

TANZANIA BUREAU OF STANDARDS



HIV/AIDS AND CNCDs POLICY



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LIST OF ACRONYMS

AIDS	–	Acquired Immunodeficiency Syndrome
BMI	–	Body Mass Index
CNCDs	–	Chronic Non-Communicable Diseases
DG	–	Director General
HIV	–	Human Immunodeficiency Virus
OSHA	–	Occupational Safety and Health Authority
STI	–	Sexually Transmitted Infections
TB	–	Tuberculosis
TBS	–	Tanzania Bureau of Standards
UNAIDS	–	United Nations Programme on HIV and AIDS
VCT	–	Voluntary Counseling and Testing
WHO	–	World Health Organization

DEFINITIONS

In this Policy, unless the context requires otherwise, the following definitions shall apply:

“**Act**” means the Standards Act.

“**Antiretroviral therapy**” is treatment of people infected with human immunodeficiency virus (HIV) using anti-HIV drugs.

“**Bureau**” means the Tanzania Bureau of Standards as established under the Act.

“**Chronic non-communicable disease**” is a medical condition or disease that is not caused by infectious agents (non-infectious or non-transmissible), including but not limited to cardiovascular diseases (like heart attacks and stroke), cancers, chronic respiratory diseases (such as chronic obstructed pulmonary disease and asthma) and diabetes.

“**Director General**” means the Director General of the Bureau appointed under the Act.

“**Employee**” means a person who has entered into a contract of employment with the Bureau serving on permanent, temporary or contract terms and includes expatriate officers but excludes casual labourers.

“**Epidemic**” means a disease affecting many persons at the same time and spreading from person to person in a locality where it is not permanently prevalent.

“**Family**” means the employee, the spouse and up to four biologically acquired or legally adopted children below 18 years of age.

“**Management**” is as defined in the Standards Act No. 2 of 2009 as amended from time to time.

“**Pandemic**” means a disease affecting persons over a wide geographical area.

“**Peer Educator**” means a person particularly appointed and assigned to convey educational messages and provide necessary information and help on HIV/AIDS to a target group, mostly his/her age group.

“**Policy**” means the Tanzania Bureau of Standards’ HIV/AIDS and CNCDs Policy.

PREFACE

This TBS HIV/AIDS and CNCDS Policy serves as a guide for the Bureau's action to protect employees against HIV/AIDS and Chronic Non-Communicable Diseases (CNCDS); and to manage the pandemic and the diseases' impact at the work place. It outlines the Bureau's obligation in protecting its employees against HIV/AIDS and CNCDS, employees' rights and responsibilities in protecting themselves and others, and the expected employees' behaviour at the workplace. The issues and statements outlined in this Policy aim at minimizing the effects of the HIV/AIDS pandemic and CNCDS at the workplace and providing the means towards enhanced efficiency in service delivery.

Various reasons necessitated the review of the TBS HIV/AIDS Policy of 2010. The main ones were the need to address the challenges encountered during the implementation of the policy, the growth of the Bureau in terms of employees, services and customers, and the need to harmonize it with the reviewed Organization Structure. Other reasons were the need to be in line with national policies, laws, circulars and directives, the need to be consistent with current national and international best practice in policy presentation; and the need to be in harmony with current practice in the Public Service.

This revised edition of the Policy reflects lessons learnt from the implementation of the previous Policy as well as the best practices currently promoted in Public Service. The Policy provides the framework for action to reduce the spread of HIV/AIDS and CNCDS and manage their impact. It lays down a standard of behaviour for all employees (whether infected or not) and gives guidance to supervisors on handling matters related to HIV/AIDS and CNCDS including but not limited to abiding by the principles of confidentiality of information.

