

**HIV/AIDS EDUCATION AND LIFESKILLS TRAINING –
A NEED IN THE CORPORATE WORLD/WORKPLACE
IN THE WCP STUDY PROJECT**

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Declaration

I, the undersigned, hereby declare that the work contained in this assignment is my own original work and that I have not previously in its entirety or in part submitted it at any university for a degree.

Signature:

Date:

Summary

HIV/AIDS has been seen as a thorn in the Corporate World's flesh. It is destroying the workforce like a swarm of locust on a wheat field. The Government Departmental Sectors are no exceptions. This paper has been written after a through project that was undertaken at the Department of Transport and Public Works in Cape Town. It was found that there is a great need for HIV/AIDS Education and Life skills Training amongst all Government Departments. The objectives of the researcher were also based on the ILO's document and our South African Labour Law. The employees at 7 (Seven) District Offices were educated and workshopped on HIV/AIDS Education. It was impossible to have all three Employee Assistant Programmes conducted within 7 (Seven) months of the project. The programmes for HIV/AIDS Education and Training entailed Pre-Awareness, Awareness and Post-Awareness. Only the Pre-Awareness programme was completed with a bit of Awareness was covered. In the workplace situation, time means money and it seems as if less time is allocated to the health part of the employees. Common and better methods in facilitating for HIV/AIDS Education and Trainings were by "Cascade Model, On-Job-Training (OJT) or Front Line Training (FLT) and Workshop Sessions" seem to be more appropriate, yielding better communication skills between the employees and employers.

A simple questionnaire was constructed on the basis that the sample group was workshopped. The response was great and constructive comments were received from the employees, for example a question was "Do you find it good to celebrate the 09th - 15th February: Condom Week; 16th May: International AIDS Candle Memorial Day and 01st December: World AIDS Day"? Answer: *YES - It creates awareness and unites people for the same course.* It became interesting to the researcher in noticing how HIV/AIDS Education and Life Skills Training(HAELST) is very much needed in both Corporate/Private Sectors and Government Departments.

In conclusion, recommendations are suggested to all Government Departmental and Private Sectors in HIV/AIDS Education and Training. The ball remains in the Corporate World to apply them as a tool to avoid losing well qualified and skilful employees because of HIV/AIDS.

Opsomming

Die doel van hierdie navorsing was om die noodsaaklikheid van opleiding aan regeringsinstansies in MIV/Vigs en lewensvaardighede te beklemtoon. Die studie het op die Departement van Vervoer en Openbare Sake gefokus. Werknemers van 7 distrikskantore het werksinkels in die verband bygewoon. Die werksinkels het hoofsaaklik op voor-bewustheid, bewustheid en na-bewustheid van MIV/Vigs gefokus. Die data is deur middel van 'n vraelys ingesamel wat die proefpersone na afloop van die werksinkel voltooi het.

Dit is bevind dat daar 'n geweldige behoefte vir MIV/Vigs en lewensvaardigheid opleiding by privaat- sowel as regeringsinstansies is. Die aanbeveling is dat die instansies hul werknemers in die verband moet oplei op te verhoed dat hul gekwalifiseerde en vaardige werknemers as gevolg van MIV/Vigs verloor.

1. INTRODUCTION

The International Labour Organization (ILO) Code of Practice's objectives are based on its guidelines as concern on All Employees' health. Those are to address the HIV/AIDS epidemic in the world of work and within the framework of the promotion of decent work. The four guidelines cover the following key areas of action:

- prevention of HIV/AIDS;
- management and mitigation of the impact of HIV/AIDS on the world of work;
- care and support of workers infected and affected by HIV/AIDS;
- Elimination of stigma and discrimination on the basis of real or perceived HIV status (Somavia 2001:1-4).

