected partner; or by using a condom correctly each time you have sexual intercourse. By not using drugs, not sharing needles, syringes, or other drug-use related items to inject drugs.

AIDS and the workplace - Is AIDS a risk at work?

No. AIDS can not be transmitted through the normal, non-sexual, casual contacts that normally occur at work. The virus is not spread in the air you breathe nor in the food you eat, or by using the same tools and utensils your colleague is using.

The AIDS virus dies easily outside the body, when exposed to air, sunlight and heat. HIV is spread only through the four aforementioned modes of transmission. AIDS is NOT spread by common everyday contact. Thus, a fellow employee who has HIV or AIDS poses no danger to you, all things being equal.
**HIV AND AIDS: HOT ISSUES**

To get a better understanding of what the people around you think and feel about HIV and AIDS, you could discuss the issues listed to the right. When discussing them, think about what you have learned about HIV and AIDS during this workshop and through general HIV and AIDS awareness campaigns.

I can accept that my younger and unmarried sister keeps condoms in her purse.

I do not want any person with HIV to touch my child.

I will not change my attitude about a friend who tells me that they had sex with another person of the same sex.

People with HIV should not be allowed to have sexual relations with anyone else.

If I have HIV, I would not tell anyone.

If my friend has HIV, I would want him/her to tell me.

If I have HIV, I would resign from my job.

If I decide to get married I would not have sex with anyone else, including sex workers.

Companies should conduct an HIV test for their employees.

People who get HIV from blood transfusions should be given more care than those who get it from sexual intercourse or drug use.

**AIDS AND THE BUSINESS COMMUNITY**

**BACKGROUND**

Whose business will be affected by AIDS?

HIV and AIDS affect every segment of the society: homes, schools, religious institutions, and the workplace. It is clear that this will affect every single business in one way or another. AIDS has a medical, as well as social and economic impact.

Whose responsibility is it to take action towards AIDS?

Because of the large scale of the AIDS problem, some business leaders could argue that this issue can only be tackled at the government level. While it is clear that governments should be leading the response to AIDS, partnerships between government, non-governmental organizations (NGOs), and private businesses can achieve more than any of these groups working alone. Through partnerships, each party can contribute in accordance with its competitive advantage.
**ECONOMIC IMPACT**

What is the macro-economic impact of AIDS?

It is estimated that a minimum of 40 million people worldwide will be infected with HIV by the year 2000. According to an economic analysis by McGraw-Hill, Inc., the potential worst-case scenario impact on the world economy could equal 1.4% of the annual global gross domestic product: this is approximately the same as the entire economy of Australia. According to another study, the impact of AIDS on the consumer markets of South East Asia could reduce the GDP of Japan by 1 to 2 percent. Economists predict by the year 2000 the global economic impact of AIDS could reach 4% of the GDP of the U.S. or the entire economy of India.

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**AIDS AND YOUR BUSINESS**

**ECONOMIC IMPACT**

What could be the economic impact of AIDS on my business?

Consequences of the macro-economic impacts of AIDS on your business will lead to a loss of profits. A Kenya business survey calculated that HIV/AIDS costs companies about 4% of annual profits. A fraction of this could be used to reduce or avoid the potential costs of AIDS. In Thailand, conservative estimates total costs to the economy were estimated at $100 million in 1991, and projected to rise to $1.8 billion in the year 2000.

**PERSONAL CONCERNS**

Why should I be concerned about HIV or AIDS in my business?

- Because of the possible loss of experienced personnel who may represent a special skill, years of training and institutional memory - raising costs for training replacements. Your actions can help keep your employees HIV negative.

- Because of increased absenteeism and labor turnover - not only will HIV-infected employees who do not feel supported and protected try to
hide the problem from you, they may simply leave the firm; colleagues of an HIV-infected employee could refuse to work with that employee.

- Because of the threat of decreased productivity... creating a supportive environment and implementing workplace education can significantly increase the ability of employees with HIV/AIDS to remain productive.

- If we fail to adopt a proactive stance by not taking the necessary measures to prevent HIV transmission, shrinkage of the pool of available new hires leads the costs for recruiting, screening, and hiring new employees to rise.

- Because of increased health care costs. AIDS is preventable and prevention is cost-effective: your efforts can lower your costs.

- To show good business social responsibility and assist the society from which you profit.

Which costs will be affected by your approach of HIV and AIDS?

