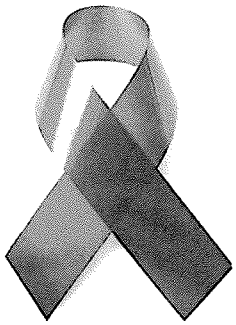
MULUNGUSHI UNIVERSITY

HIV/AIDS WORK PLACE POLICY



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HIV/AIDS Work Place Policy
Mulungushi University
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FOREWORD

The Human Immunodeficiency Virus (HIV), the virus that causes acquired immune deficiency syndrome (AIDS), has been with us for some decades now in Zambia. This virus has been affecting a wide spectrum of our population, with the youthful and middle aged populations being the most affected. These population categories contribute the largest proportion of people acquiring skills and competencies in higher education institutions and those in the productive sectors who would contribute to the development of the economy. The loss of the human resource required for economic development attributed to HIV presents a serious setback to developmental efforts of this country.

The Zambian Government has developed the overall policy framework for employees in various sectors of the economy and institutions of learning. This policy framework serves as a guide for respective institutions to develop their own work place policies. Mulungushi University, as an institution of higher education, has both categories of the population that is either seriously affected or infected by the HIV virus. Thus, to provide a conducive work and learning environment, the University made a decision to develop its own HIV/AIDS work place policy. This is in line with MU's new culture of excellence in a RARE (Responsible, Accountable, Relevant and Ethical) way.

The HIV/AIDS work place policy was developed through the participation of both workers and students and in consultations with other institutions that had their policies already in place, such as the Copperbelt University and the University of Zambia. Thus, it is hoped that the work place policy will provide guidance on how the institution will deal with matters related to HIV/AIDS in a RARE way for the benefit of the student population and workers, and contribute towards national, regional and global fight against the HIV/AIDS pandemic. Information sharing in the University will be encouraged at all levels to empower both workers and students.

With increased knowledge about HIV/AIDS, the University Management will provide guidance on the revision of the policy from time to time to keep pace with current situations. The University management will also ensure that a Committee on HIV/AIDS work place policy is in place all the time to provide guidance on implementation. Thus, students and workers alike are encouraged to make use of this policy to guide their various HIV/AIDS related activities in the institution and to ensure success in their various endeavors in the University.

Professor Hellicy C. Ng'ambi, PhD
VICE CHANCELOR, MULUNGUSHI UNIVERSITY

ACKNOWLEDGEMENTS

On behalf of Mulungushi University Council, Management, staff and students, I would like to thank all individuals and organizations that contributed ideas, time and support at the different stages of this work place policy development process.

Production of this document was a collective effort of workers, students and management of the University through the HIV/AIDS Work Place Policy Formulation Committee which was chaired by Prof. Anne L. Sikwibele. The other Committee members were: Mr. Edward M. Syampaku, Mr. Adrian Phiri, Ms Leaner S. Mudenda, Dr Pandey Z. Syachaba, Mrs. Gertrude Kayombo, Mr. Taitone Chipulu, Mr. Allan Kasongo, Ms Deophister Mwansa, Mr. Justine Mfula, Mrs. Brenda M. Misenso, Mr. Chama Musonda, Ms Mujinga Mwondela and Mrs. Chibwe K. Malama, (late). The process of policy development revealed commitment and unity of purpose in the institution towards the fight against HIV/AIDS epidemic. The Committee ensured a broad consultation process at all stages, which gave the needed ingredients for the policy. We congratulate the team for a job well done!

Moreover, the role and value of conducting a learning workshop for the Policy Formulation Committee by the Copperbelt University cannot be overemphasized. It showed how sister institutions need to join hands in the effort to reduce the further spread of the pandemic. It is sincerely hoped that this policy will provide guidance in steering the institution's success in this noble struggle.

I also wish to acknowledge the contributions of staff and students who responded to the questionnaires and those who voluntarily gave advice to the HIV/AIDS Workplace Formulation Committee as well as those who read through and gave comments, suggestions and corrections on the draft work place policy. Your participation and input was worth it. Together we can stop the spread of HIV and AIDS!

Finally, our sincere gratitude go to the Association of African Universities (AAU) for their timely collaboration and financial support that facilitated the printing of the policy document.

