

THE UNITED REPUBLIC OF TANZANIA



**PRIME MINISTER'S OFFICE  
LABOUR, YOUTH, EMPLOYMENT AND  
PERSONS WITH DISABILITY**

**DEPARTMENT OF LABOUR**

# **HIV and AIDS and Non-Communicable Diseases Workplace Policy: A Guide for Private Sector Employers**



2024



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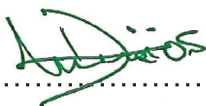
## PREFACE

This guide is the result of extensive collaboration and consultation with a diverse range of stakeholders. We have drawn on the expertise of government agencies, civil society organizations and private sector representatives to ensure that the content is both accurate and practically applicable.

This guide serves as a guiding light for private sector employers, illuminating the path towards a workplace culture that prioritizes the health, rights and dignity of every employee.

Employers play a critical role in the implementation of effective HIV and AIDS and NCDs workplace policies. This guide provides detailed strategies and interventions that will be tailored to the unique needs of different workplace settings when developing the workplace policy. From prevention and early detection to treatment and support, the policy guide outline how employers will design policies that effectively help mitigate the impact of HIV and AIDS and NCDs on their workforce, while also promoting a culture of inclusivity and respect.

We hope that this guide will serve as a valuable resource for employers committed to enhancing workplace health and well-being. Therefore, adopting and implementing the recommendations contained within, employers will make a profound difference in the lives of their employees, contributing to healthier and more resilient workplaces where every individual can thrive and contribute meaningfully to our shared prosperity in Tanzania. We encourage all stakeholders to utilize this guide to its fullest potential as a tool that fostering development of the comprehensive HIV and AIDS and NCDs workplace Policy.



Hon. Deogratius Ndejemi,

Minister of State, Prime Minister's Office - Labour, Youth, Employment and Persons with Disabilities.



## ACKNOWLEDGEMENT

The development of this HIV and AIDS and NCDs Workplace Policy, A guide for private sector employers marks a significant step towards fostering healthier and more inclusive workplaces.

We extend our deepest gratitude to all members of the team who have contributed to the review and development of this HIV and AIDS and NCDs Workplace Policy, a Guide for employers in the private sector. Your invaluable expertise, commitment, and collaborative efforts have been essential in shaping a comprehensive and effective guide. This document stands as a testament to the power of collective action in promoting health and inclusivity within the workplace.

We acknowledge the critical role played by Government, especially the department of Labour under the Prime Minister's Office; Labour, Youth, Employment and Persons With Disability (PMO-LYED) and Tanzania Commission for AIDS (TACAIDS), whose guidance and policy frameworks have ensured that this guide aligns with national health priorities and standards.

We are profoundly grateful to the civil society organizations; National Coalition for People Living with HIV and AIDS (NACOPHA) and Tanzania Federation of Organization of Persons with Disabilities (SHIVYAWATA) for their expert advice and advocacy. Your contributions have enriched the guide with essential medical accuracy and social relevance.

The technical assistance and input from private sector employers and employee's representatives; Association of Tanzania Employers (ATE) and Trade Union Congress of Tanzania (TUCTA) has been particularly valuable, providing practical insights and best practices that address the real challenges faced by employers and employees in diverse workplace settings.

Lastly, we extend our heartfelt appreciation to the funding partners; International Labour Organization (ILO), representatives who have provided vital support and feedback throughout this process.

Your financial and technical assistance have been crucial in refining and finalizing this guide. Thank you for your unwavering dedication to fostering a healthier, more inclusive work environment for all those employees living with HIV and AIDS and those affected by NCDs.



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**Suzan William Mkangwa**  
**Labour Commissioner.**  
**Department of Labour.**



# TABLE OF CONTENTS

<b>ACKNOWLEDGEMENT</b> .....	<b>iii</b>
<b>PREFACE</b> .....	<b>V</b>
<b>ABBREVIATIONS</b> .....	<b>X</b>
<b>DEFINITION OF KEY TERMS</b> .....	<b>XII</b>
<b>PART. I</b> .....	<b>1</b>
<b>1.0. INTRODUCTION</b> .....	<b>1</b>
1.1. The HIV and AIDS and NCDs and other diseases in the World of Work.....	2
1.2. Linking the Policy Guideline with the National and International framework.....	4
1.2.1 Five Year Development Plan (FYDP III).....	4
1.2.2. HIV and AIDS (Prevention and Control) Act.28 of 2008.....	5
1.2.3 The Employment and Labour Relations Act (CAP 366 R.E 2019) .....	5
1.2.4. The National Occupational Health and Safety Policy - 2009.....	6
1.2.5. TACAIDS Mandates .....	6
1.2.6. The National Multi-Sectoral Strategic Framework for HIV and AIDS (NMSF V) 2021/2022 – 2025/2026.....	6
1.2.7. The Health Sector Strategic Plan July 2021- June 2026 (HSSP V).....	7
1.2.8. National NCD Strategic and Action Plan 2021-2026	8
1.3. Objectives.....	8
1.4. Legal and Regulatory Framework .....	9
1.5. Key guiding Principles .....	10

