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	CEO	MR Mailula

HIV/AIDS POLICY

1. Introduction

The following outlines CTC's policy and procedures for interacting with employees who have been medically diagnosed with, or who are suspected of having, the HIV (Human Immunodeficiency Virus)/AIDS (Acquired Immune Deficiency Syndrome) virus.

2. Purpose

The purpose of the HIV/AIDS policy is to reassure employees that HIV/AIDS is not spread through casual contact during normal work practices and to reduce unrealistic fears about contracting an HIV/AIDS related condition. This policy also protects the legal right to work of employees who are diagnosed with HIV/AIDS and provides guidelines for situations where infection with HIV/AIDS is suspected. Our policy is to encourage sensitivity to, and understanding for, employees affected with a condition related to the HIV/AIDS.

3. General policy


We are committed to maintaining a healthy work environment by protecting the physical and emotional health and well-being of all employees. We also have a continuing commitment to provide employment for people with physical disabilities who are able to work. This HIV/AIDS policy is a direct result of those commitments. It provides guidelines for situations when a question on an HIV/AIDS related condition arises:

- Employees who are diagnosed with HIV/AIDS may continue to work if they are deemed medically able to work and can meet acceptable performance standards. We will provide reasonable performance standards and reasonable accommodation where necessary, to enable these employees to continue working.

4. Employer Responsibility

The physical and emotional health and well-being of all employees must be protected, and reasonable accommodation for the medically impaired employee with HIV/AIDS must be provided, as long as the employee is able to meet acceptable performance standards. To ensure these goals are met, the following guidelines are to be followed:

- Any employee diagnosed with HIV/AIDS is entitled, as any other employee, to confidentiality of their medical condition and medical records.
- If an employee with HIV/AIDS requests job accommodation for his/her medical condition, the employee must obtain a written medical opinion that he/she (a) is medically able to work and (b) needs reasonable job accommodation in order to maintain employment.

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- If it is deemed medically necessary, based upon current physical impairment, CTC will work to bring about any reasonable job modification or job transfer of the employee with a diagnosed condition of HIV/AIDS.

5. Employee's benefit

Medical assistance will be provided for HIV positive employees in accordance with the rules of the relevant medical scheme. When an employee is no longer able to continue in employment due to ill-health the company's rules governing ill-health and retirement will apply.

6. Confidentiality

Should an infected employee inform his/her Supervisor or the Human Resources Department of his/her situation then all reasonable precautions will be taken to ensure that such information is maintained in confidence and not disclosed to any other person without the individual's prior consent.

7. Counselling

Access to appropriate support and counseling services is available to employees affected by the disease, including referring them to a medical practitioner.

8. Awareness program

Pamphlets and posters will be displayed at various points within CTC.

9. Policy

This policy will be reviewed on a regular basis to take account of the progression of the epidemic, developments in medical care, experience in managing it in the workplace and its impact on employee benefit schemes.