Guidelines for the development of a workplace policy on HIV/AIDS

1. First steps
   - Obtain the approval and support of the executive.
   - Appoint a planning group (respecting the diversity already existing at the workplace and, wherever possible, including representatives of the board, management, staff, unions and personnel department).

2. Collecting information
   - Collect all existing knowledge about HIV/AIDS at the workplace in general, and in the planning group specifically; consult specialists in the field of information and consciousness raising in order to increase awareness of the problem.
   - Collect knowledge about relevant legislation.
   - Check internal and external workplace regulations (on HIV/AIDS) especially scrutinising whether these are consistent with other corporate regulations.
   - Scrutinise existing employment contracts.
   - Ascertain staff needs (with anonymous surveys).

3. Clarifying fundamental questions
   - Should an HIV-specific or a general set of regulations for serious illnesses and/or any other discriminating factors (e.g. sexual orientation) be drawn up?
   - Who is responsible for the implementation and enforcement of such regulations?
   - Which regulations are necessary to ensure that the consistency with the Collective Employment Agreement and other contractual agreements is guaranteed?
   - To what extent will key regulations be reflected in the given Collective Employment Agreement?
   - How will the regulations be monitored, assessed and reviewed?
4. Drawing up an HIV workplace policy

Formulating regulations on HIV/AIDS at the workplace:

- Part 1. General statement about the aims and objectives of the policy.
- Part 2. General principles as the basis for other provisions (equal opportunities for all, combating discrimination, no HIV-test enforcement, safe working environment for all).
- Part 3. Implementation and monitoring (protection of rights for staff members with HIV/AIDS [data protection, confidentiality of information] code of conduct as regards interaction with HIV-positive people, regulations in respect to handling complaints and disciplinary measures etc.).
- Part 4. Drawing up measures to be taken in regard to prevention, training and further education, care and support.

5. Formal adoption of an HIV workplace policy

- Completion and revision of the draft proposal.
- Adoption of the final draft by the planning committee.
- Reaching agreement and gaining the support of the executive body.
- Getting the agreement and support of all staff members.

6. Implementation of an HIV workplace policy

- Relay appropriate messages; top-down implementation from management to staff.
- More extensive communication:
  > for executives to make their responsibility clear on implementation
  > for employee representatives
  > for all staff members.
- Implementation of policy.
- Make sure everyone knows about the policy and is familiar with it.
- Appoint a coordinator or/and contact person for issues of relevance to HIV/AIDS.
- Monitor and revise the policy regularly.