1.5.1. Recognition of HIV and AIDS, NCDs and other diseases at Workplace.....	10
1.5.2. Evidence based generated information .....	10
1.5.3. Gender Equity/Equality .....	10
1.5.4. Respect and Protection of Human Rights.....	11
1.5.5. Safe and healthy work Environment .....	11
1.5.6. Referral and linkages .....	11
1.5.7. Protection against Stigma and Discrimination .....	11
1.5.8. Confidentiality and disclosure .....	12
1.5.9. Sexual harassment, abuse and exploitation .....	12
1.5.10 Fair Termination practices.....	12
1.5.11 Reasonable job Accommodation .....	12
1.5.12 Health Screening .....	13
1.5.13 Grievance Procedures .....	13
<b>PART. II .....</b>	<b>14</b>
<b>2.0. WORKPLACE POLICY AND PROGRAMS ON HIV AND AIDS AND NCDs .....</b>	<b>14</b>
2.1. System strengthening.....	14
2.2. Prevention programs .....	14
2.2.1. Awareness creation (Education and Training) .....	14
2.2.2. Condom Programming.....	14
2.2.3. HIV Counseling and testing services .....	15
2.2.4. Prevention and control of Non-Communicable Diseases (NCDs) .....	15
2.3. Care, treatment and Support Services .....	15
2.3.1. Care, Treatment Support and Impact Mitigation ...	15
2.3.2. Social support and protection services .....	15

<b>PART. III</b> .....	<b>16</b>
<b>3.0. RIGHTS and Responsibilities of SOCIAL PARTNERS AND STAKEHOLDERS</b> .....	<b>16</b>
3.1. The Government .....	16
3.2. Employers.....	17
3.3. Employees.....	18
3.4. Stakeholders.....	18
 <b>PART IV</b> .....	 <b>20</b>
4.0 IMPLEMENTATION, DISSEMINATION, MONITORING AND EVALUATION AND REPORTING OF THE POLICY GUIDELINE .....	20
4.1. Policy implementation.....	20
4.1.1. Tripartite arrangement .....	20
4.1.1.1. The Government .....	20
4.1.1.2. The Employer .....	21
4.1.1.3. Trade unions .....	21
4.2. Coordination .....	21
4.2. Dissemination .....	21
4.3. Monitoring and Evaluation .....	22
4.4. Reporting .....	22
 <b>PART. V</b> .....	 <b>23</b>
<b>5.0. ENFORCEMENT AND REVIEW OF THE POLICY GUIDE</b> .....	<b>23</b>
5.1. Social dialogue .....	23
5.2. Policy Review .....	23
 <b>LIST OF ANNEXES:</b> .....	 <b>24</b>

## ABBREVIATIONS

AIDS	Acquired Immunodeficiency Syndrome
ART	Anti-retroviral Treatment
ATE	Association of Tanzania Employers (ATE)
ELRA	Employment and Labour Relation Act
FYDP	Five Year Development Plan
HIV	Human Immunodeficiency Virus
HSSP	Health Sector Strategic Plan
ILO	International Labour Organization
MHPSS	Mental Health and Psychosocial Support
NACOPHA	National Coalition for People Living with HIV and AIDS (NACOPHA)
NCDs	Non-Communicable Diseases
NMSF	National Multisectoral Strategic Framework
PEP	Post Exposure Prophylaxis
PLHIV	People Living with HIV and AIDS
PMO-LYED	Prime Minister's Office; Labour, Youth, Employment and Persons With Disability (PMO-LYED)
PWDs	Person With Disability
SDGs	Sustainable Development Goal
SHIVYAWATA	Federation of Organization of Persons with Disabilities (SHIVYAWATA)
TACAIDS	Tanzania Commission for AIDS
TB	Tuberculosis
THIS	Tanzania HIV Indicator Survey
TUCTA	Trade Union Congress of Tanzania (TUCTA)

UNAIDS	Joint United Nations Programme on HIV and AIDS
VCCT	Voluntary Confidential Counseling and Testing
VLS	Viral Load Suppression
WHO	World Health Organization

## DEFINITION OF KEY TERMS

- NCD:** A disease that is not transmissible directly from one person to another. NCDs include strokes, most heart diseases, most cancers, diabetes, chronic kidney disease, Alzheimer’s disease and others
- Other Diseases:** Other diseases apart from HIV and NCDs may include Hepatitis B Virus, TB.
- Policy Guide:** an advisory document that help stakeholders to understand and supports the implementation of the policy. It provides valuable guidance and a step by step on how to develop a Policy
- Private Sector Employer:** refers to the part of the economy that is owned and operated by private individuals or groups. It includes businesses, corporations, organizations, partnerships, and sole proprietorships. They are typically subject to different regulations and laws
- Social Partners:** Means “Representatives of the Government, Employers Organizations and Workers Organization
- Stakeholders:** Any other person or Organization, besides social partners, addressing HIV and AIDS in the World of work
- Tripartite Partners:** Means either the Government, Employers or Workers Organization.