There is extensive debate on the costs of people with HIV/AIDS to companies. Many employers are concerned that these costs will be too high for the company to handle and have terminated employment of some of their employees. Many companies with HIV and AIDS-infected employees are confident that these costs are manageable.

For companies that are enrolled in a social welfare scheme, government or private, there is no increase in costs.

These could increase because companies with HIV-infected employees have increased medical claims. In countries like Thailand, though, no increased premiums due to increased medical claims have been reported.

What will be the effect on hospital costs?

What will be the effect on life and health insurance costs?
What will be the effect on sick leave and other work time losses?

Work time losses will increase as the AIDS patient moves from one stage of the disease to a more debilitating stage. But the costs related to these work time losses will be more than compensated by the work done by the employee before reaching these stages.

Or, according to an HIV-infected employee:

*With so much else happening and so many other things to worry about, not being afraid of losing my job was a big help...they have supported me greatly and I am grateful. The company is now my life and after everything they have done to help and support me I feel even more motivated to work hard and give my best to the company. When you are HIV positive your self esteem suffers a heavy blow and without PCS’ support, I don’t know what I would have done. If more companies would take the same position as PCS, it would go a long way in helping people in the same situation as I am.*

(An employee working in Property Care Services, a cleaning services company employing over 10,000 persons.)

What will be the effect on costs for hiring new staff due to AIDS-related deaths and resignations of other employees refusing to work with an HIV infected colleague?

These costs include: advertisement, interviewing, orientation and training costs. If your company terminates contracts of employees with HIV, these costs will be very high. These costs will not be incurred if your company allows HIV-infected staff to continue working because they can still work productively for many years after becoming infected. If your company also provides HIV/AIDS knowledge and information for all employees, fear and discrimination will be reduced and no one will resign due to discrimination against people with HIV and AIDS.

What if you decide to wait until you are confronted with the first HIV/AIDS case in your company?

Production line employees in Company A heard a rumor that a colleague was HIV-infected and they subsequently refused to work with that person. This company had no HIV and AIDS policy, thus it took three months to manage a situation using a 12 step implementation process. This 12 step process is outlined below.
Example of public knowledge of an HIV-infected employee in a company with no HIV/AIDS company policy.

1. Personnel management met with the HIV employee.
2. The HIV status of the employee was confirmed.
3. The employee was temporarily removed from his job to alleviate immediate conflict.
4. A discussion was held with the company owner regarding whether or not to terminate the employee’s contract.
5. The doctor confirmed that the employee was able to continue working.
6. The employee was allowed to decide whether to continue working or to resign.
7. A management meeting was held to take necessary steps to engender acceptance of the HIV-infected colleague.
8. HIV and AIDS awareness training was conducted for employees.
9. The company’s HIV and AIDS policy was announced to employees.
10. An HIV/AIDS peer support group was established.
11. The HIV-infected employee was allowed to return to work.
12. Regular HIV/AIDS information dissemination activities were started.

What difference would having an AIDS policy and AIDS programmes in the company make?

Example of maintaining confidentiality of an HIV-infected employee in a company with an HIV/AIDS policy.

Company B has initiated an HIV/AIDS policy which has been disseminated to all employees. Employees at all levels have a high awareness and understanding of HIV/AIDS. This company managed the problem by following the four steps noted below.

1. The Personnel Manager confirmed the HIV status with employee.
2. A doctor confirmed the ability of the employee to continue working.
3. The employee was allowed to decide whether to continue working or to resign.
4. Regular HIV and AIDS information dissemination activities were implemented.
HIV/AIDS POLICY CONSIDERATIONS

Which HIV and AIDS policy issues should your company consider?

How should your company support employees to ensure that they have knowledge and an understanding of HIV/AIDS? Should your company have HIV pre-employment testing or not? Should your company conduct HIV testing for your employees or not? Should your company terminate contracts of HIV+ workers or not?

If your company decides to allow HIV-infected employees to continue working, how will you handle the following issues:

- How long will you allow the HIV infected employee to work?
- How and in what way will your company keep employees’ HIV status confidential?
- Will your employee be violating any company rules by not informing management of his or her HIV status?
- Will your company segregate HIV infected employees or allow them to work with other colleagues?
- Will there be any flexibility in work arrangements for HIV-infected employees, such as sick leave, reduced physical labor, etc.?
- How will your company develop a conducive social environment, tolerant of people with HIV/AIDS?
- What will the benefits and rights of HIV infected employees be? (i.e. hospital costs and sick leave)
- Will there be any assistance given when HIV infected employees are eventually unable to work or not?
- What section in your company should be responsible for AIDS issues?
- Will your company inform your employees about your HIV and AIDS policy or not?
Which additional considerations cut across the above mentioned issues?