In our country South Africa we are no exceptions since the above applies and we are one of the highest number of HIV/AIDS infected population. The researcher being well qualified and educated both in Education and HIV/AIDS Management in the Workplace, capacity building was done practically by work shopping the Senior Managers, Managers, Shop stewards and all employees. This was done using the code in the Government Departmental Sectors for the following reasons:

- In promoting processes of dialogue, consultation, negotiations and all forms of cooperation between the government, employers, workers and their representatives, occupational health personnel, specialists in HIV/AIDS issues and all relevant stakeholders;
- By giving effect to its consultation with the social partners; in national laws, policies and programmes of action, in workplace agreements and its policies and plans of action.

South African Labour Law on HIV/AIDS HIV/AIDS in the Cooperate World Productivity depending on Health for all. Why Education and Training on Life skills to the all employees? In our Government Policy on Economic Transformation, "On Health for all" under HIV and AIDS, there are six points that governs the workplace

in connection with the health of its employees. According to Jabu Moleketi, reporting back on behalf of the Economic Transformation Commission, on the Draft Resolution on ECONOMIC TRANSFORMATION on HIV/AIDS that the impact of HIV/AIDS on the economy in order to strengthen appropriate measures designed to counteract such impact (pp.22-26). This was said during the ANC's 50th National Conference in Mafikeng (1997) passed this from their Policy Framework.

2. RESEARCH OBJECTIVES

The Corporate World (CW) or Workplace Environment (WE) rely on employees who are healthy for their output or productivity, which brings in wealth into their pockets. The HIV/AIDS Education, Life skills and Training (HAELST) needs to be applied to all Corporate Worlds if the employers are serious about their employees' health condition. The role of different employers is to manage their employees' health for the sake of high productivity. This is a cause for concern.

Although our employees experience this catastrophic twin's situation of HIV/AIDS and poverty, there seems a lot to be done. All people in the different Governmental Departments are being seen having continues sick leaves, more absenteeism and finally being retrenched. At the same vein, South Africa is seen as having the highest number of HIV/AIDS infected population. In the South African Labour Law on HIV/AIDS is also considered as a menace in the Cooperate World. It is the employees to be educated on the dangers of the pandemic and trained on how best to remain HIV negative. This involves HIV/AIDS Education and life skills. Why Education and Training to the employees in all Government Departments?

In our Government Policy on Economic Transformation, "On Health for all" under HIV and AIDS, there are six points that governs the workplace in connection with the health of its employees.

- The objective of this research was to stress the main importance work in educating and training of employees in the Corporate World/Workplace Environment (CW/WE) about HIV/AIDS. The questionnaire was constructed on the basis of real project that was conducted in one of the Governmental Departments in the Western Cape Province. The Corporate World (CW) or Workplace Environment (WE) rely on employees who are healthy for their output or productivity, which brings in wealth into their pockets. The HIV/AIDS Education, Life skills and Training (HAELST) needs to be applied to all Corporate Worlds if the employers are serious about their employees' health condition. The role of different employers is to manage their employees' health for the sake of high productivity. This is a cause for concern.
- To indicate the importance of both employers and employees to have more knowledge on HIV/AIDS Education, Life skills and Training (HAELST) and be able to fight against it in the Corporate World (CW) or their workplace.
- To indicate how difficult it is for the different institutions to cope with the HIV positive employees in the workplace, due to the impact of HIV/AIDS on production.
- To help the government in fighting against the said pandemic with the different institutions coping with the HIV positive employers and employees in their workplace, due to the impact of HIV/AIDS on productivity.
- To have Workplaces and Community-based behavioural studies carried out on employees' health and the workplace as an increase of knowledge. Time to attend classes may be arranged with their supervisor, in accordance with the relevant policy (Lawrence 2003:26).
- To help other researchers to trace the Socio-Economic problems that are created by HIV/AIDS and be able to base their questions on the basic research questions:
 - Who are the infected and affected individuals?

- What measures have been taken to address the problem?
- How can the problem be eradicated (Smart *et al.* 2001:84-93)?