Dr. Judith C. N. Lungu
Deputy Vice Chancellor

LIST OF ABBREVIATIONS AND ACRONYMS

AIDS	-	Acquired Immune Deficiency Syndrome
ART	-	Anti-retroviral Therapy
CBO	-	Community Based Organization
FBO	-	Faith Based Organization
HIV	-	Human Immunodeficiency Virus
IEC	-	Information, Education and Communication
MC	-	Male Circumcision
MU	-	Mulungushi University
NAC	-	National AIDS Council
NGO	-	Non-Government Organization
OIs	-	Opportunistic Infections
PLWHA	-	People Living with HIV and AIDS
PMTC	-	Prevention of Mother to Child Transmission
PPPs	-	Private Public Partnerships
STIs	-	Sexually Transmitted Infections
TB	-	Tuberculosis
VCT	-	Voluntary Counseling and Testing
WLWHA	-	Workers living with HIV and AIDS

WORKING DEFINITIONS

- **Policy:** statement of guidelines that provides direction for decision making and action.
- **Workplace HIV/AIDS policy:** democratically developed declaration of intent of how an organization plans to take care of all aspects of their existence that may be directly or indirectly affected by HIV/AIDS.
- **Workplace:** occupational setting where employees spend their time for employment.
- **Employees:** in an organization they include administration, workers, support staff & managers.
- **Pandemic:** public health infectious emergency.
- **Stigma:** Feelings of disgrace, shame, dishonor.
- **Peer educator:** a person trained with Knowledge and skills to support others of same rank.

1.0 INTRODUCTION

1.1 Background

Mulungushi University (MU) was established in 2008 as Zambia's third public university. It comprises of two campuses: The main campus called the Great North Road Campus (GNR) is located at the boundary of Kapiri Mposhi District and Kabwe on the banks of Mulungushi River some 26 kilometers North of Kabwe town along the Great North Road. The other campus is called the Kabwe Town Campus (KTC) and is located in the Kabwe Municipality at the offices of former Zambia Railways Training School along Mubanga Road, 400 metres off Munkoyo Street. Mulungushi University was established through the University Act of Parliament Number 11 of 1999 in 2008. Although it is a public University, MU was set up to operate on a new policy principle of self- financing and Public Private Partnerships (PPPs), in the management of higher education in Zambia. The mandate of MU is to offer academic, professional and other programmes in order to increase access to quality higher education for the Zambian public. Given the operational philosophy, the PPP concept is also applicable in the implementation of HIV and AIDS programmes at the institution.

Over the past two decades, the scourge of HIV/AIDS has severely negatively impacted the Zambian work force and intellectual community. Whereas there is no documentation on HIV/AIDS infections, morbidity and mortality of the former National College for Management and Development Studies, its effects cannot be taken lightly. HIV/AIDS has no doubt taken intelligent students who would have provided future leadership in to the country. As an institution of learning hosting a broad range of students and workers on short or long term engagement, MU sees itself at great risk of HIV/AIDS pandemic. It desires that its employees render a long and productive service, and that its students not only complete their study programmes, but that they also become productive members of society.

To assist the employees and students to stay AIDS free, MU management has put into place appropriate interventions for infected and affected employees and students. Some of the intervention is the provision of information on prevention, care and support, and Voluntary Counseling and Testing (VCT). Furthermore, MU desires to eliminate discrimination and stigma of its HIV positive staff and students.

1.2 Aim

The aim of the MU workplace policy is to improve the quality of life of its employees and students by facilitating the provision of guidelines for the implementation, monitoring and evaluation of the various HIV and AIDS interventions by staff and students.

1.3 Vision

The Vision of MU is to create an HIV/AIDS free workplace where the rights, privileges and dignity of people living with HIV and AIDS are recognized and respected through policy provisions.

1.4 Goal

The goal of the MU work place policy is to reduce the effects of HIV and AIDS on its staff, students and their families and the surrounding communities by facilitating access to information, treatment, care and other needed support services.

1.5 Purpose

The purpose of the MU work place policy is to provide guidance to the university in relation to its various responses and interventions to HIV and AIDS in the workplace.

1.6 Scope

This MU work place policy applies to employees and their families, and students of the institution.

2.0 HIV/AIDS POLICY STATEMENT

2.1 Guiding Principles and Standards

The University Management recognizes the potential impact HIV/AIDS can have on students, employees, and family members of employees, and ultimately, on the operations of the institution and image, both in the immediate and long term.

Due to the above realization, MU is taking steps to:

(a) Protect the rights of workers and students either infected or affected by the HIV/AIDS pandemic;

(b) Ensure a long and productive service of all employees irrespective of HIV/AIDS status;

(c) Guarantee a complete career pursuit by students irrespective of HIV/AIDS status;

(d) Ensure appropriate interventions are provided to the infected or affected students, employees, or family members;

(e) Facilitate reduction of risks of contracting the HIV /AIDS within the MU environment; and

(f) Ensure free flow of HIV/AIDS information on both campuses to assist employees and Students manage their lives positively in the University.