This Policy is tailored to suit the current situation at the Bureau. It was prepared in accordance with the National Guidelines on HIV/AIDS and CNCDS (Mwongozo wa Kudhibiti VVU, UKIMWI na Magonjwa Sugu Yasiyoambukizwa Mahali pa Kazi katika Utumishi wa Umma, Februari 2014) in the workplace, the Public Service Circular (No. 2) of 2006 on Public Servants living with HIV/AIDS (Waraka wa Watumishi wa Umma Na. 2 wa Mwaka 2006 Kuhusu Huduma kwa Watumishi wa Umma Wanaoishi na Virusi vya Ukimwi na wenye Ukimwi) and the National HIV & AIDS Policy (2010). It will serve as a guide for Management and staff in dealing with HIV/AIDS and CNCDS issues at TBS.

The Policy will be used alongside other relevant policies, regulations, directives and national laws on matters relating to HIV/AIDS, CNCDS and employment. It is subject to review/amendment every after five years and when need arises to align it with the prevailing environment.

When this Policy is in conflict with the National HIV/AIDS and CNCDS Policy and any such other policies, regulations, directives and national laws, the National HIV/AIDS and CNCDS Policy or such other policies, regulations, directives and laws shall prevail.

Dar es Salaam
November, 2017

Eng. Tumaini Mtitu
ACTING DIRECTOR GENERAL
TANZANIA BUREAU OF STANDARDS

1 BACKGROUND

1.1 Introduction

The most important resource in any organization is the human resource. Any threat to human resources calls for immediate and decisive actions. One such a threat is the prevalence of Human Immunodeficiency Virus (HIV)/Acquired Immunodeficiency Syndrome (AIDS) and Chronic Non-Communicable Diseases (CNCDs) at the workplace.

HIV/AIDS and CNCDs affect individuals, families, institutions, organizations and every business whether big or small, formal or informal. Beyond the suffering they impose on individuals and their families, HIV/AIDS and CNCDs profoundly affect the social and economic fabric of the society. HIV/AIDS and CNCDs are a major threat to the world of work as they affect the most productive segment of the labour force, thus reducing earnings and imposing huge costs on enterprises in all sectors.

This second edition of the HIV/AIDS and CNCDs Policy intends to effectively and decisively deal with the threat posed by HIV/AIDS and CNCDs. Therefore, the Policy will help the Bureau to raise awareness on HIV/AIDS and CNCDs prevention and treatment, build positive attitude towards those infected and promote health and safety amongst the employees. This in turn will assist in bringing about higher productivity and efficiency in the Bureau's operations.

1.2 National overview

According to the UNAIDS Global AIDS Update for the year 2016, 1.4 million people were living with HIV in Tanzania in 2015. This equates to an estimated HIV prevalence of 4.7%. In 2015, 54,000 people were newly infected with HIV, and 36,000 people died from AIDS-related illnesses, according to the UNAIDS report. Despite the numbers, Tanzania has done well to control the HIV epidemic over the last decade, mostly through improving access to antiretroviral therapy, which has helped the country to minimize the impact of the epidemic. As a result, between 2010 and 2015, the number of new infections declined by more than 20% and the number of people dying from an AIDS-related illness halved.

According to the Ministry of Health, Community Development, Gender, Elderly and Children's Global AIDS Response Country Progress Report (2014), the severity of the HIV/AIDS epidemic varies across the country. Some regions report an HIV prevalence of around 1.5% (Manyara) while other regions have prevalence as high as 14.8% (Njombe). The overall HIV/AIDS national prevalence rate is 5.3% among all adults aged 15-49.

The Tanzania Commission for AIDS (2013) in its survey, "2011-2012 Tanzania HIV/AIDS and Malaria Indicator Survey" indicates that over the last decade, Tanzania has increased its efforts to get more people testing for HIV. The number of voluntary counselling and testing (VCT) sites in the country has rapidly expanded and according to the 2010-2011 Malaria and AIDS Indicator Survey, more than 90% of people know where to get an HIV test.