An educational programme - Literacy in HIV/AIDS, that is HAEIST at the World of Work which is in line with the International Labour Organization (ILO) Code of Practice needs more attention. Some institutions in the workplace seem to be not taking care of official documents but behaving against ILO Code of Practice by not following legal instructions on how employees should be and are treated (Lawrence 2003:12-13). Although our employees experience this catastrophic twins situation of AIDS and hunger, these are inseparable in Africa (Mail & Guardian November 01 to 07 2002/Vol 18, No. 43) and the WCP is no exception.

The managers are trying to use Mr X's Health approach (AIDS and Business 2003:7) to solve a behavioral problem that affects their economical status due to lower production. It is the business that will soon realise that **retaining a healthy worker for ten years instead of three is worth the cost**. In using Weeden's points in the Corporate World which are stated below, the different departments and private sectors will benefit and boast their productivity. The Confused State of Corporate Philanthropy is said to be "A New way of Thinking and Acting which can be adopted by other institutions like the Governmental Departments".

- Step 1:** Moving from Corporate Giving to Corporate Social Investing by educating and training employees on HIV/AIDS and life skills.
- Step 2:** Extracting Business Values from Social Investments through Focus or Focal Unit Members on HIV/AIDS.
- Step 3:** The CEO Endorsement on HIV/AIDS Education and Training
- Step 4:** The Annual Social Involvement Report especially on educating

neighbouring communities about HIV/AIDS.

Step 5: The Day – to – Day Manager on the health of the employees.

Step 6: Making it Work being a continuing Education and Training.

To add to the above statements, documents on Developing an HIV/AIDS Policy (2003:20) that stipulates their six main points are also used. Therefore an introduction of holding meetings with different GDs and F&PIs or sectors on the **Prevention Literacy Awareness and Care (PLAC)** on **HIV /AIDS** is a must. All employees have to be introduced to PLAC under at different all workplaces. The HIV/AIDS Education, Life skills and Training needs to be applied to all Corporate Worlds if the employers are serious about their employees' health condition. A plan that the researcher had for the Department of Transport and Public Works (Appendix A).

3. LITERATURE STUDY

3.1 Definition of concepts or terms

AIDS is an acronym for Acquired Immune Deficiency Syndrome that has been developed by the Human Immunodeficiency Virus coupled with advantageous diseases.

Opportunistic Diseases/Infections occur because a person's immune system is so weak that it cannot fight the infections. Good examples include TB, lung disease and other chronic diseases.

Discrimination is used in accordance with definition given in Employment and Occupation Convention, 1958 (No. 111), to include HIV status, on the basis of a worker's perceived HIV status and on the ground of sexual orientation.

Education and Training on HIV prevention that has to be disseminated to the employees by well trained and qualified HIV/AIDS specialists.

EAP stands for Employee Assistance Programme, whereby is used as a vehicle to drive all innovations or developments of employees in all Government Departmental and Private Sectors.

HAELST will mean HIV/AIDS Education, Life skills and Training. This becomes one of the EAP's in the CW/WE.

HIV is an acronym for Human Immunodeficiency Virus. The virus is said to be more powerful to destroy the living cells and weakens people's immune systems.

ILO stands for International Labour Organization which has all the powers to universally govern all Global Labour Laws in all countries on how employees have to be treated.

Life skills are composed of programmes, which are aimed at enabling employees to develop safe sexual behaviour and make healthy choices for their lives; build employees' capacity to develop healthy relationships; and promote positive values and attitudes towards people living with HIV/AIDS (PLWHA).

Workplace Programmes (WP) in the GDS are based under EAP as an intervention to address a specific issue within the workplace (for example, providing the staff access to a Voluntary Counselling and Testing (VCT) on HIV programme. It can as well be Adult Education for Further Education and Training (FET) or Continuous Education and Training (CET). There is a great need for all Departmental It seems as if our workplace environment has more to do with the productivity of the employees as compared to their health status.