## PART I

### 1.0. INTRODUCTION

HIV and AIDS epidemic is a National public health threat affecting Tanzanian society economically, socially and culturally. The Country has made significant progress in HIV and AIDS response resulting in the decline of HIV prevalence from 7% in 2003/2004 to 4.5% in 2022/2023 in general population. This corresponds to approximately 1.548 million PLHIV. (THIS 2022/2023).

The burden of HIV infection varies across the country, with HIV prevalence ranged from 12.7% in Njombe Region to 1.7% in Kigoma Region. The HIV prevalence is higher among women (5.6%) than men (3.0%). HIV is higher in the urban areas for both women and men than in the rural areas. While the HIV prevalence among women ranged from 0.8% in those aged 15-19 years to 13.0% in those aged 45-49 years, it was marked higher among women with age group ranging from 40-59 years. In addition, HIV prevalence among men varied from 0.3% among those aged 15-19 years to 8.4% among those aged 50- 54 years. It approached or exceeded 6% among men in age groups from 40-64 years. While the viral load suppression (VLS) among adult living with HIV regardless of their knowledge of HIV status or use of ART was reported at 78.0%. The disaggregation of VLS among women and men is 80.9% and 72.2% respectively. The main mode of transmission continued to be heterosexual. Determinants that contribute to high risk of and vulnerability to HIV infection in the country include harmful socio economic and cultural practices and low condoms use.

In line with the impact posed by HIV and AIDS, there has been reported rising burden of Non-Communicable Diseases (NCDs) within the country. NCD such as cardiovascular diseases, diabetes, cancer and chronic respiratory diseases contributes 27% (WHO, 2011; URT, 2016) and 33% (WHO, 2018) of all deaths in Tanzania. There is also observed exposure to Psychosocial, physical, ergonomic and biological hazards which increase the risk of either of HIV, AIDS,

NCDs and psychosocial health problems such as stress, fatigue and burnout. Therefore, the emphasis is now shifting from treatment or curative services to preventive services.

## **1.1. The HIV and AIDS and NCDs and other diseases in the World of Work**

HIV and AIDS and other infectious diseases i.e. Hepatitis B Virus are the major threats in the world of work, as it is affecting the most productive segment of the labour force. It reduces earnings and imposes huge costs in all sectors through declining productivity, increasing labour costs and loss of skills and experience.

On the other hand, NCDs are becoming a growing problem to workers whose lifestyle exposes them to the risk factors such as unhealthy eating habit, alcoholism, smoking, lack of physical exercises and Stress. These factors and other biological factors increase risk namely; raising blood pressure, raised glucose level, abnormal blood lipids and obesity and mental health. The burden of NCDs is expected to rise dramatically over the next 20 years in low and middle-income countries<sup>1</sup>. In addition, there is an observable relationship between NCDs and HIV. This is due to the fact that people living with HIV as they live longer on successful anti-retroviral treatment (ART), some ARTs may increase their risk of heart disease and diabetes, while HIV itself increases the risk of some cancers.

In addition, HIV and AIDS and NCDs is affecting fundamental rights at work particularly with respect to discrimination and stigmatization aimed at workers and people living with and affected by HIV and AIDS and NCDs. This guideline provides valuable practical guidance to the private sector employers for formulating and implementing appropriate workplace policies and programs. This is crucial for several reasons;

- i. Health and Wellness:** It promotes the health and wellness of employees, which is not only a moral imperative but also contributes to higher productivity and lower healthcare costs for the employers.

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<sup>1</sup> Non-Communicable Diseases in the AMERICAS: All Sectors of Society help Solve the Problem; Pan American Organization 2010



- ii. Legal Compliance:** It helps employers comply with legal obligations related to workplace health and safety, non-discrimination, and equal opportunity.
- iii. Risk Management:** The Policy helps in Managing HIV and AIDS and NCDs effectively and reduce the risk of HIV transmission and NCDs within the workplace. It also minimizes the impact of these conditions on employee performance and attendance.
- iv. Employee Engagement:** Provide support and resources for managing HIV and AIDS and NCDs that demonstrates a commitment to employee welfare, fostering loyalty and engagement.
- v. Public Health:** Employers contribute to broader public health goals, such as disease prevention and stigma reduction.
- vi. Socio-economic Impact:** Address health issues at the workplace that helps mitigate the socio-economic impact of HIV and AIDS and NCDs on individuals, families, and communities.

## **1.2. Linking the Policy Guideline with the National and International framework**

The development of the Policy guide is in line with a number of International declarations and National Instruments. The Policy guide should take into consideration, the context of agreed Global goals on HIV, AIDS and NCDs including SDGs No. 3, UNAIDS guidelines, agreed Regional protocols aiming for ending AIDS and NCDs by 2030. According to ILO occupational safety and health convention, 1981 no. 155, the work environment should be health and safe accordingly as is practicable for all concerned parties in order to prevent transmissions of HIV in accordance with the provision of the occupational safety and health convention. ILO's Recommendation 200: Recommendation concerning HIV and AIDS and the world of work stresses the importance of the protection of human rights of people living with HIV in the workplace.

