



Knight Signs (Pty) Ltd

Company Registration No.: 92/02590/07

PO Box 1542
Fontainebleau
2032

Unit 49
APD Industrial Park
Elsecar Road, Kya Sand

Tel: (011) 708 4892
Fax : (011) 708 4893
knightsigns@mweb.co.za
www.knightsigns.co.za

AIDS Policy Summary

Statement of intent

- To create a non-discriminatory working environment for people living with HIV/AIDS
- To allow HIV infected employees to continue working under normal conditions in their current employment for as long as they are medically fit to do so and for as long as work demands and conditions permit.
- To eliminate unfair discrimination in the workplace based on HIV status.
- Continue to explore ways of assisting in the management HIV in the workplace.

The company believes in the following:

- That HIV/AIDS is a disease, which shows no racial or class barriers.
- That HIV/AIDS can, as conveyed by prevailing medical opinion, only be transmitted through the exchange of body fluids, mainly blood and sexual fluid, in the following ways:
 - Having unprotected sex (i.e. having sex without a condom).
 - Coming into contact with infected blood (e.g. drug users sharing needles).
 - From an infected mother to her unborn child during pregnancy, birth or from breast-feeding.
 - That, according to medical opinion, the HIV/AIDS virus cannot be transmitted in ordinary working or social contact like shaking hands, sharing cups, glasses or crockery, hugging or kissing, using a toilet seat, washing facilities, exchanging money, coughing or sneezing, breathing, receiving mosquito or insect bites.
- That education is the most effective way of preventing the spread of HIV/AIDS as well as managing it in the workplace.
- That testing for HIV/AIDS will only be conducted on a voluntary basis, in absolute confidentiality of personal information including medical information about HIV/AIDS.
- In allowing HIV infected employees to continue working in their current employment for so long as work demands and conditions permit.
- In assisting employees that may be at risk of contracting the disease or have been infected, when requested, by endeavoring to identify available counseling facilities.

Non-Discrimination

- Employees living with HIV/AIDS should be treated equally to all other employees.
- In the event of an employee feeling aggrieved in terms of any employment practices, he / she may institute a grievance, by as provided in the company's grievance procedure.

Employees identified as HIV-AIDS Positive

- Employees who are aware that they are HIV/AIDS positive can elect to inform the company of their HIV/AIDS status. Unless there are special circumstances either in the employee's own interest or in the interest of fellow employees, the diagnosis of HIV/AIDS is confidential.
- As long as infected employees are able to meet acceptable standards of work performance and work attendance and given that the medical opinion indicates that their condition is not a threat to others, their treatment should be sensitive and consistent with treatment of other employees. The company has an obligation to provide a safe working environment for all employees and customers. Thus, precautions should be taken to ensure that an employee's condition does not present a health and/or safety hazard to other employees or customers.

Confidentiality

- All persons living with HIV/AIDS have the constitutionally entrenched right to privacy. An employee is therefore not legally required to disclose his/her HIV/AIDS status to the employer or other employees. Where an employee chooses to voluntarily disclose his/her HIV/AIDS status to the employer, this information may not be disclosed to others without the infected employee's express consent.

Counseling

- The company will assist in identifying available counseling facilities for employees who wish to make use of them.

Colleagues of Employees identified as HIV-AIDS Positive

- According to prevailing medical opinion, it is impossible for colleagues of an HIV/AIDS positive employee to become infected through normal contact at the workplace - for example, sharing offices, casual kissing or sharing utensils. Educational programmes in the workplace informing employees of the facts of HIV/AIDS should encourage appropriate attitudes in this regard. Unless the infected employee is acting in a reckless manner, it is unacceptable that colleagues refuse to work with him/her.
- Should an employee, after reassurance and with all reasonable appropriate safety and health precautions being taken, remain unwilling to work with the HIV employee, he/she will be warned that

Incapacity

- When due to medical reasons an employee can no longer continue with his/her normal duties. Efforts will be made to offer suitable alternative employment should any be available (reasonable accommodation). When the employee becomes too ill to perform his/her duties, standard procedure for termination of employment due to incapacity will apply without discrimination.

Education

- The company commits itself to the principle that education of employees as regards HIV/AIDS is the most effective way of preventing the spread of the disease as well as managing HIV/AIDS in the workplace. The objectives of education are the following:
 - To create awareness on HIV/AIDS.
 - To prevent stigma against those infected.
 - To promote safe sex through condom distribution.
- The company also commits itself to the principle of education of management in complying with this policy.

Benefits

- Medical Aid: Medical benefits shall apply to medical aid members as per the Medical Aid rules.
- Retirement Fund and Provident Fund: Not provided by the Company

Guidelines for Managers

- Knight Signs recognizes that employees with HIV/AIDS may wish to engage in as many of their normal activities as their condition allows, including work. While these employees are able to meet accepted performance standards, management needs to be sensitive to their condition and treat them as they would any other employee.
- An employee's health condition is personal and confidential and therefore should be reasonably protected.
- An employee who believes that he / she or other employees needs information or guidance on managing a situation that involves an employee with HIV/AIDS may contact the Managing Director.
- Be sensitive and responsive to colleagues concerns.
- No special consideration should be given beyond normal transfer requests for employees who feel threatened by a colleague's life threatening disease; it is essential that such employees be exposed to education and counseling in an attempt to change their attitude where necessary.
- Employees should be encouraged to seek assistance from established community support groups for medical treatment and counseling.