3.2 Theoretical Model-Questionnaire

Literature from the Howard AIDS Institute, United Nation HIV/AIDS Documents, South African Labour and Health Department Policies on HIV/AIDS, International Labour Organization (ILO) Code of Conduct, library , HIV/AIDS Policy Documents from other institutions and Newspaper cuttings for example Sunday Times, Atlantic Sun, Sunday Sun, Cape Argus, Sowetan, Mail & Guardian, AIDS and Business 2003,

ON THE MOVE - The response of public transport commuters to HIV/AIDS in South Africa and other available sources.

4. RESEARCH PROBLEM

Our Employment Equity Act from the Code of Good Practice on key Aspects of HIV/AIDS and Employment is based on the ILO Code of Practice. The Policy Principles are based on the following five points:

- The promotion of equity and non-discrimination between individuals with HIV infection and those without, and between HIV/AIDS and other comparable health/medical conditions.
- The creation of a supportive environment so that HIV infected employees are able to continue working under normal conditions in their current employment for as long as they are medically fit to do so.
- The protection of human rights and dignity of People Living With HIV or AIDS (PLWHA) is essential to the prevention and control of HIV/AIDS.
- HIV/AIDS impacts disproportionately on women and this should be taken into account in the development of workplace policies and programmes.
- Consultation, inclusively and encouraging full participation of all stakeholders are key principles which should underpin every HIV/AIDS policy and programme (Grant *et al.* 2002:132)

It seems as if Corporate Worlds/Workplaces are taking productivity as a priority at the expense of HIV/AIDS Education and Life skills Training (HAELST) towards their employers and employees. The Standard Chartered (SC) will be used as an example of promoting education and training of its employees when coming to HIV/AIDS. It has been documented that SC is said to be the world's leading emerging markets bank, with 29 000 employees in over 500 offices in more than 50 countries (SC Press

Release). It is large institution, that has embarked on HIV/AIDS Education and Training and that is not surprising to find it winning an award for its outstanding work across Africa. It includes setting of goals and objectives using the **SMART** phenomenon namely, Specific, Measurable, Achievable, Realistic and Time bound.

Although other Corporate Worlds like Metropolitan and Department of Education are having HAELST for their employees, others seem to be paying Leap Service to them. In the ILO Code of Practice document, the following four objectives have been stated as the pillar to address the HIV /AIDS pandemic in the world of work and within the framework of the promotion of decent work:

- prevention of HIV/AIDS;
- management and mitigation of the impact of HIV/AIDS on the world of work;
- care and support of workers infected and affected by HIV/AIDS;
- elimination of stigma and discrimination on the basis of real or perceived HIV status (Somavia 2001:1).

It seems as if Corporate Worlds can copy from Metropolitan and others who are seen doing good work. For any institution be it different departments or private sectors to have more and best productivity, HAELST has to be applied effectively following the institution's objectives as stated in the policy. This has caused the workplace a lot of loose on its qualified and well skilled employees. There seems to be many problems regarding employees' health seem not improving but deteriorating due to HIV/AIDS.

The researcher has been involved with most of these Departments (*Education, Health, Transport and Public Works*) and *Rex Trueform Clothing Factory*, where she learnt more on their problems concerning HIV/AIDS both employers and employees. It seems as if HIV/AIDS Education, Life skills and Training is been given Leap Service

at the expense of the both employers and employees' health.

We have it documented how different authors are bound to define CSR differently like Carrol's suggestion (1979:498) in Weeden's (1998) that "Social responsibility of business encompasses the *economic, legal, ethical* and *discretionary expectations* that society has of an organization at a given point in time". HIV/AIDS has to be fought against in all spheres.

This implies that all Government Departmental Sectors, Financial and Private Institutions (GDSF&PI) or sectors like Sanlam, Johnnic Limited, Standard Chartered and Gold Fields have understood that CSR has to be changed to Corporate Social Investing (CSI). This will help our country that is said to have acquired the dubious distinction of being the country with the fastest growing epidemic HIV/AIDS. It seems as if CSI is not done in some Government Departments (GDs) and hence the economy generally suffers due to loss of the workforce (Ateka in Sanlam AIDS Scan 2000:3-6). People (employees and their families) responsible for the programme that may have committed themselves in advance to a particular result as an indication of success (Babbie and Mouton 2002:356).