- Relevance to local culture and national policy
- Relevance to existing practice and policies
- Balance between management and employee needs

The previous section addressed policy issues for management to consider. This section assists you with the development of a policy that will be appropriate for your organization.

**HIV/AIDS POLICY DEVELOPMENT GUIDELINES**

**How will your company support HIV and AIDS knowledge and understanding?**

- By organizing training for all employee levels (management as well as workers) and by holding regular complementary activities.

**Will your company conduct pre-employment HIV testing or not?**

- Testing will be required.
- Voluntary testing.
- Voluntary testing without informing company of results.
- Voluntary testing paid by company and without informing company of results.
- No testing required.

**Will your company require post-employment testing or not?**

- Testing will be required.
- Voluntary testing.
- Voluntary testing without informing company.
- Voluntary testing paid for by company and without informing company of results.
- No testing required.

**Will your company allow an HIV infected employee to continue work?**

- Terminate employment, but continue to support him/her.
- Allow the employee to be remain employed.

**If you allow continued employment, how will you manage HIV-infected employees?**

- Your company can allow the person to work...
  - Until he/she cannot work anymore; or
  - Until he/she decides to resign; or
  - Let a doctor decide when he/she can not work anymore; or
  - Until he/she can not meet company work requirements.
Your company’s position towards maintaining confidentiality:
The company will inform only the immediate supervisor of the employee; or
The company will maintain complete confidentiality

If an employee knows he/she is HIV infected ...
The employee must inform the company in order not to be in violation of the company rules (which would then allow you to take care of the person as well); or
He/she is not obliged to inform the company.

If an employee in your company knows of a colleague who has HIV ...
The employee must inform the company, or would be in violation of the company rules (in order to allow you to take care of the person as well); or ...
He/she is not obliged to inform the company.

Flexible working arrangements for employees with HIV ...
Are not necessary; or
Are necessary, because .......; or
Will be discussed with the employee and the doctor relative to the health condition of the HIV-infected employee.

Your company will create a positive work environment for people with HIV by ...
(list your initiatives)

On rights and benefits - employees with HIV will have ...
Increased rights and benefits relative to other employees; or
Rights and benefits similar to other employees.

Your company should ...
Not provide assistance to employees with HIV as long as they are not ill; or ...
Provide assistance to employees with HIV until they can no longer work.
Provide assistance outside the workplace as
Who will be responsible for HIV and AIDS issues in your company?

The personnel office.
The immediate supervisor of the HIV infected employee.
The company doctor/nurse.
Other arrangements will be made (specify).

Will your company inform your employees once your HIV/AIDS policy is developed? If so, how?

The company will ...
Not provide any information on the policy to company employees.
Provide a copy of the written policy to all employees.
Provide a copy of the written policy only to the supervisory level.
Inform all employees through verbal communication only.
Inform the supervisory levels through verbal communication only.
**HIV/AIDS WORKPLACE EDUCATION PROGRAMME DEVELOPMENT GUIDELINES**

**What should an AIDS Management Seminar for Executives focus on?**

**Objective:** To advocate the importance of workplace programmes

**Content:**
1. Knowledge and understanding
2. Statistics and other data
3. Impact on company: costs and benefits
4. Procedures for prevention and alleviation
5. How to get involved or stay involved.

**What should an AIDS Management Seminar for the Personnel Manager or the Company HIV/AIDS Task Force focus on?**

**Objective:** To create capacity to manage AIDS in the workplace.

**Content:**
1. Knowledge of HIV and AIDS
2. Impact on the company
3. Policy development
4. HIV/AIDS activity planning
5. Prepare for effective problem management
6. Resources: other organizations

**What should an AIDS Management Seminar for the supervisory levels focus on?**

**Objective:** To develop capacity to deal with the problem early on

**Content:**
1. Knowledge and understanding of HIV/AIDS
2. Responsibilities of immediate supervisor
3. Dealing with people with HIV/AIDS
4. Basics of providing advice and counseling
5. Resources: other organizations

**What should an AIDS seminar for all junior staff cover?**

**Objective:** Reduce high-risk behavior and promote supportive, non-discriminatory workplaces.

**Content:**
1. Knowledge and understanding of HIV/AIDS
2. Self analysis of risk behavior and other close friends
3. Choices in prevention
4. Understanding of differences between
5. Understanding and engendering
How can I help people with HIV to accept their situation and instill in them the will to live a hopeful life?