On the part of CNCDs, in Tanzania, like many developing countries, the prevalence has been increasing steadily. The Ministry of Health, Community Development, Gender, Elderly and Children cites WHO country estimates of 2010 showing that CNCDs account for 27% of all deaths in Tanzania. According to the Ministry's Strategic and Action Plan for the Prevention and Control of Non-Communicable Diseases in Tanzania (2016 – 2020), in 2008, it was estimated that CNCDs caused a total of 75.7 and 58.8 deaths per 1000 population, of which 42.8% and 28.5 were below the age of 60 years among males and females respectively. Age standardized death rates per 100,000 were 874 and 614.3 in males and females respectively. The Ministry mentions the most prevalent CNCDs as cardiovascular disease, injuries, cancer, respiratory diseases and diabetes. Planned national interventions include reduction in the prevalence of tobacco use, reduction in consumption of alcohol for persons aged 15+, reduction in the mean population intake of salt, campaigns against obesity and increased community awareness on CNCDs.

1.3 Institutional overview

Tanzania Bureau of Standards, like any other communities in the country, is also affected by HIV/AIDS and CNCDs. HIV testing organized by the Bureau in October 2015 showed that out of the 170 employees tested, eight (8) were HIV positive – five (5) of which were men and three (3) women. This is approximately five (5) percent of the employees who were tested. The result shows a prevalence of three (3) percent of the total number of employees estimated at around 250 at the time of testing.

A report by the Occupational Safety and Health Authority (OSHA) on a fitness to work medical examination conducted to TBS employees on 14th March, 2015 highlights the CNCDs situation at the Bureau. A total of 176 employees were examined on various CNCDs symptoms. The OSHA report indicates that out of the employees examined, 54 (30.68%) reported to have a family history of CNCDs such as hypertension, diabetes mellitus, asthma and sickle cell anemia, 21 employees (11.93%) had positive past histories of chronic illnesses, major operations or injuries, while two (2) employees (1.14%) reported to have past or present occupational-related injuries/illnesses.

The report further indicates that 22 employees (12.5%) had complaints on chest pains, known hypertension, known diabetes and visual disturbances, while two (2) employees (1.14%) had occupational related complaints such as lower back pains, runny nose and cough, varicosity and residual pain. Further, five (5) employees (2.84%) were found to be obese, i.e. with Body Mass Index (BMI) of equal to or more than 30 kg/m², whereas 13 employees (7.38%) were found to be overweight, i.e. with BMI between 25 kg/m² and 29.9 kg/m². Moreover, 15 employees (8.52%) had high blood pressure of more than 150/100mmHg, one employee (0.56%) had abnormal audiometry and five employees (2.84%) were found to have visual impairment.

The Bureau also organized a medical examination for its employees on cervical cancer, breast cancer and blood pressure. Overall, no major issues were detected. Out of the 52 employees examined for breast cancer, 51 (98%) were found to be normal, while one employee (2%) complained on mild pain and was referred to

Muhimbili National Hospital for further examination and treatment. Of the 32 employees examined for cervical cancer, 21 (65%) were found to be normal, while 11 (35%) were referred for treatment on minor symptoms. Out of the 51 employees examined for blood pressure, 43 (84%) were found to be normal while eight (16%) were found to have high blood pressure. This is an increase of six (6) new cases (200% increase) from the two (2) earlier known cases.

In order to reduce the spread of HIV/AIDS and CNCDS and mitigate their impact on TBS employees and their families, various HIV/AIDS and CNCDS interventions have been carried out. These include HIV/AIDS and CNCDS awareness creation and sensitization seminars conducted once every month, which involve voluntary counseling and testing for HIV, distribution of condoms and sponsorship of training for peer educators on various occasions. Most of these activities are organized by the HIV/AIDS Committee, established with the aim of facilitating the realization of the Bureau's objective in addressing HIV/AIDS. Further, the Bureau has been paying an allowance to employees declaring to be HIV positive to cater for special dietary needs. Moreover, work adjustment for the affected employees is usually done under arrangement with supervisors.