3.0 POLICY CONTEXT AND RATIONALE

3.1 Policy Context

(a) Mulungushi University is a growing University. It has a labour force of approximately 228 staff , of whom 164 are men and 64 are women. The student enrollment for full- time in 2013 stood at about 1500, and the distance learning student of about 2300. According to the Strategic Plan for 2009-2013, the student population is expected to grow to 10,000 by 2018. The surrounding communities benefiting from business dealings with MU employees and students are also expected to grow. MU is surrounded by communities such as Chibende/Mwilaba, Muteteshi, Amadeus Farm, Kasonde and Suntile, Chuba and Musweu, Poho and King George. The estimated population in and around MU is about 3,000 people with a large number of teachers and pupils of Muteteshi Basic School. In addition to this, MU is expected to be a centre for community interaction through short courses, evening classes, seminars and the hospitality business of the Commercial Department which is being accessed by Government line Ministries, Non Governmental Organizations (NGOs), Faith Based Organizations (FBO), and Community Based Organizations (CBOs). . With such a large surrounding population, MU is expected to be a high risk area for the spread of HIV/ AIDS through student to student relationships, student to employee relationships, student to visitor relationships, employee to employee relationships, employee to visitor relationships, employee to community relationships, and student to community relationships and MU community to external and international community.

3.2 *Policy Rationale*:??????

(a) Recognizing the seriousness for HIV/AIDS and its devastating effect on health, society, the economy, communities and individuals and realizing that MU lacks a coherent institutional policy on HIV/AIDS;

(b) Acknowledging that the most affected members of the population are aged from 15 to 50 years who form a high proportion of its workforce and clientele;

(c) Recognizing that HIV/AIDS is at present incurable;

(d) Realizing that the loss of any member of its population results in the depletion of the human resource base and clientele which leads to a subsequent decline in productivity and institutional income;

(e) Noting that the HIV infection per se does not affect a member's ability to perform the functions for which he or she is employed;

(f) Acknowledging that AIDS is a chronic life threatening illness which should be Treated all relevant respects like any other life threatening condition;

(g) Recognizing that HIV/AIDS, like any other sexually transmitted disease, cannot be considered a self-inflicted illness;

4.4 *Literature Consulted:*

The HIV/AIDS Work Place Policy Formulation Committee consulted HIV/AIDS policies from several organizations such as the Copperbelt University, University of Zambia, Ministry of Health, Ministry of Education, University of Botswana, National College for Management and Development Studies, the Zambia Insurance Business College Trust, and National Vocational Rehabilitation Centre and the National AIDS Council (NAC).

5.0 POLICY OBJECTIVES

5.1 *General Objective:*

The general objective of the HIV/AIDS policy is to have a University community of workers and students with limited HIV rates among themselves and the community they interact with, and have students who can have a successful academic programme and employees with long and successful service tenure. This is also a contribution to the global efforts to mitigate against the further spread of the pandemic.

5.2 *Specific Objectives*

The specific objectives of the MU HIV/AIDS work place policy are to:

a) Eliminate any form of discrimination on basis of HIV status in relation to education and position;
b) Provide for care and support for the infected and affected members;
c) Work towards attaining an HIV/AIDS free environment;
d) Assure positive living for HIV positive people;
e) Allow for freedom of expression and association irrespective of HIV status;
f) Reject and eliminate stigmatization of the HIV positive people;
g) Promote openness of HIV status and free interaction among members;
h) Generate additional knowledge on HIV/AIDS through research and dissemination;
i) Provide guidance on dealing with and handling people with HIV/AIDS;
j) Promote HIV/AIDS awareness among workers, students and communities;
k) Improve the living conditions of the community residents by engaging them HIV/AIDS and poverty reduction programmes;
l) Promote self-empowerment in the acquisition of resources required to mitigate against HIV/AIDS pandemic;
m) Establish linkages and networking for Voluntary Counseling and Testing (VCT), treatment, care and support services for infected and affected students, staff and their families; and
n) Provide guidance to the University management, Deans, Directors, Managers and Heads of Units.