In the first stages when an employee knows he/she has HIV, they will be shocked, in denial, angry, disrespectful and revengeful. How can I help?

You can help by doing the following:
- Be an outlet for them to release these tensions
- Do not be critical of their actions
- Console them
- Do not gossip
- Do not ask how they got HIV
- Don’t avoid them

When the employee feels depressed, how can I help?

You can help by:
- Holding their hand when they cry
- Talk about religious teachings
- Do not make them feel sorry about their situation
- Provide moral support
- Show that they are still important
- Observe their emotions
- Be their friend

Further down the line, when they may feel lonely and may be fearful of death, symptoms that will occur, rejection by family, etc., how can I help?

You can assist in the following ways:
- Involve them in discussions
- Offer to help with chores
- Meet with them regularly
- Meet with other people with HIV
- Conduct community services
- Engage in new activities
- Take the employee out to a meal
- Take them to a doctor
- Buy nutritious foods
- Tell them not to drink alcohol
- Watch TV together
- Give them gifts, e.g., books to read
- Exercise together
- Remind them to get enough rest
- Remind them to take their medication
### BENEFITS OF HIV/AIDS POLICIES AND PROGRAMS

<table>
<thead>
<tr>
<th>What are the benefits of commercial initiatives?</th>
<th>Employee and customer education and protection; cause-related marketing in association with fund-raising and public education events can reduce health and other costs, improve your public image and could increase sales.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are the benefits of social investment initiatives?</td>
<td>The promotion of health education in communities close to company facilities such as mines, factories and hotels leads to healthier communities in and with which to do business. Businesses will not prosper in unhealthy communities.</td>
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<td>What are the benefits of philanthropic initiatives?</td>
<td>The donation of cash, equipment and technical assistance to NGOs addressing HIV/AIDS at the local, national and international levels demonstrates your commitment to social responsibility, portraying a socially concerned corporate image.</td>
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<td>Will your involvement in HIV/AIDS activities throw a bad light on the &quot;health&quot; of your business?</td>
<td>No. Certainly not if your HIV/AIDS activities are made part of your company's regular set of health and safety measures. Specific association with one issue will not result from this. It will, rather, contribute to a general corporate image of employee and community concern and involvement, linked to business needs. AIDS should be managed strategically, like any other health or business concern.</td>
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PREPARE YOUR BUSINESS

Is your business ready to...
• Help prevent HIV infection and the spread of AIDS among your employees, in their families and within the community?
• Demonstrate your company's leadership in helping to stop the spread of HIV and AIDS?

What will you do...
• To comply with new legal requirements related to HIV and AIDS in the workplace?
• When an HIV-infected employee asks for help?
• If co-workers refuse to work with a person thought to have HIV or AIDS?

• When can you begin?

Whether you employ 30 people or 3,000, you will soon be confronted with HIV or AIDS at your workplace or in your community. Chances are the disease will affect an employee or an employee's family member. You should prepare early and in advance to address AIDS in your workplace.

Think about how your business would address the issue. Already, businesses of all sizes are answering these questions in a sensitive, cost-effective, and productive manner.

Act now!
• Because it makes good business sense and allows you to position your business as concerned and responsible.
• Because doing so can help avoid lost productivity, workplace disruption, potential lawsuits, and other problems faced by an employer who is not prepared for their first known case of AIDS.
• Because efforts to educate employees can help prevent the spread of HIV and AIDS.
OUR BELIEFS

The Regent supports the continued employment of staff who have a life threatening illness, so long as their condition does not interfere with their ability to perform their work.

Recognizing that HIV/AIDS is one of those life-threatening illnesses, the Regent supports and encourages staff at all levels to be well informed and sensitive to the issues of AIDS-in the Workplace.

OUR STRATEGIES

We believe that continuous educational programs be made available to all staff. All department managers will follow the minimum required activities outlined for their staff and provide any additional information through the Human Resources Department.

We do not believe in pre or post testing for the HIV virus whether for recruitment, transfer or promotion. For any staff who wishes to be tested the hotel will, if requested, arrange for pre and post counseling and the test results will remain confidential to the employee only.

Should the work performance of an employee having a life-threatening illness fall below the established standards, that employee will be provided with the same rights, benefits and opportunities as laid down in the employees handbook which comply with existing national laws.