2 RATIONALE OF THE TBS HIV/AIDS AND CNCDS POLICY

The Bureau's HIV/AIDS and CNCDS workplace policy provides the framework for action to reduce the spread of HIV/AIDS and CNCDS and manage their impact. It makes an explicit commitment to corporate action and ensures consistency with appropriate national policies, laws, regulations and directives. It is the Bureau's response to the threat posed by potential loss of experienced skilled staff and increased absenteeism, both of which would hinder the Bureau's efforts to deliver services to the public. The Policy supports national efforts to reduce the spread of infection and minimize the impact of HIV/AIDS and CNCDS.

This Policy lays down a standard of behaviour for all employees (whether infected or not) and gives guidance to supervisors on handling matters related to HIV/AIDS and CNCDS including abiding by the principles of confidentiality of information. The Policy is aimed at helping employees living with HIV/AIDS and CNCDS to understand what support and care they will receive, so as to increase the likelihood of coming forward for voluntary counselling and testing. It will help to arrest the spread of HIV and the increase of CNCDS at the workplace through educational and prevention programmes, while assisting the Bureau to plan for HIV/AIDS and CNCDS and manage their impact. It provides the basis for putting in place a comprehensive workplace programme, combining prevention, treatment, care and protection of rights.

Educational programmes and workplace information are a vital aspect to the Bureau's fight against HIV/AIDS and CNCDS. Education is needed in order to create a strong and vibrant workplace free of stigma and discrimination, and to combat further spread of the diseases. The education spelt out in this Policy is multidimensional and includes all employees and their families. When employees, their families and members are equipped with the knowledge on HIV/AIDS and

CNCDs and how to protect themselves, the Bureau will be able to continue to grow and develop, both institutionally and financially. Therefore, it is important that information provided by the Bureau be sensitive, accurate and up to date to enable people to best protect themselves and be aware of their rights.

3 VISION AND MISSION

3.1 Vision

To be an organization that is free from new HIV/AIDS infections, new CNCDs incidents and improving the health and well-being of its employees affected by HIV/AIDS and CNCDs without fear, stigma, discrimination or hate.

3.2 Mission

Inspired and dedicated to positively protect the health of employees through provision of quality prevention health care and support services for those affected by HIV/AIDS and/or CNCDs.

4 POLICY OBJECTIVES

This is a workplace policy on HIV/AIDS and CNCDs for the Bureau and provides a framework for action in prevention of HIV/AIDS and CNCDs and for the mitigation of their impacts. The Policy shall commit the Bureau to actions that have corporate as well as employees' benefits. The Policy aims at achieving the following:

- a) Commit the Bureau to actions that have corporate as well as employee benefits;
- b) Provide education and guidelines on behaviour and actions to affected and unaffected employees;
- c) Provide guidance on Management behaviour and action;
- d) Create, strengthen and sustain framework for comprehensive awareness, prevention, control, care, support and mitigation programmes for workers;
- e) Inform employees of available assistance and how to access it;
- f) Provide framework for consistent practice within the organization;
- g) Support employees and their families in protecting themselves against HIV/AIDS and CNCDs;
- h) Protect employees living or thought to be living with HIV/AIDS and/or CNCDs against discrimination, stigma and other negative manifestations of HIV/AIDS and CNCDs;

- h) Promote sustained programmes on HIV/AIDS, other Sexually Transmitted Infections (STIs) and CNCDs that provide current and accurate information to the Bureau.
- i) Promote behaviour that reduces/minimizes the risk of acquiring HIV and developing CNCDs and generally create a safe environment for the Bureau.
- j) Promote confidential and voluntary counseling and testing for HIV and CNCDs to members of the Bureau and their families.

