



## The Oxfam GB HIV and AIDS Workplace Policy

### **OXFAM GB** **HIV & AIDS Workplace Policy**

<b>Title:</b>	HIV & AIDS Workplace Policy
<b>Author:</b>	Policy Team
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<b>Area of Governance:</b>	Human Resources
<b>Date for Renewal:</b>	1 <sup>st</sup> November 2014
<b>Approved by:</b>	Corporate Management Team
<b>Geographical Scope:</b>	Worldwide
<b>Status:</b>	Confidential

#### **Policy Statement**

Oxfam GB is committed to addressing key aspects of HIV and AIDS in the workplace. This policy covers the provision of information about the impact and preventative measures about HIV and AIDS, clear guidelines on non-discrimination and confidentiality as well as the additional organisational support available outside of the Oxfam GB Medical Plan for staff and their dependents living with HIV or who are affected by HIV and AIDS.

#### **Related Links**

- [Oxfam GB's HIV and AIDS Management Guidelines](#)

## The Oxfam GB HIV and AIDS Workplace Policy

### 1. Policies

- Oxfam GB will provide clear workplace policies and procedures on HIV and AIDS to create a supportive environment.

### 2. Information

- Oxfam GB will provide information to employees on HIV and AIDS, their impact, preventative measures, living positively with HIV and AIDS and the organisational support available to them and their dependents.

### 3. Non-Discrimination

- Oxfam GB will implement non-discriminatory policies, procedures and practices in managing individuals with HIV and AIDS
- Oxfam GB will approach individuals with HIV and AIDS in the same manner as those with any other progressive illness.
- Oxfam GB will not discriminate against applicants or employees who are living with HIV.
- Oxfam GB will not consider HIV status when deciding if someone is suitable for employment or promotion.
- Discrimination or harassment towards an individual or a group because of their HIV status will be considered a disciplinary offence
- Oxfam GB will make every reasonable effort to accommodate the needs of people with HIV and AIDS within the limits of what is practical in any given situation

### 4. Confidentiality

- Oxfam GB will protect the right to confidentiality on the medical status of all its employees
  - While Oxfam GB encourages staff to know their status, we will prohibit the compulsory testing or screening for HIV both pre-employment or at any other time (In countries where government policy requires HIV testing, potential recruits will be given the option to take the test)
  - Employees will be under no obligation to inform the organisation about their HIV status unless they wish to
  - Information on the HIV status of an employee will not be shared without the employee's prior written consent.

### 5. Support

- Oxfam GB will provide or facilitate access to HIV support services wherever possible:
  - Male and female condoms will be made available free to all employees wherever possible and in an appropriate way.
  - In countries where HIV-related services are free the HR team will ensure the provision is publicised and employees are aware of it.
  - Oxfam GB will facilitate access to confidential voluntary counselling and testing and HIV and AIDS support services wherever possible.
  - In addition to existing medical benefits, Oxfam GB will ensure access to medical treatment for HIV and AIDS-related conditions for all employees and their recognised dependants i.e. Post Exposure Prophylaxis (PEP), Anti Retroviral Therapy (ART), Opportunistic Infections (OI) and treatment to prevent mother to child transmission. If adequate treatment is not available (as determined by Van Breda International) consideration will be given to moving the patient to enable treatment to be received at the nearest available facility or organising for the relevant PEPs or Anti Retroviral Therapy to be sent to a medical facility in the country of work, this will be authorised by Van Breda

## 6. External Support

## 7. Exclusions

- International.
- Treatment falling outside of counselling, testing, Post Exposure Prophylaxis, Opportunistic Infections and Anti Retroviral Therapy will fall under the Oxfam GB Medical Plan where the relevant limits and exclusions will apply.
- All HIV and AIDS-related expenses as outlined above are claimed against the HIV and AIDS Treatment & Care Fund, In order to access this fund employees must, in the first instance, contact Van Breda International (there is no longer a need to organise through your local/regional HR team) who will authorise the necessary treatment and provide Guarantee of Payments to the relevant medical facilities to allow treatment, counselling , testing etc to start as soon as possible
- The HIV and Aids Treatment & Care Fund will be administered by Van Breda International and held by the Reward Team (Corporate Human Resources) as a separate entity to the Oxfam Medical Plan and so an employee accessing the funds will have HIV related costs charged to a different code on their record with Van Breda International to ensure it is not linked to medical plan costs.
- Van Breda International will not pass the names and details of those accessing the fund to Oxfam GB in order to maintain total confidentiality. Invoicing to Oxfam GB will not contain employee details and claims will not be loaded into the HR GOLD system. Van Breda International may from time to time report to Oxfam GB on the usage of the fund but this will not contain employee details which would identify the employee.

- Oxfam GB will join forces with other organisations to alleviate the impact of HIV and AIDS by sharing research and supporting their efforts where appropriate
- Oxfam GB will not provide access to ART where such HIV-related services can be accessed through adequate public health services as agreed by Van Breda International.
- Employees who leave Oxfam when they are receiving treatment under this policy will continue to do so on a pro rata basis according to the continuous period worked before leaving up to a maximum of 12 months. This will be authorised by Van Breda International. E.g. if an employee has 12 or more months continuous service they will continue to receive treatment for up to 12 months after leaving Oxfam. This cover will cease at the point they become covered by another employer or after the period ends whichever is the soonest.
- The policy covers: The employee and one legally documented partner, and any dependent children up to age 18 for whom they have legal responsibility. Any dependant (excluding the recognised partner) who reaches the age of 18 will cease to be covered by the policy unless the employee can prove the dependant is still financially dependent on them and has no other means of accessing/funding Treatment. These cases will be authorised by Van Breda International.
- Dependants of contractually unaccompanied employees or accompanied employees who have elected not to relocate their partner and/ recognised dependants are not covered by this policy.

**Oxfam GB will continually review the usage and level of benefit offered under this policy and may make changes to it if necessary.**