Management takes the responsibility in planning, executing and following-up on the hotel’s policy for HIV/AIDS.

OUR PRACTICE

- To include at least 30 minutes of HIV/AIDS training for every new employee orientation.
- To have available in the Human Resources Division audio and video tapes, flyers, leaflets and brochures, etc., to provide AIDS education to staff.
- To organize an AIDS training program for all staff at least once a year.
- To promote AIDS awareness through the use of employee notice boards or pay packages at least 4 times per year.
- To organize activities on “World AIDS Day”.

We recognize that the workplace has the best opportunity to educate people on the issue of HIV/AIDS and that through knowledge and understanding all our employees can respond in a positive and caring manner.

William D. Black
June, 1994
ROYAL ORCHID SHERATON POLICY

SUBJECT: AIDS INFORMATION AND EMPLOYEE RESPONSIBILITY

POLICY:

1. To deal appropriately and humanely with persons infected with Human Immuno-deficiency Virus (HIV) that causes Acquire immune Deficiency Syndrome (AIDS).

2. To prevent or minimize exposure to HIV infection through educational programs.

PROCEDURES:

1. HIV/AIDS testing will not be part of the pre/post employment screening procedure nor will it be included in the annual physical examinations.

2. An employee infected with AIDS will be treated like any other individual with disability in regards to job applications, hiring, advancement, discharge, training, compensation, or other terms, conditions or privileges of employment.

3. An employee who is HIV infected is not required to inform the Hotel; however, if they chose to do so, the Hotel will treat each case with strictest confidence and privacy.

4. Employees are encouraged to seek assistance from established community support groups for medical treatment and counseling services. Information of these resources can be requested confidentially through the Training or Personnel Departments.

5. An HIV infected employee will be allowed to continue working provided that they can meet the Hotel’s acceptable work performance standards and medical authorities indicated that their condition and presence at work pose no threats to themselves or other employees.

6. Reasonable accommodations will be made for employees with HIV/AIDS unless it would impose an undue hardship on the business.

7. The Hotel will provide ongoing educational and training programs on the subject of HIV/AIDS for the benefit of all employees. Being educated will help prevent the spread of AIDS, pacify employee fears and concerns resulting from being misinformed, and encourage appropriate health practices.

8. Attendance at all HIV/AIDS related educational programs are mandatory by all employees at all levels whenever possible.
1. INTRODUCTION

AIDS means Acquired Immune Deficiency Syndrome. It is caused by the human immuno-deficiency virus or HIV. This virus attacks the body’s natural defensive system and reduces a person’s ability to resist various infections and diseases. It also makes a person more susceptible to cancers.

AIDS is, without doubt, the most serious public health problem facing the world at the present time and have repercussions on many aspects of our lives. It is a “democratic” disease affecting the rich and poor, the educated and uneducated in society. Globally, there are already at least ten million people infected with HIV, and about 5,000 more become infected each day - a worldwide epidemic.

In the absence of systematic screening and standardized reporting procedures in most countries in Asia, it is not possible to assess the exact size of the HIV-infected population. The World Health Organization (WHO) estimates that one million people in Asia are currently infected with HIV, with the highest prevalence observed in India and Thailand. According to the WHO projection, the annual incidence of HIV infection in Asia will continue to rise until the next century. Without further doubt, AIDS represents an urgent problem in Thailand with broad social, cultural, economic, political, ethical and legal dimensions and impacts.

Epidemiological studies from throughout the world have demonstrated that HIV is transmitted in only three ways:
(a) through sexual intercourse (including semen donation);
(b) through blood (principally blood transfusions and non-sterile injection equipment, also includes organ or tissue transplant);
(c) from infected mother to infant (perinatal transmission).

There is no evidence to suggest that HIV is transmitted through mosquito or insect bites, food, water, sneezing, coughing, urine, sweat, tears; or by using toilets, swimming pools, and sharing eating and drinking utensils or other items such as protective clothing or telephones. There is also no evidence to suggest that HIV can be transmitted by social, person-to-person contact, e.g., shaking hands, hugging, etc.

Initially, the majority of HIV-infected persons are healthy; but over time, they may develop HIV-related conditions or full-blown AIDS or they may still remain healthy. Approximately 90 per cent of HIV-infected persons worldwide are in the economically productive age-groups, the key to the work force, which is of direct and vital importance to the business community to the entire society.