At a National level, the guide is aligned and accommodating respective issues from the Five-year National Development Plan (FYDP 2021/22 – 2025/26), The HIV and AIDS (Prevention and Control) Act No.28 of 2008), The Employment and Labour Relations Act (CAP 366 R.E 2019), CAP 366 of 2016 made under section 99(1)(a), The National Occupational Health and Safety Policy 2009, National Multi-sectoral Strategic Framework (NMSF V 2021/22–2025/2026), The Health Sector Strategic Plan V (2021-2026), National Occupational Safety and Health Strategic Plan, and The National NCDs Strategic and Action Plan 2021-2026.

### **1.2.1. Five Year Development Plan (FYDP III)**

FYDP III in the area of Improved livelihood of Tanzanian require mainstreaming of AIDS issues in core sectors and management of non-communicable diseases, particularly obesity-related illnesses. FYDP has set a target to ensure that by 2021/22-2025/2026; 90% of core sectors incorporate AIDS issues in their strategic plans.

### **1.2.2. HIV and AIDS (Prevention and Control) Act.28 of 2008**

The HIV and AIDS (Prevention and Control) Act, no 28 of 2008 under Sec III seek every person, Institution and Organization living, registered or operating in Tanzania to promote public awareness on causes, mode of transmission, consequences, prevention and control of HIV and AIDS. The Act also emphasizes that every Ministry, Department, Agency, Local Government Authority, Parastatal Organization, Institution whether Public or Private, to design and implement gender and disability responsive HIV and AIDS plan in its respective area and such plan to be mainstreamed and implemented in their daily activities. Therefore, the development of this Policy guideline adhere to the calls of the Government as stipulated in the HIV and AIDS (Prevention and Control) Act.no 28 of 2008.

### **1.2.3. The Employment and Labour Relations Act (CAP 366 R.E 2019)**

The Employment and Labour Relations Act (ELRA) under part III section 7 seek to promote fundamental rights and protection of vulnerable groups including people living with HIV (PLHIV). ELRA requires every employer to promote an equal opportunity in employment and strives to eliminate discrimination in any employment policy or practice. Also providing inter alia for employers to establish plans and program promoting equal opportunity, eliminate discrimination in the work places, and register thereof to the labour commissioner. ELRA also prohibit Employers to directly or indirectly discriminate against employees on the ground of HIV and AIDS. Other grounds such as nationality; tribe or place of origin; race; national extraction; social origin; political opinion or religion; sex; gender; pregnancy; marital status or family responsibility; disability; Age; or station of life are also underlined thereof.

Again, the ELRA-CAP 366 on the Code of Good Practice on HIV and AIDS at workplace of 2016 made under section 99(1)(a) stipulate the importance of employer formulating the HIV and AIDS work place Policy and accommodate critical areas for consideration during

formulation, dissemination, implementation, monitoring, evaluation and reporting of HIV and AIDS intervention.

#### **1.2.4. The National Occupational Health and Safety Policy - 2009**

The promotion of Occupational Health and Safety encompasses provision and maintenance at the highest degree of safe and healthy working conditions and environment. This is prerequisite for the facilitation of optimal social, mental and physical wellbeing of workers at workplaces as well as safety of property. The Policy on Occupational health and safety promotes the important for sustainable development of a country, as they reduce occupational accidents and diseases to include HIV, AIDS and NCDs which can have huge economic burden to individuals, enterprises and the nation as whole. In addition, it promotes in improving health and safety of workers which will significantly increase productivity at the workplaces to encourage more investments, increase job creation, higher morale, and job satisfaction hence industrial harmony.

#### **1.2.5. TACAIDS Mandates**

Tanzania Commission for AIDS Act, 2001 which mandated the establishment of the Tanzania Commission for AIDS directs the commission to formulate Policy guidelines for the response to HIV and AIDS epidemic and management of its consequences in Mainland Tanzania. In addition, TACAIDS is required to develop strategic framework for planning of all HIV and AIDS control programmes and activities within the overall National multi-sectoral strategy and foster the National and International linkages among all stakeholders through proper coordination of all HIV and AIDS prevention and control programmes and activities within the overall National multi-sectoral strategy.

#### **1.2.6. The National Multi-Sectoral Strategic Framework for HIV and AIDS (NMSF V) 2021/2022 – 2025/2026**

NMSF V Operational Approaches emphasizes the National response continue to be multi-sectoral and decentralized involving diverse

stakeholder at National, Regional, District, communities and sector levels. It further explains the response to be anchored on the 'Fast-Track Commitment to End AIDS' and focus on achieving the 95-95-95 targets by 2025, i.e. 95% of all people living with HIV will know their HIV status; 95% of all people diagnosed

with HIV will receive sustained ART; and 95% of all people receiving ART will have VLS.

NMSF V suggests for development sectors to address the challenges of the epidemic through internal and external mainstreaming. Internal mainstreaming will focus more on workplace HIV interventions that will be closely linked to existing wellness programmes. External mainstreaming will focus on ensuring that development projects don't fuel the spread of HIV

The NMSF V also suggests for a minimum package of services for internal (workplace) mainstreaming, and key consideration for external mainstreaming that include a requirement for HIV social assessment as part of Environmental Impact Assessments (EIA) on all large/capital or strategic projects.