5 POLICY ISSUES AND STATEMENTS

5.1 Stigma, discrimination and rights

5.1.1 Rights of employees living with HIV/AIDS and/or CNCDs

Policy statements

The Bureau shall

- a) ensure that employees living with HIV/AIDS and/or CNCDs are protected against stigma, discrimination, victimization or harassment. Normal Bureau's disciplinary procedures shall apply equally to all employees, as will the provision of information and education about HIV/AIDS and CNCDs.
- b) provide a working environment in which employees living with or affected by HIV/AIDS and/or CNCDs are free from any prejudice, discrimination and stigma.

5.1.2 Employment opportunities and termination of employment

Policy statements

The Bureau shall

- a) ensure that employees do not suffer adverse consequences, whether termination or denial of appropriate alternative employment opportunities, career development, promotion or any other opportunity or benefit merely on the basis of living with HIV/CNCDs.
- b) not include HIV and CNCDs testing as a prerequisite for recruitment, access to training or promotion.

5.1.3 Confidentiality

Policy Statements

The Bureau shall

- a) undertake to handle HIV/AIDS and CNCDs matters in a discreet and private manner. Where an employee with HIV/AIDS and/or CNCDs has revealed his or her status to Management, the Bureau shall keep the identity of such person confidential. However, employees will be encouraged to be open about their HIV and/or CNCDs status.
- b) ensure that confidentiality is maintained where an employee has undergone an HIV/CNCDs test and disclosure to a third person may be made upon written informed consent of the respective employee.
- c) hold liable any employee found to be in breach of confidentiality in HIV/AIDS and CNCDs matters in accordance with the Staff and Administrative Regulations.

5.2 Voluntary Counseling and Testing

Policy statement

The Bureau shall promote and facilitate access to Voluntary Counseling and Testing (VCT) for all employees, so that they may know their HIV and CNCDs status.

5.3 Awareness-raising and education

Policy Statements

The Bureau shall

- a) conduct appropriate awareness and education programmes to inform employees about HIV/AIDS and CNCDs to enable them to protect themselves and others against infection. Some of these will include the families of employees.
- b) involve employees and their representatives in the planning and implementation of awareness, education and counselling programmes on HIV/AIDS and CNCDs, especially peer educators and counsellors.
- c) periodically arrange training for key staff on HIV/AIDS and CNCDs, including directors, managers, supervisors, human resource officers, union representatives, trainers of trainers and peer educators.

5.4 Care and support for employees

5.4.1 Promotion of employees' well-being

Policy Statements

The Bureau shall

- a) treat employees who are affected by HIV/AIDS and/or CNCDs with empathy and care.
- b) provide all reasonable assistance including counselling, time off, sick leave, compassionate leave, information and any other possible assistance to employees declaring to have HIV/AIDS or any CNCD.
- c) promote and encourage informed consent for confidential voluntary counseling and testing, so that members of the Bureau become aware of their HIV/CNCDs status to enable them make informed decision.

5.4.2 Work performance and reasonable adjustment

Policy statement

The Bureau shall make reasonable work adjustment in the workplace for those who have disclosed their HIV/CNCDs status. Employees may continue to work as long as they are able to perform their duties safely and in accordance with accepted performance standards.

5.4.3 Benefits to employees with HIV/AIDS and/or CNCDs

Policy statement

The Bureau shall ensure that employees living with HIV/AIDS and/or CNCDs are treated no less favourably than employees with any other serious illness/condition in terms of statutory and other benefits, workplace compensation, where appropriate, and other available services.

5.4.4 Healthcare

Policy statements

The Bureau shall

- a) ensure that employees living with HIV/AIDS and CNCDs and their dependent children are provided with medical services which are not covered by NHIF or the central Government.
- b) ensure appropriate support and counselling services to employees living with HIV/AIDS and CNCDs who have declared their health status.

5.5 HIV and CNCDs prevention

Policy statements

The Bureau shall

- a) ensure that affordable male and female condoms and any other personal protective equipment are available to all those who need them.
- b) ensure the availability of sports, recreation and leisure facilities and time.
- c) advocate for exercise and physical activity as the low cost and universally available means of reducing the risk factors for CNCDs and improving the health of employees living with HIV/AIDS and/or CNCDs.
- d) The Bureau shall encourage safe behavior at the workplace.

