

1. Objective

To build positive and supportive attitudes towards those infected and promote health and safety amongst the employees.

2. Applicability

All employees.

3. Guidelines

- a. Maswer provides a safe and healthy work environment for employees.
- b. Maswer educates its employees and the family on prevention, care and counseling of HIV / AIDS.
- c. Maswer educates its employees on safe blood, blood donation and transfusion.
- d. If an employee has been infected, Maswer would keep information about the illness confidential. Only the immediate boss would be kept informed.
- e. An HIV positive employee would be allowed to continue to work in his / her job unless medical conditions interfere with the specific job that he / she is doing. In that case and, only if it is necessary, will the employee be shifted to another position where he / she will be comfortable.
- f. If an employee reveals his / her HIV-positive status voluntarily, other employee will not be allowed to refuse to work alongside the HIV positive employee. In fact, Maswer will expect all employees to ensure that the HIV positive is comfortable and gets a feeling of being part of a family.
- g. Maswer, as a policy, does not discriminate against any employee infected by HIV/AIDS with regard to promotions, training and any other privileges, applicable to all employees of the organization.
- h. While Maswer may ask a person who is being offered a job, to undergo general medical tests before the issue of the appointment letter, the test will not cover HIV/AIDS, without an informed consent and pre test counseling of the candidate
- i. Wearing all necessary PPEs while on duty is mandatory. All employees must wear appropriate personal protective equipment on site while working**