6.0 POLICY IMPLEMENTATION PRINCIPLES

6.1 Guiding Principles and Standards

MU is committed to promoting the health of its employees and their families, and clientele by putting in place measures intended to prevent and reduce the occurrence of the HIV/ AIDS within the Institution. The principles are in line with key international standards, human rights standards in the Constitution of Zambia, and the National AIDS Council Strategic Framework. These include:

6.2 Enrolment, Employment and Promotion

All persons at MU are entitled to fair labour practices pertaining to recruitment, employment, training and promotion and benefits regardless of HIV status. Therefore:

(a) No prospective student or member of staff shall be required to have an HIV test prior to admission, appointment, or during the period of learning or appointment.
(b) No student or staff member shall be required to undergo an HIV test as a condition of admission, or employment; nor shall an HIV status influence consideration for retention, confirmation or future promotion or provision of further training.
(c) Students and staff members with HIV shall not be treated differently from other students and staff with other life threatening illnesses.
(d) A student or staff member shall not be dismissed, retrenched or denied a place or job on the basis of HIV status.
(e) MU shall ensure that students, staff and families are not subjected to mandatory HIV testing.

6.3 Stigma and Discrimination

MU recognizes that stigma and discrimination have a negative impact on prevention, care, treatment and support of infected and affected persons. Therefore:

(a) All staff and students will be expected to respect the rights of other staff and students at all times.
(b) No stigmatization and discrimination of any forms will be tolerated.
(c) Employees and students with HIV/AIDS shall not be discriminated against and shall be treated the same as any other employees with life threatening illnesses.
(d) MU shall provide adequate Information, Education and Communication (IEC) resources to counter all forms of stigma and discrimination.

6.4 VCT and Confidentiality

(a) No applicant will be required to have an HIV test in order to be considered for student enrolment, employment or promotion.
(b) No student or staff member is obliged to reveal his/her HIV or AIDS status unless he/she works in an environment where his/her illness may create a risk either to himself/herself or to other members of the University or the public.

6.8 Sexual Harassment and HIV

(a) MU acknowledges the negative impact and risks to infection due to sexual harassment particularly the vulnerability imposed by this on women and girls due to patriarchy and social cultural norms.

(b) MU shall educate students and staff on sexual harassment and shall formulate a sexual harassment policy and code of conduct and shall refer affected staff and students to sister organizations for further assistance if MU procedures are unable to resolve the issues.

6.9 Public Private Partnerships (PPPs)

(a) MU shall build a strong HIV and AIDS prevention, care and support programme supported by partnerships with other organizations, both private and public.

(b) MU shall promote partnerships with international organization, Government Ministries, NGOs, FBOs, CBOs and PLW A and other higher education institutions to provide support and networks in the implementation of its HIV/AIDS activities.

7.0 SUPPORT PROGRAMMES

7.1 Awareness and Sensitization:

(a) All staff and students shall have access to HIV/AIDS education and to information about HIV/AIDS related issues. This will enable them form a clear understanding of the potential impact of HIV/AIDS on their own professional lives and on the institution. For academic staff, the information would embrace reflection on what should be included in the curriculum (vis-a-vis HIV/AIDS education) and on the effect HIV/AIDS will have on the students' ability to study and be productive members of society.

(b) Awareness and sensitization programmes shall be promoted and encouraged, for both staff and students to access the vital HIV/AIDS information.

(c) Such education and information should, in the long term, have a positive influence on several attitudes and on the development of appropriate information strategies.

(d) MU shall undertake educational campaign on HIV for staff and students through seminars, workshops, open public talks or lectures, social games, posters, wearing attires with HIV/A IDS sensitization messages.

7.2 Voluntary Counseling and Testing (VCT):

(a) MU shall encourage all its employees and their families, and students to access Voluntary Counseling and Testing (VCT) at a centre of their choice. The ideal situation is to have the services available on campus.

(b) All staff and students shall be encouraged to access counseling and support provided by MU or partners free of charge.

7.3 Self Empowerment:

Members of MU shall be guaranteed with individual and collective self empowerment for the management of HIV/AIDS through:

(a) Provision of free readily available condoms for both males and females to all staff and students in easily accessible locations;
(b) Formation of Peer groups for sharing ideas, information and assistance; and
(c) Provision of life skills training for different MU groups.
(d) Provision of HIV/AIDS reading material in collaboration with other organisations working wit HIV/AIDS programmes for easy access by all staff and students.

8.0 ROLES AND RESPONSIBILITIES

8.1 Mulungushi University Council:

The MU Council shall:

(a) Ensure that the policy is in place and updated from time to time;
(b) Provide needed support to management to be able to implement the policy.

8.2 Mulungushi University Management:

The MU management shall:

(a) Ensure that planned activities of the policy are approved and implemented;
(b) Provide RARE (Responsible, Accountable, Relevant and Ethical) leadership in the fight against HIV/AIDS;
(c) Provide a supporting and conducive environment for fighting the pandemic;
(d) Coordinate activities of students and workers;
(e) Help in sourcing for funding for HIV/AIDS activities;
(f) Coordinate a working relationship with other HIV/AIDS support groups;
(g) Handle matters of HIV/AIDS related problems brought to their attention;
(h) Secure financial commitments from Government and other support institutions including Public Private Partnerships, for implementing the HIV/AIDS policy;
(i) Ensure that there is an HIV/AIDS work place policy implementation Committee from time to time.