### **1.2.7. The Health Sector Strategic Plan July 2021-June 2026 (HSSP V)**

The Government through the Health sector continue to provide health education on the prevention of Communicable Diseases. This increases public awareness of the prevention, management and control of communicable disease. The health sector will also continue with strategies to control communicable diseases of public health importance, especially HIV-AIDS, hepatitis, malaria, and TB through integrated services. Increasing integration of services will help to enhance outputs and impact, e.g., linking HIV and cervical cancer screening, linking TB and HIV treatment.

On the other hand, there is a strong link between NCDs and social determinants<sup>2</sup> for health. NCDs are rapidly increasing and now contribute nearly 50% to causes of death in Tanzania. Changes in lifestyle have led to an increase of NCDs due to feeding/nutrition

<sup>2</sup>. Social determinants of health are the conditions in which people are born, grow, live, and work. They include factors like socioeconomic status, education, neighborhood and physical environment, employment, and social support networks, as well as access to health care

(overweight, cardiovascular disease and diabetes), environmental factors, air and noise pollution (cancers, mental health, and chronic obstructive pulmonary diseases), work-related and family life stress (mental conditions) and travel and work (road traffic and occupational injuries). Therefore, strengthening inter-sectoral collaboration in prevention and control of NCDs and their co-morbidities as some interventions is paramount.

### **1.2.8. National NCD Strategic and Action Plan 2021-2026**

The Government of the United Republic of Tanzania believes every Tanzanian citizen is entitled to a healthy life and attaches a top priority to matters related to health. Healthy people enable the country as a whole to attain accelerated development and achieve the sustainable development goals (SDGs) as agreed by other nations worldwide.

The data indicate that there is also reported rising burden of non-communicable diseases (NCDs) within the Country. Therefore, the emphasis is now shifting from treatment or curative services to preventive services. Non-communicable diseases such as cardiovascular diseases, diabetes, cancer and chronic respiratory diseases which contribute about a third of all deaths in the country and are a source of an increasing disability in Tanzania. There is also observed high incident rates of psychosocial health problems such as stress, fatigue and burnout which calls for concerted efforts of all stakeholders to ensure the reduction and control of NCDs in the sector.

## **1.3. Objectives**

To set generic format for employers in preparing and implementing a policy guide on HIV and AIDS and NCDs and other diseases at workplace to ensure; -

- (i) Provision of knowledge on HIV and AIDS and NCDs and other diseases at workplaces
- (ii) Provision of Care and support services for workers living with HIV and AIDS, NCDs and other diseases.

- (iii) Creating an enabling environment for workers living with HIV on ART to retain on treatment
- (iv) Elimination of stigma and discrimination against persons living with HIV and AIDS or affected by NCDs and other diseases at work place.
- (v) Protection of the human rights and dignity of persons living with HIV and AIDS or affected by NCDs and other diseases at the workplace.
- (vi) Ensure allocation of resources for implementation of the HIV and AIDS and NCDs and other diseases interventions

## 1.4. Legal and Regulatory Framework

This guideline is issued under the provision of section 62 of the Labour institution Act No 7 of 2007, which gives power to the minister responsible with labour matters, to issue guideline for the proper administration of the Act. Employer is obliged to formulate a HIV and AIDS prevention, care and support and Control NCDs policy for as provided under the following legal instruments and frameworks; -

- (a) Employment and Labour Relations (Code of Good Practice) Rules 2007
- (b) Tri-partite Code of Conduct on HIV/AIDS at the Workplace in Tanzania Mainland.
- (c) The Persons with Disabilities Act No. 09 of 2010.
- (d) HIV and AIDS (Prevention and Control) act No 28 of 2008.
- (e) The Employment and Labour Relations Act (CAP 366 R.E 2019)
- (f) Tanzania Commission for AIDS Act No. 22, 2001
- (g) The National Occupational Health and Safety Policy,2009
- (h) Five Year Development Plan (FYDP III)
- (i) The National Multi-Sectoral Strategic Framework for HIV and AIDS (NMSF V) 2021/2022 – 2025/2026

- (j) National NCD Strategic and Action Plan 2021-2026
- (k) The Health Sector Strategic Plan July 2021-June 2026 (HSSP V)
- (l) The National Plan of Action for Elimination of Violence against Women and Children II, 2024/25 – 2028/29 (NPA –VAWC II)

## **1.5. Key guiding Principles**

The key guiding principles in addressing HIV and AIDS, NCDs and other diseases at work places shall include the following;

### **1.5.1. Recognition of HIV and AIDS, NCDs and other diseases at Workplace**

HIV and AIDS and NCDs and other diseases are workplace issue and should be treated like any other serious illness/condition in the workplace. This is necessary because it affects the wellbeing of institution, employees, their families and communities.

### **1.5.2. Evidence based generated information**

The Employer should consider using reliable data and research findings to inform policy decision, ensuring the designed HIV and AIDS, NCDs and other diseases Programs are effective and targeted towards specific needs of employees.