The main question asked by researchers to our workplaces is that, what strategies are being used to fight the pandemic? It seems as if Corporate Worlds can copy from Metropolitan and others who are seen doing good work. For any institution be it different departments or private sectors to have more and best productivity, HAELST has to be applied effectively following the institution's objectives as stated in the policy. This has caused the workplace a lot of loose on its qualified and well skilled employees. There seems to be many problems regarding employees' health seem not improving but deteriorating due to HIV/AIDS.

Our country South Africa has joined the global fight against the HIV/AIDS in the workplace. The Sub-Saharan Africa is said to be having the highest HIV rate (Pela 2001:7). According to Whiteside *et al.* (2000:82-82), the South African AIDS epidemic is projected to peak around 2010 or even sooner. Basing my research on the International Labour Organization (ILO) Code of Practice objectives, it seems as if some institutions and private sectors are ignoring their employees' health's rights. This code is said to be applicable to "All employers and workers (including applicants for work) in the public and private sectors; and all aspects of work, formal and informal" (Somavia 2001:2). *The main question asked by researchers to our workplaces is that, what strategies are being used to fight the pandemic in a productivity and profitable way?*

5. RESEARCH METHODOLOGY

5.1 Research design

This was to determine the nature of education provided to all employees on HIV/AIDS Education and Life Skill Training. In research methodology we dealt with a practical and recent social problem that was to be researchable, investigated and applicable to a scientific answer. It is based on the HIV/AIDS pandemic that is destroying the workforce. The researcher's practical and recent social problem was based generally on the Corporate World or Workplace and specifically in different Governmental Departments in the Western Cape Province (WCP). The qualitative and Action research methods were used. The researcher used a broad methodological approach to the study of social action (Babbie and Mouton 2001:270). Application of the Qualitative Research Method (QRM), which is defined differently by different authors. Christensen (2001:32) defines qualitative research as a study that collects non-numerical data as compared to the quantitative research. Although both techniques are desirable, our interest is in on qualitative research. Qualitative (data principally verbal) and Quantitative (data principally numerical) are Research Methodologies.

This social action includes data collection through interviews where problems are experienced from the interviewees. Interviews were conducted to employees and employers. Qualitative methods of data-collection (e.g. participation observation, semi-structured interviewing and the use of literature review from other documents to construct constructive information on HIV/AIDS Education and Training. According to Mouton (1996:39) the HIV/AIDS study may use a certain technique, like questionnaires which is primarily defined by the purpose, such as a sample survey of attitude towards AIDS. Other methods include face-to-face, telephone, random-digit dialling and mail (Christensen 2001:46). These served as well after the project was over.

In the study, we are interested on the managerial part of HIV/AIDS in the workplace, in case of how knowledge is disseminated to the employees. Although this involved human beings, the Quasi-experimental design was not done because this was not based on Medical treatment. The Descriptive and Survey Studies were applied and adding on a number of research methods. This is known as triangulation because of collecting data that has to be authentic.

5.2 Theoretical considerations

Literature from the Howard AIDS Institute, United Nation HIV/AIDS Documents, South African Labour and Health Department Policies on HIV/AIDS, International Labour Organization (ILO) Code of Conduct, library , HIV/AIDS Policy Documents from other institutions and Newspaper cuttings for example Sunday Times, Atlantic Sun, Sunday Sun, Cape Argus, Sowetan, Mail & Guardian, AIDS and Business 2003, **ON THE MOVE**-The response of public transport commuters to HIV/AIDS in South Africa and other available sources.