8.3 Mulungushi University HIV/AIDS Workplace Policy Committee

The committee shall:

a) Co-ordinate programmes and activities related to HIV/AIDS;
b) Liaise with other organizations working with HIV/AIDS programmes such as National AIDS Council (NAC), National AIDS/STD/TB and Leprosy Programme, like minded NGOs, universities, churches and other stakeholders for sharing up to date information and materials on HIV/AIDS;

c) Ensure that HIV/AIDS programmes at the place of work are consistent with the generally accepted standards of information, education and communication strategies for a conducive work environment;
d) Initiate and coordinate educational programmes to promote safer sex practices in all workplaces in the appropriate language;
e) Carry out programmes of social sourcing of male and female condoms, and ensure that they are readily available and accessible at MU to employees and students;
f) Ensure that students and employees have access to counseling facilities for HIV / AIDS;
g) Ensure that social security options are known so that employees can n long term financial plans for themselves, their families and dependant
h) Receive any complaints and suggestions on management of HIV/AIDS programmes;
i) Evaluate and review periodically HIV/AIDS information, education and communication activities;
j) Liaise with MU Management on HIV/AIDS programmes and activities.
k) Undertake systematic monitoring and reporting on activities.

8.4 Mulungushi University Students and Staff:

Students and staff of MU shall:
a) Participate in planned programmes and events;
b) Participate in peer education and other responsibilities;
c) Encourage a stigma free and supportive community;
d) Undertake fundraising and other resource mobilization activities to support policy implementation ;
e) Endeavor to promote faithfulness to one sexual partner;
f) Undertake to promote abstinence among unmarried youth;
g) Educate each other on the need for correct and consistent use of condoms as prevention measure;
h) Network with others to educate and encourage male Circumcision (MC);
i) Undertake sensitization regarding the prevention of Mother to Child Transmission (PMCT).

9.0 IMPLEMENTATION, MONITORING, EVALUATION AND POLICY REVIEW

9.1 Implementation, Monitoring and Evaluation:

Monitoring and evaluation is important for collection of information to assess the extent to which the policy is achieving the set objectives. However participatory evaluation should be employed.

a) MU Management (through the appointed HIV/AIDS Committee shall ensure timely implementation, monitoring and evaluation of HIV/AIDS activates.

b) The policy shall be implemented, monitored and evaluated according to agreed indicators as provided by the National AIDS Council and work plan contained in the implementation framework.

c)

d) MU management (through the appointed Committee) shall arrange to train a core group in Monitoring and evaluation Systems.

9.2 Policy Review

a) A work policy review process shall be arranged by the University Management every three to four years or as necessary depending on changes occurring in the nation and within the Institution in relation to the epidemic.

b) Policy review can also be guided by what obtains at national level as recommended by National AIDS Council and approved by Monitoring and Evaluation Frameworks.

10.0 CONCLUSION

The HI/AIDS Work Place Policy is a document that provides MU with Guidelines on the aim, Vision, goal, purpose, scope, rational, implementation, monitoring and evaluation process and other key aspects in implementing HIV/AIDS programmes in the work place. It is a very important document in ensuring ownership of HIV activities and in accomplishing the goals and objectives that have been agreed upon.

This work place policy development has demonstrated commitment on the part of management, staff and students of Mulungushi University to make the institution an HIV/AIDS free environment. Sensitization on issues of prevention, counseling, testing, and knowledge of one's status are helpful in reducing the risk of infection while care, support and partnerships do help improve quality of life.

Guidelines on the implementation of the workplace policy have been provided and it is clear that it requires a lot of partnerships, and commitment from all stakeholders. It is also evident that the utilization of existing structures for coordination purposes will help maximize efficiency and benefits. It is therefore up to the management, the HIV Committees and all the workers and students to ensure that there is continued commitment to the cause of reducing the further spread of HIV and mobilizing resources for the activities. It is further critical in this process to ensure that there is continued political will to sustain ownership of the work place policy. Needless to say that there is also need for RARE leadership and in the utilization of resources for HIV interventions. To this effect, there is need to put in place strategies for sustainability of the programmes being implemented.

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HIV/ AIDS WORKPLACE POLICY FORMULATION COMMITTEE MEMBERS AND THEIR DEPARTMENTS

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