### **1.5.3. Gender Equity/Equality**

The Employer should recognize the Gender dimensions of HIV and AIDS at the workplace. Women are most likely to become infected and are more often adversely affected by the HIV and AIDS pandemic than men due to biological, socio-cultural and economic reasons. The greater the gender discrimination in societies and the lower the position of women, the more negatively they are affected by HIV. Therefore, the Employer shall ensure that equal gender relations and the empowerment of women are vital to successful prevention of the spread of HIV infection and enable women to cope with HIV and AIDS.



#### **1.5.4. Respect and Protection of Human Rights**

The employer should consider all designed HIV and AIDS, NCDs and other diseases programs and implementations promotes, respect and protect the human right and dignity.

#### **1.5.5. Safe and healthy work Environment**

The Employer should be committed in providing a safe place of work for his employees. In keeping with this commitment, the Employer will ensure that all necessary health and safety systems and practices are in place to protect employees from any undue exposure to anything that poses a threat to their health and safety while on the job.

#### **1.5.6. Referral and linkages**

The Employer will facilitate referral and linkages for counseling, assessment and any other medical treatment for employees exposed to the risk of HIV infection, and other diseases or affected by NCDs whether in the workplace or elsewhere.

#### **1.5.7. Protection against Stigma and Discrimination**

The Employer should have a zero tolerance policy on stigmatization and discrimination against persons known or perceived to be affected or infected with HIV and AIDS. The Employer should through its education and training program promote the need to protect employees from stigma, discrimination and harassment based on real or perceived HIV or AIDS status and or any other diseases.

The Employer should guarantee that job access, status, promotion, security and training will not be influenced by the HIV status of any employee. Redress shall be available for persons who have been stigmatized and discriminated against through the Employer's established grievance procedure, or other appropriate mechanism.

#### **1.5.8. Confidentiality and disclosure**

Confidentiality about all health conditions must be respected. This is in line with privacy of all medical information, including medical records and information discussed or identified during encounters

of workers with health care personnel. The conducive environment should be created to encourage employee to voluntarily disclose their HIV and other medical conditions status and all information must be kept under strict confidentiality.

### **1.5.9. Sexual harassment, abuse and exploitation**

In any workplace there shall be zero tolerance to sexual harassment, abuse and exploitation. Involvement in these vices should be treated as gross misconduct and where proven, shall lead to disciplinary actions.

### **1.5.10. Fair Termination practices**

No employee shall be terminated on the basis of their HIV, NCDs status and Hepatitis B. Persons who are living with HIV and AIDS and affected by NCDs should be allowed to work as long as they are medically fit to do so, and performing according to the Employer's standards of performance.

If the infected employee fails to maintain agreed standards of performance in his job due to the effects of their illness, and no suitable alternate arrangement within the employer can be made, the employer should resolve the situation in accordance with the recommendations of the registered Medical practitioner.

### **1.5.11. Reasonable job Accommodation**

The Employer should take responsibilities to the changing health status of employees by making reasonable accommodation in the workplace where necessary and appropriate.

The Employer in consultation with the worker(s) and their representatives should take measures to reasonably accommodate the worker(s) with HIV and AIDS, NCDs and other diseases related illnesses. These could include; rearrangement of working time, special equipment, opportunities for rest breaks, time off for medical appointments, flexible sick leave, part-time work and Return-to-work arrangements.

### **1.5.12. Health Screening**

Employer should not compel an employee or a job applicant to disclose his or her status or that of any other person after Health screening. The Employer should provide equal employment opportunities for qualified candidates on a non-discriminatory basis, and will not conduct any tests to screen job applicants or employees for HIV or any other medical condition as a condition of employment, promotion or training.

However, the employer should promote and facilitate access to voluntary confidential counseling and testing (VCCT) for all employees including self HIV testing and other medical screening.

### **1.5.13. Grievance Procedures**

Employer should set procedures for grievance handling in the event that a work-related grievance resulting from HIV and AIDS stigma and discrimination arises.

## **PART II**

### **2.0. WORKPLACE POLICY AND PROGRAMS ON HIV AND AIDS AND NCDs**

#### **2.1. System strengthening**

Employer shall consider setting up systems in place that ensure a well and coordinated structure that will create a supportive work environment that reduces stigma and discrimination, promotes healthy behaviors and provides support for employees living with HIV and AIDS and NCDs. In addition, the coordinating structure support the implementation of the Programs from collecting the evidence information (Conduct baseline assessment), designing and implementing programs, monitoring and evaluating the program and reporting.