5.6 HIV/AIDS, CNCDs and gender

The Bureau recognizes that women are more vulnerable to HIV infection. They may have limited control over their sexual relations, can be subjected to sexual abuse and violence, and their economic status and cultural roles often expose them to sexual manipulation and coercion.

Policy Statements

The Bureau shall

- a) help its employees to understand the gender dynamics of the HIV epidemic. To this end, the Bureau's HIV/AIDS and CNCDs training shall always include gender reflections and a particular emphasis on gender relations and gender roles as they relate to HIV/AIDS and CNCDs.
- b) ensure that HIV/AIDS and CNCDs education for employees is designed to complement and reinforce the Bureau's existing sexual harassment and gender-related policies and statements.
- c) ensure that members of staff living with HIV/AIDS have an obligation to ensure that they behave and act in such a way as to pose no threat of infection to other persons.

6 IMPLEMENTATION

The successful implementation of a workplace HIV/AIDS and CNCDs policy needs a full understanding of roles and responsibilities of each actor involved. Management has the prime responsibility especially in adopting and approving programmes.

However, the involvement of employees, especially employees' representatives, is key to creation of sense of ownership and responsibility.

6.1 HIV/AIDS and CNCDs Committee

6.1.1 The Bureau shall establish an HIV/AIDS and CNCDs Committee to coordinate and implement the HIV/AIDS and CNCDs Policy and programmes.

6.1.2 The Committee shall be composed of the following members;

- a) Director General or his/her delegated representative, as Chairperson;
- b) Director of Corporate Services as Secretary;
- c) Head of Planning Section;
- d) Chief Accountant;
- e) HIV/AIDS and CNCDs Coordinator;
- f) Representative of employees living with HIV/AIDS who has made his/her status public;
- g) Representative of employees living with CNCDs who has made his/her status public; and
- h) Trade Union representative.

NOTE — The formation of the HIV/AIDS and CNCDs Committee shall be done in a manner that does not compromise the Bureau's obligation in ensuring confidentiality as provided under **5.1.3**.

6.1.3 The committee shall prepare quarterly reports on HIV/AIDS and CNCDs matters.

6.2 Peer Educators Committee

There shall be a Peer Educators Committee, appointed by the Director General of the Bureau. The composition of the committee shall observe the following:

- a) Representation of all age groups;
- b) Representation of directorates or sections; and
- c) Gender representation.

The tenure of the members of the Peer Educators Committee shall be three years renewable once.

6.3 The Role of the Director General

The responsibilities of the Director General (DG) shall

- a) be chairperson of the HIV/AIDS and CNCDs Committee;
- b) appoint the HIV/AIDS and CNCDs Committee members;
- c) approve HIV/AIDS and CNCDs programmes; and
- d) appoint Peer Educators Committee members.

6.4 The Role of HIV/AIDS and CNCDs Committee

The role of the HIV/AIDS and CNCDs Committee shall be to

- a) formulate and recommend HIV/AIDS and CNCDs programmes;
- b) organize meetings to discuss the development of HIV/AIDS and CNCDs activities in the Bureau;
- c) prepare and recommend HIV/AIDS and CNCDs budget;
- d) coordinate education and training on HIV/AIDS and CNCDs for workers and their families;
- e) oversee and evaluate the implementation of the Bureau's strategies to fight HIV/AIDS and CNCDs;
- f) liaise with external stakeholders in the fight against HIV/AIDS and CNCDs;
- g) create awareness and advocacy on HIV/AIDS and CNCDs;
- h) develop, discuss and approve annual work programmes of interventions on workplace HIV, AIDS and CNCDs;
- i) evaluate the implementation of the annual work programme of interventions on workplace HIV/AIDS and CNCDs;
- j) build capacity for workplace peer educators;
- k) coordinate provision of workplace training and skills on HIV/AIDS and CNCDs;
- l) evaluate the prevailing workplace HIV/AIDS and CNCDs situation;
- m) receive, discuss and ratify quarterly reports of implementation of HIV/AIDS and CNCDs interventions from the HIV/AIDS and CNCDs Coordinator; and
- n) devise and look for alternative resources to complement the budget for implementation of HIV/AIDS and CNCDs workplace interventions while observing the rules of good governance.

