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DOCUMENT AVAILABILITY

This document is readily available to all staff on the IVCWB. Please note that the most up to date version is held in electronic format under the document reference.

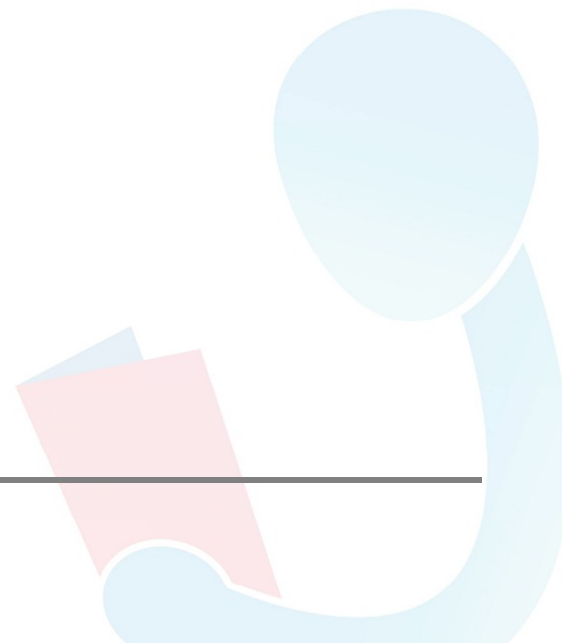
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AMENDMENT HISTORY

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1. OBJECTIVE

The purpose of this policy is to provide clarity on the views and commitments with regards to HIV / AIDS and the management of HIV positive employees living with AIDS. The International Vocational College of Walvis Bay recognizes the seriousness and the implications of HIV / AIDS for the individual employee as well as co-workers of the affected individuals.

2. SCOPE

The scope of this policy applies to all employees of the International Vocational College of Walvis Bay.

3. ROLES AND RESPONSIBILITIES

This policy involves all the staff of the College inclusive of Management, Permanent Employees and Contract Employees.

4. POLICY STATEMENT

The International Vocational College of Walvis Bay acknowledges the seriousness of the HIV / AIDS epidemic and seeks to minimize the social, economic and developmental consequences to the company and its employees through its commitment to protect employees, create awareness, encourage behavior changes where necessary and to ensure that all employees are treated with dignity and equality.

4.1 IVC's commitment with regards to HIV / AIDS

- HIV positive employees will be governed by the same contractual obligations as all other employees;
- No employee shall be required to undergo HIV testing, unless the test is undertaken with clear consent of the employee and with the understanding that the College will arrange appropriate support and counseling;
- HIV / AIDS training or counselling will be made available to all employees; and
- Should an employee wish to disclose his / her HIV Status, the College will arrange for the affected employee and co-workers to be counselled by an appropriate professional.

4.2 Confidentiality

- Employees with HIV / AIDS have the legal right to confidentiality and privacy concerning their health status;
- Employees are not obliged to disclose their HIV / AIDS status;
- All medical information regarding an employee with HIV / AIDS will be kept strictly confidential, except where required by law to be disclosed to specified people / organisations; and
- Should any employee within the College disclose privileged and confidential medical information without the written consent from the employee, appropriate disciplinary procedures will be followed.

4.3 Incapacity to perform normal duties

- Once an employee's disease starts to impact on his / her ability to perform duties or attendance, the normal incapacity procedures will apply.

4.4 Co-workers of employees identified of HIV positive

- Appropriate safety and health precautions, counselling and access to educational programmes should be made available to all co-workers in order to manage expectations and perceptions; and
- Unless the HIV positive employee is acting in an inappropriate manner, it is not acceptable for co-workers to refuse to work with the infected employee. Any co-worker of an HIV positive employee who embarks on any form of discrimination towards that particular employee may be subject to the College's Disciplinary Procedures.