



CLICKS GROUP

L I M I T E D

REG. NO. 1996/0064506

HIV AND AIDS MANAGEMENT POLICY

HIV and AIDS Management Policy	Policy Number: HR 0015 Revision Number: 03	Date: September, 2014 Page: 1 of 6
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1. Purpose:

The purpose of this policy is to:

- Articulate the Group's position on HIV and AIDS in terms of rights and obligations toward employees
- Guide the Group in its dealings with employees infected or affected by HIV and AIDS
- Clarify the rights and responsibilities of employees with regard to HIV and AIDS
- Enable a productive organisational culture in which employees are fully present (mentally, physically and emotionally)

2. Philosophy:

The Clicks Group is committed to creating and promoting a non-discriminatory work environment in line with the Group values and to:

- Inform and educate employees about HIV and AIDS
- Encourage employees participate in voluntary counselling and testing in order to know and manage their status
- Provide support for employees affected and infected by HIV and AIDS

3. Principles:

- The Group is committed to complying with labour as well as other legislation governing the employment relationship.
- The Group is committed to promoting equal treatment between employees living with HIV and AIDS as well as those who are not.
- The company accepts that it has an obligation to take appropriate and reasonable action against any employee who unfairly discriminates against any other employee living with and or affected by HIV and AIDS.
- Any employee who feels that he or she has been unfairly discriminated against based on his or her HIV status is entitled to refer the matter for resolution in terms of the company's grievance procedure.

- An employee who refuses to work with any employee who is living with HIV or AIDS will be offered counselling and advisory services in order to overcome any irrational fears. Should the employee unreasonably continue to refuse to work with the affected employee, the normal company dispute resolution procedures will apply.
- The Group will take into account its obligation to provide a safe working environment for all employees and customers and precaution will be taken to ensure that the employee's HIV status does not present a health or safety threat to other employees and customers.
- HIV status will not be a factor in job status, learning and development, promotion or transfer.
- All medical information about employees will remain confidential and will only be released to a specified third party with the expressed written consent of the employee which has to be handed to the EWP facilitator for safe keeping.
- Employees living with HIV and AIDS have a legal right to confidentiality about their medical status. Any person who violates the employee's right to confidentiality, commits a serious act of misconduct and will be subject to the disciplinary code and procedure of the Group.
- No HIV testing of any candidate for pre-employment or routine medical examination will be required as part of the evaluation of any position (other than for those specific job categories where special conditions apply).
- The Clicks Group Clicks Group reserves the right to require existing employees to undergo medical tests if this is necessary to determine the employee's suitability for a particular position or for continued employment in a position, or to protect the life, health and safety of others. In such instances, the employee will give written permission for such testing and will be given the choice of consulting either his or her own medical practitioner or one nominated by the company.
- No employee will be removed from their position or from their normal duties or dismissed solely on the basis of their HIV status, nor will HIV status be a factor in retrenchment procedures. In the event that an employee can no longer perform the functions of his or her job on the grounds of ill health, the employee maybe asked to confirm this by submitting a medical report from a registered health practitioner, in which event the company will attempt to reasonably accommodate the employee in another position. If the employee becomes too ill to perform his or her duties, the procedure for application for disability will be followed
- Any employee who feels that the provisions of this policy have not been adhered to is encouraged to bring that to the company's attention via the standard grievance procedure and to indicate that the grievance involves the application or non-application of this policy. In this event, the grievance will be conducted in private and all persons involved with the grievance will be under an obligation to ensure the confidentiality of the complainant and the nature of the grievance.

4. HIV and AIDS Workplace Programme

The objectives of the HIV and AIDS Workplace Programme are to support employees who are infected and affected by HIV and AIDS by:

- Offering care and treatment to those permanent employees who live with HIV and AIDS
- Offering professional counselling and advice to all permanent employees and their household dependents who are infected and affected by HIV and AIDS.

Most of the preventative measures described below are available to all employees whereas the services offered under “Treatment and Support” are only available to permanent employees.

Certain services or treatments as described below (VCT, PEP and HIV Management & Treatment) are “Prescribed Minimum Benefits” of Medical Aid schemes. Employees making use of the above services or treatments are required to indicate whether or not they belong to a Medical Aid.

4.1 Prevention

Voluntary Counselling & Testing (VCT)

From time to time, at the discretion of the company, free VCT opportunities may be offered to all employees.

Post Exposure Prophylaxis (PEP)

In the event that an employee (permanent or non-permanent) is exposed to bodily fluids that may be HIV infected (e.g. rape cases, direct contact with blood), they can receive preventative treatment (PEP) through:

- HIV and Aids service provider via the toll free number.
- Certain hospitals, clinics and pharmacies outside office hours. EWP can give advice on where to access PEP treatment (via the 24-hour toll free number).

Taking action immediately after exposure is vital; PEP must be administered within 2 and up to 72 hours after exposure in order to help prevent HIV infection.

Risk Management and First Aid

Recognising that occupational exposure of HIV may occur, appropriate pre-cautionary measures will be taken to reduce any such risk, including amongst others

- the use of universal precautions
- the appointment of a first aid officer in work environments
- the dissemination of clear and accurate information about reducing such risk in the workplace.

HIV and AIDS Information and Education

HIV and Aids information and related education will be made available at the workplace. The information and education programme is designed to raise awareness around HIV and AIDS, as well as providing information to ensure access to appropriate prevention, treatment and support services.

Condoms

Condoms will be made freely available in the workplace and will generally be found in dispensing machines in the restrooms.

4.2 Treatment and Support

Permanent employees who are not part of a medical aid scheme, can access the following benefits by enrolling anonymously onto the HIV and AIDS Management and Treatment Programme (during office hours) accessed via the EWP toll free number:

- Free ARVs and certain HIV related medication
- Free multivitamins
- Counselling and Support
- Prevention of mother to child transmission.

Enrolment onto any of these programmes is anonymous, i.e. the company will not be informed of the employees' identity. All employees' medical information remains confidential.

Employees who are part of a medical aid scheme will have access to a comparable HIV Management and Treatment Programme via their respective medical aid.

4.3 Counselling and Support

Access to confidential and professional counselling and advice is available to permanent employees and their household dependents through the Clicks Employee Wellness Programme.

5. Responsibilities

- Employees are responsible for their own personal well-being and are encouraged to seek assistance for any health related problems through appropriate medical facilities and or company's Employee Wellness Programme.
- Employees are also required to act in accordance with this policy and refrain from any form of discrimination against people living with HIV or AIDS.
- Line managers are required to adhere to the provisions of and support the implementation of the HIV and AIDS Management policy in the workplace. Line managers are further required to ensure that confidentiality and ethical workplace behaviour are maintained at all times.
- The Human Resources Department is required to coordinate all efforts relating to HIV and AIDS management in the workplace and specifically to:
 - Facilitate the creation of a supportive and non-discriminatory working environment
 - Support and facilitate the company's HIV and AIDS Programme
 - Report on progress and programme implementation
 - Monitor programme effectiveness

6. Scope:

This policy applies to all permanent and fixed-term contract (full-time, part-time and flexi-time) employees of the Clicks Group (Pty) Limited, its subsidiaries and business units.

7. Responsibilities:

Any changes, updates or revisions of the HIV and AIDS Management Policy must be approved by the Group HR Director.

8. Revision history:

Date	Description	Author
September, 05 2014	HR 0015 / Revision 03	B D Engelbrecht