6.5 HIV/AIDS and CNCDs Coordinator

To facilitate the implementation of this Policy, the Bureau shall appoint an HIV/AIDS and CNCDs Coordinator from the Directorate of Corporate Services.

6.6 The Role of the HIV/AIDS and CNCDs Coordinator

The role of the HIV/AIDS and CNCDs Coordinator shall be to

- a) develop a work plan in collaboration with the HIV/AIDS and CNCDs Committee;
- b) oversee and coordinate the implementation of workplace HIV/AIDS and CNCDs interventions;
- c) collect, analyze, exploit and maintain data obtained from HIV/AIDS and CNCDs workplace interventions;
- d) coordinate the preparation of workplace HIV/AIDS and CNCDs intervention reports and present them to the HIV/AIDS and CNCDs Committee;
- e) facilitate the obtainability of peer educators in collaboration with the HIV/AIDS and CNCDs Committee; and
- f) coordinate the activities of peer educators.

6.7 The Role of Peer Educators

The roles and responsibilities of peer educators shall be to

- a) organize their fellow staff into informal discussions about HIV/AIDS and CNCDs prevention in the workplace and other areas of daily interaction;
- b) clarify on methods to curb HIV transmission and development of CNCDs;
- c) lead staff discussions on attitudes, belief and actions towards people with HIV/AIDS and CNCDs;
- d) conduct discussion on possible behaviour change process and options on HIV/AIDS and CNCDs;
- e) assist other members of staff to learn how to negotiate for safer sex with their partners;
- f) promote early and proper STI treatment seeking behaviour among the peers;
- g) provide psychological support to fellow employees living with HIV/AIDS and CNCDs through counseling;
- h) use and distribute health promotional materials;
- i) promote voluntary counseling and testing to employees as a means for behavioural change;

- j) conduct monitoring and evaluation of the HIV/AIDS/STIs and CNCDs intervention programmes; and
- k) form a Peer Educators Committee which shall meet once every quarter to prepare the report of implementation of annual work plan for submission to the HIV/AIDS and CNCDs Coordinator.

6.8 The Role of Employees

Employees shall be responsible to:

- a) take measures or precautions not to infect oneself or others with HIV;
- b) take measures or precautions not to endanger other employees' health;
- c) participate fully in HIV/AIDS and CNCDs programmes;
- d) consult a peer educator or any member of HIV/AIDS and CNCDs Committee on issues regarding HIV/AIDS and CNCDs;
- e) disseminate HIV/AIDS and CNCDs information and education to their families and colleagues;
- f) fight discrimination and stigmatization;
- g) maintain workplace health by developing and sustaining healthy eating habits, doing exercises and maintaining a healthy body mass index (BMI);
- h) sensitize and participate in improving and maintaining a safe and hygienic environment;
- i) use personal protective equipment to help control HIV/AIDS and CNCDs;
- j) attend and participating in various training sessions on HIV/AIDS and CNCDs;
- k) participate in various sporting festivals and events organized by the Bureau;
- l) attend health check-ups on regular basis; and
- m) voluntary disclose their HIV/AIDS and/or CNCDs status to the Bureau.

6.9 The Role of the Employer

The Bureau shall assist its employees and their families on formal and informal prevention against HIV/AIDS and CNCDs.