#### **2.2. Prevention programs**

##### **2.2.1. Awareness creation (Education and Training)**

The employer in consultation with employees and their representative should initiate and support programs at workplaces to inform, educate and train workers about Promoting behavior change, prevention and management of HIV and other related Diseases such as Hepatitis B Virus and STIs, care and support, and such training and education should be part of the annual organization overall plan. The Employer should consider all groups of people including persons with disability at work place while providing education and training

##### **2.2.2. Condom Programming.**

The Employer should consider designing the programs that promote education on safer sex practices and giving instruction on consistent and proper use of condom at the workplaces. The employer should facilitate the availability and distribution of condoms at the workplace

### **2.2.3. HIV Counseling and testing services**

The Employer should promote and facilitates access to voluntary confidential counseling and testing (VCCT) for all employees in collaboration with any relevant entity. The employer should facilitate the procurement of self-test kits (Oral-Quick) for employees at workplaces

### **2.2.4. Prevention and control of Non-Communicable Diseases (NCDs)**

The Employer should consider designing the programs that promote education and awareness on prevention and control of NCDs at the workplaces. The employer should facilitate employees to attend (Public and private) Health facilities and get access to screening.

## **2.3. Care, treatment and Support Services**

### **2.3.1. Care, Treatment Support and Impact Mitigation**

Care and support interventions at the workplace should ensure a range of services that respond to the needs of workers living with HIV and for protection against stigma, discrimination and rejection. The employer should recognizes that employees who are infected or affected by HIV or AIDS should be granted time off to access or to provide the necessary care and support for persons associated with them, who are infected or affected and persons with Disabilities should be accorded equal treatment with the able bodied employees

### **2.3.2. Social support and protection services**

The employer should ensure promotion of mental health and Psycho-social support services (MHPSS) for staff living with HIV or affected by NCDs at workplaces. The employers should also consider developing an action plan to promote non-discrimination in the employment practices and register the plan to the Labour Commissioner to ensure equality, rights and protection of workers living with HIV or affected by NCDs in the employment practices.

## **PART III**

### **3.0. RIGHTS and Responsibilities of SOCIAL PARTNERS AND STAKEHOLDERS**

#### **3.1. The Government**

The Government shall:

- 1) Develop National Policies and guideline on HIV and AIDS and NCDs in the workplace which serves as a framework for employers to develop their own Policies
- 2) Enact Legislation and Regulations to protect the rights of employees living with HIV and AIDS and NCDs in the workplaces
- 3) Enforce the HIV and AIDS and NCDs related labour and employment laws and regulations through due process and through relevant authorities
- 4) Provide training and capacity building support to employers to help them implement the HIV and AIDS and NCDs workplace Policy effectively
- 5) Advocate for the rights of employees living with HIV and AIDS and NCDs
- 6) Collaborate with employer and other stakeholders to implement the HIV and AIDS and NCDs workplace policy effectively and efficiently
- 7) Ensure monitoring and evaluation of the implementation of the HIV and AIDS and NCDs intervention
- 8) Conduct research and collect data on HIV and AIDS and NCDs in the workplace to inform the policy development and monitor trends

## 3.2. Employers

The employer shall:

- 1) Develop, implement and regularly update the HIV and AIDS and NCDs policy guide as per the National frameworks
- 2) Disseminate the HIV and AIDS and NCDs policy to employees with consideration of employees with disability
- 3) Provide education and awareness programs to employees about HIV and AIDS and NCDs including prevention, testing, treatment and the importance of non-discrimination and confidentiality
- 4) Ensure employees access to HIV and AIDS and NCDs testing, treatment and support services
- 5) Promote a non-discrimination environment to employees living with HIV and AIDS or NCDs
- 6) Create a supportive work environment that encourages employees to disclose their HIV, Hepatitis B or NCDs status without fear of reprisal
- 7) Monitor the implementation of the HIV and AIDS and NCDs workplace policy and evaluate its effectiveness.
- 8) Collaborate with government agencies, NGOs, and other stakeholders to coordinate efforts in preventing and managing HIV and AIDS and NCDs in the workplace.
- 9) Allocate resources to support the implementation of the HIV and AIDS and NCDs interventions.
- 10) Employer shall register the institutional policy to the Labour Commissioner.

### **3.3. Employees**

The employees shall:

- 1) Familiarize themselves with the HIV and AIDS and NCDs workplace policy, including understanding their rights and responsibilities under the policy
- 2) Actively participate in education and awareness programs provided by the employer about HIV, AIDS, and NCDs
- 3) Practice safe behaviors to prevent the transmission of HIV and protect the risk of NCDs. This includes practicing safe sex, avoiding risky behaviors, and maintaining a healthy lifestyle to reduce the risk of NCDs
- 4) Respect the privacy and confidentiality of colleagues who may be living with HIV, AIDS, or affected NCDs
- 5) Seek regular testing for HIV and screening for NCDs, especially if they are at risk. If diagnosed, employees should adhere to treatment plans and seek support from healthcare providers.
- 6) Contribute to creating a supportive work environment where colleagues living with HIV, AIDS, or NCDs feel comfortable disclosing their status and seeking support
- 7) Report any instances of discrimination or harassment based on HIV, AIDS, or NCD status to the appropriate authorities
- 8) Prevent stigmatization against employees infected or perceived to be affected or infected with HIV and AIDS.