In the vast majority of occupations and occupational settings, work does not involve a risk of acquiring or transmitting HIV between workers, from workers to clients, or from clients to workers. In only a few occupations, such as health workers, may a recognized risk of acquiring or transmitting HIV occur.
2. COMPANY POLICY AND GUIDELINES

The purpose of this policy and guidelines is to provide guidance to all staff of the Shell Companies in Thailand to consider issues raised by HIV infection/AIDS in the workplace.

PRINCIPLES

**NON-DISCRIMINATION**

The Company will not discriminate against staff on grounds of health (i.e. staff with or without HIV infection) as long as medically fit for available, appropriate work.

**EDUCATION AND COUNSELLING**

The responsibility of the Company is to safeguard the health of all staff and not to put them at risk of infection with HIV, by giving appropriate advice to staff generally and, on a confidential basis, counseling infected staff as necessary.

2.1 NEW RECRUIT

Pre-employment HIV/AIDS screening as part of the assessment of fitness to work is unnecessary and should not be required. Screening here refers to direct methods (HIV testing) or indirect methods (assessment of risk behaviors) or to questions about HIV tests already taken. Because HIV-infected persons may remain healthy for years, there is no need to discriminate against them. The Company will recruit new staff using criteria of “expected” fitness to work.

2.2 PERMANENT STAFF

2.2.1 HIV/AIDS SCREENING: HIV/AIDS screening, whether direct (HIV testing), indirect (Assessment of risk behaviors) or asking questions about HIV tests already taken, should not be required. However, this screening test may be performed in special circumstances, such as screening of blood before transfusion, testing with informed consent to establish a diagnosis of staff suffering ill health, or screening for the purpose of obtaining a work permit or to fulfill the local requirements of certain countries.

2.2.2 CONFIDENTIALITY: Confidentiality regarding all medical information, including HIV/AIDS status, will be maintained.

2.2.3 INFORMING SUPERIOR: There is no obligation for staff inform their superiors regarding his or her HIV/AIDS status.

2.2.4 PROTECTION: Staff in the workplace affected by, or perceived to be affected by HIV/AIDS, will be protected from discrimination by co-workers, clients or their superiors. Information and education are essential to maintain the climate of mutual understanding necessary to ensure this protection.

2.2.5 ACCESS TO SERVICES: Staff and their families will have access to information and educational programs on HIV/AIDS, as well as to relevant counseling and appropriate referral.

2.2.6 BENEFITS: Staff who are infected with HIV will not be discriminated against, including access to and receipt of benefits from the Company.
2.2.7 REASONABLE CHANGES IN WORKING ARRANGEMENTS: HIV infection by itself is not associated with any limitation in fitness to work. If fitness is impaired by HIV-related conditions/AIDS, reasonable alternative working arrangements will be made where practicable.

2.2.8 CONTINUATION OF EMPLOYMENT RELATIONSHIP: HIV infection is not a cause of termination of employment. As with many other illnesses, staff with HIV-related conditions/AIDS will be able to work as long as medically fit for available, appropriate work.

2.2.9 FIRST AID: In any situation requiring first aid in the workplace, precautions will be taken to reduce the risk of transmitting HIV, a blood-borne infection. (see attached)

2.3 SHARING WORKPLACE

There are no reasonable grounds for staff to refuse to share a workplace with a colleague who is infected with HIV. Refusal to share a workplace will not be accommodated by the Company.

2.4 PRECAUTIONS

Accidental infection through contaminated syringes and needles or blood transfusion, whilst a possibility, is, under normal circumstances, a very rare event and can largely be avoided. It is, therefore, the responsibility of the Company to provide:

2.4.1 blood typing to all staff in order to facilitate transfusions should it become necessary.

2.4.2 syringes and needles to business travelers to countries where medical and dental facilities are not up to standard.

2.4.3 education and awareness to all newly-arrived expatriates on current AIDS situation.

2.4.4 a copy of this policy statement will be given to all new recruits.

3. SUMMARY

The countries of Asia (and indeed Thailand) are in a position to learn from the experiences of Africa, the USA and Europe. There are thriving tourist industries and differing degrees of prostitution and drug abuse in the region. The potential for widespread infection exists and the problems of coping with the disease will be considerable, particularly where there are large populations and widespread poverty.

Education and awareness are considered to be the most essential components in the AIDS program. AIDS education must be provided continuously in order to change the sexual attitudes and behaviors among our population.

"THE RISK OF AIDS IS NOT ABOUT WHO YOU ARE OR WHERE YOU ARE.

AIDS IS ABOUT WHAT YOU DO"