In so doing, the Bureau shall:

- a) develop and implement an effective information, education and communication strategy on HIV/AIDS and CNCDS;
- b) provide information on advances in the field of home based care of people living with HIV/AIDS and CNCDS, prevention and support;
- c) provide a list of valuable resources for additional information and/or support services;
- d) encourage employees to avoid casual sexual encounters;
- e) encourage employees not to have unprotected sex except within the context of a trusted and stable relationship of uninfected partner;
- f) encourage employees to avoid use of recreational drugs or excessive alcohol which significantly reduce ability to make right decision;
- g) encourage employees to dress in accordance with the dress code;
- h) make efforts to prevent the transmission of HIV at the workplace through accidental blood contamination. The Bureau will ensure that it has adequate first-aid kits.
- i) ensure that the Bureau's staff receive advanced first-aid training once recruited as part of the orientation programme. The training will also feature preventive issues on HIV/AIDS and CNCDS.
- j) include HIV/AIDS and CNCDS in annual work programmes;
- k) training employees in protecting themselves and others against HIV/AIDS and CNCDS;
- l) devise, prepare and involve employees in sporting events on agreed days.
- m) create a friendly environment that will enable employees to have a healthy lifestyle, such as having a gym at workplace, having a staff canteen that conforms to the code of hygiene, encouraging food safety and healthy eating habits, and allocation of time and place for food service;
- n) involve various stakeholders to ensure the availability of facilities for examination of employees' health including testing facilities for blood pressure, diabetes, weight and height.
- o) submit quarterly progress reports of implementation of HIV/AIDS and CNCDS interventions to the Permanent Secretary of the Ministry of Industry, Trade and Investment;
- p) facilitate the availability of voluntary counseling and testing for HIV/AIDS and CNCDS;

- q) oversee the establishment of peer education activities;
- r) build the capacity of the HIV/AIDS and CNCDs Committee;
- s) facilitate issuance of education and training;
- t) ensure availability and distribution of personal protective equipment;
- u) monitor and evaluate the implementation of workplace HIV/AIDS and CNCDs interventions; and
- v) allocate budget for implementation of HIV/AIDS and CNCDs programmes.

7 VOLUNTARY COUNSELLING AND TESTING (VCT)

7.1 The Bureau will use suitable clinics to facilitate voluntary counselling and testing (VCT) with pre and post counselling and assured confidentiality to all employees and their families.

7.2 The Bureau's staff will not be informed of names of employees or their family members opting for VCT by appointed centres/clinics. Provision of names will be done after written approval from the employee by his/her own will.

7.3 Neither employee nor his/her family will be coerced or manipulated into having counselling and testing for HIV and CNCDs.

7.4 Employees are encouraged to inform any member of the HIV/AIDS and CNCDs Committee regarding their state of health, but only after an informed, written consent, and with no compulsion.

7.5 The Bureau shall provide continued counselling and support care for employees and their families.

8 WORK ADJUSTMENT FOR HIV POSITIVE EMPLOYEES

In the case of an employee testing positive for HIV/CNCDs and declaring with written consent, Management will make consideration for reasonable work adjustment, especially at an advanced stage of the diseases. This may include the following:

- a) Flexible working hours;
- b) Part time working schedules;

- c) Approval of leave of absence for medical or personal reasons;
- d) Light duty assignment;
- e) Arrangement for work at home if feasible;
- f) Modification to equipment or facilities;
- g) Job restructuring;
- h) Voluntary transfer or reassignment;
- i) Referral for a job related physical examination paid by the organization to evaluate fitness to work;

Notwithstanding the provision on confidentiality, a supervisor may be told of an individual's medical condition and reasonable work adjustment in order to effectively direct his/her work activities.

9 MONITORING AND REVIEW

In view of the continuing spread of HIV and the increasing prevalence of CNCDs at the work place, and the potential for change in control strategies, this Policy will be reviewed and revised once every five years and when need arises. The reviews will aim at improving the policy.

To assure consistent implementation and administration of this Policy, and to reinforce desired worker's behaviour, Management will always communicate its support of this Policy in simple, clear, and unambiguous terms to all staff.

This Policy will be accessible by staff members.

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