### **3.4. Stakeholders**

The Stakeholders shall:

- 1) Support the implementation of the Policy by providing technical assistance, advocacy and awareness raising activities
- 2) Advocate for the rights of employees living with HIV and AIDS and NCDs and ensure that the policy is effectively implemented in the workplace



- 3) Conduct research, provide training and capacity building programs
- 4) Advocate for and cooperate with tripartite partners to maintain safe and healthy working environment
- 5) Networking and collaborations.

## **PART IV**

### **4.0 IMPLEMENTATION, DISSEMINATION, MONITORING AND EVALUATION AND REPORTING OF THE POLICY GUIDELINE**

This part describes the implementation, dissemination, monitoring, evaluation and reporting of the program implementation, with a view to ensuring that the program implemented by employers will lead to the achievement of the intended Outcomes.

#### **4.1. Policy implementation**

The option that will be applied in the course of implementation of this policy to mitigate the HIV and AIDS and NCDs is the tripartite arrangement

##### **4.1.1. Tripartite arrangement**

The implementation of the HIV and AIDS and NCDs workplace Policy and interventions will be done through the arrangement and agreement between three parties which are the Government, the Employer and Employees through their Trade Unions.

###### **4.1.1.1. The Government**

The Government will intervene and provide services directly through PMO-LYED and TACAIDS. The PMO-LYED will be the chair in enforcing the implementation and ensure inspection to assess compliance of issues related to health and safety and HIV and AIDS and NCDs intervention. TACAIDS has been mandated to coordinate HIV and AIDS in the country. Through its coordination role, it will collaborate with PMO-LYED and other key stakeholders to ensure effective implementation of this Policy guide to achieve the desired results. PMO-LYED and TACAIDS will therefore ensure all identified stakeholders play their roles as stipulated in this guide.

### **4.1.1.2. The Employer**

The employer will work in close collaborations with the Government at all levels and Trade Union to ensure the efficient and effective implementation of the HIV and AIDS and NCDs intervention. The employer will ensure allocation of budget for the intervention to be conducted in the workplace.

### **4.1.1.3. Trade unions**

This is a union or labour organization of workers who have banded together to achieve common goals. Trade Unions are the trusted sources of information on healthy and safe work harness to this experience and capacity to combat HIV, AIDS and NCDs to workers and their families. Therefore, through trade union, bargains with the employers on behalf of workers will be done and agreed upon.

## **4.2. Coordination**

Employer should set coordination mechanism by appointing a policy coordinator or focal Person responsible for coordinating the day to day HIV and AIDS and NCDs intervention who will be an employee dealing with employee's welfare or health related issues at the workplace. Furthermore, a steering committee shall be created and capacitated as the major decision making body. The Committee shall be headed by head of the respective Institution whereas the secretary to the committee will be the head of human resources section.

## **4.2. Dissemination**

The employer should be committed to regular and formal communication about HIV and AIDS, NCDs and other diseases program and its development. Furthermore, the adopted policy should be made available and communicated to employees in a manner that they understand.

### **4.3. Monitoring and Evaluation**

This policy shall be monitored and evaluated by the employer in collaboration with a policy coordinator/focal person or steering committee as the case may be. This will ensure that;

- 1) There is M&E plan and tools for HIV, AIDS, NCDs and other diseases. Regular monitoring will be done by HIV, AIDS and NCDs appointed Committee in order to assess progress of interventions.
- 2) On annual basis, evaluate the implementation of the HIV, AIDS, NCDs and other diseases interventions which will be done by the committee in order to assess results of interventions and inform the future plans

### **4.4. Reporting**

The employer shall:

- 1) Provide semiannual report on the implementation of the Policy including the key activities, achievements, challenges and lesson learned and submit to PMO-LEYD with a copy submitted to TACAIDS.

## **PART V**

### **5.0. ENFORCEMENT AND REVIEW OF THE POLICY GUIDE**

#### **5.1. Social dialogue**

The successful implementation of the HIV and AIDS, NCDs and other diseases policy and programmes requires cooperation and trust between employers, employees and their representative, where appropriate with the active involvement of workers living with HIV and AIDS, NCDs or other diseases.

#### **5.2. Policy Review**

The employer shall formally review the policy after five years of its implementation or at any time as may deem necessary in the light of changing conditions.

## **LIST OF ANNEXES:**

### **Annex 1: List of Non –Communicable Diseases**

<b>NO</b>	<b>DISEASES</b>	<b>TYPES OF DISEASES</b>
	Heart and Cardiovascular	Coronary Heart Disease
		Rheumatic Heart Disease
		Cardiovascular Accident/Stroke
		High Blood Pressure
	Diabetes	Type 1 Diabetes Mellitus
		Type 2 Diabetes Mellitus
		Gestational Diabetes Mellitus
	Cancer	Cervical Cancer
		Prostate Cancer
		Breast Cancer
		Kaposi Sarcoma
		Colony Cancer
		Esophagus Cancer
		Pancreatic Cancer
	Mental illness	Depression
		Stress
		Dementia, Schizophrenia, Epilepsy
	Asthma	Asthma
	Inherent diseases	Sickle Cell Disease, Haemophillus
	Kidney diseases	Chronic Renal Failure
	Eye disease	Cataract
		Blindness
	Thyroid gland diseases	Goitre





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