Impact on Labour Productivity

In our Government Policy on Economic Transformation, "On Health for all" under HIV and AIDS. According to Jabu Moleketi, reporting back on behalf of the Economic Transformation Commission, on the Draft Resolution on ECONOMIC TRANSFORMATION on HIV/AIDS. During the ANC's 50th National Conference in Mafekeng (1997) passed this from their Policy Framework. The impact of HIV/AIDS on the economy in order to strengthens appropriate measures designed to counteract such impact (pp.22-26). An example of how HIV/AIDS can paralyse productivity is shown from a study in Tanzania. A recent Food and Agriculture Organisation (FAO) study in Tanzania, Uganda and Zambia concluded that the rural occupations and farming systems are being affected by AIDS, although the impact between and within communities can vary substantially. AIDS also affects labour productivity in non-

agricultural activities. Not only are the ill workers less productive, but their healthy colleagues taking time off to attend funerals and to care for the sick. Absenteeism and fatigue on the job due to AIDS may be more costly than AIDS deaths. Job turnover, training, and recruitment costs will rise: in Kenya, for example, supervisors, technical professionals and senior management represented only 13 percent of employees but 47 percent of training and salary costs.

5.3 Data Gathering

Qualitative methods of data-collection (e.g. participation observation, semi-structured interviewing and the use of personal documents to construct life stories) are studied. The researcher spent three months at a Clothing Factory and seven months at the Department of Transport and Public Works for her data collecting. Qualitative Research was coupled with Observation Research Methods. The three aids were used namely:

Review of Literature formed the conceptual framework where the researcher perused relevant books, periodicals, magazines, newspapers, Government Gazettes, papers and speeches. The Internet was used for note from Harvard AIDS Institution, Botswana AIDS Correspondence and United Kingdom AIDS Institute.

Interviews formed a great perception about the significant knowledge of employers and employees on HIV/AIDS in the workplace. Although they were unstructured interviews, more information was gathered. Leading workplaces were visited during the "Road Show (RS)" with Senior Managers, Managers and employees were workshops were conducted. This was practically done in the Western Cape Province.

Questionnaires were done electronically as the empirical survey on what was performed during the workshops that were conducted. The aim of the researcher was to validate data that was gained through literature review, workshop sessions and interviews. These were made to be completed by everyone who attended workshops

both during the RS and those were arranged by the HIV/AIDS Coordinator (the researcher) at the Department of Transport and Public Works. An example of the questionnaire below.

6. RESULTS

After literature review, unstructured interviews and workshops that were conducted, one found that a questionnaire's answer have shown the importance of the HIV/AIDS Education and Lifeskills Training. The following were found to be genuine:

Q.1 All had more knowledge on HIV/AIDS Education after the project.

7. SUMMARY

The stigma associated with HIV/AIDS, being resulted in determinatory behavioural and sometimes dismissal of HIV/AIDS employees. This is a cause for concern. An educational programme - Literacy in HIV/AIDS at the World of Work which is in line with the International Labour Organisation (ILO) Code of Conduct expectation of treatment on employees in the workplace needs to be developed. Therefore an introduction of **Prevention Literacy Awareness and Care (PLAC)** on **HIV/AIDS** employees has to be introduced in all workplaces. The use of Adult Education Facilitating Methods have to be applied to the semi and totally illiterate employees to have the HIV negative stay like that and decrease the number of the HIV positive employees. This paper has answered the question asked in the proposal that: "Is there a positive relationship between the HIV/AIDS Education, Life skills and Training to employees' knowledge and the productivity expected by the employers?" The answer is brought about through the methods indicated in the thesis. Although not scientifically proved that the Human Immunodeficiency Virus (HIV) is a prerequisite to suffer from the Acquired Immune Deficiency Syndrome (AIDS), it seems to be true. In conclusion, one has learnt how important the basic assumptions in sciences are very important in our research. The theories play a leading role in both qualitative

and quantitative research methods. Although researchers experience difficulties in their solving of social problems, there still philosophers like Popper who is not convinced. A well formulated research problem backed up by characteristics, a researcher will be able to solve social problems. The last part to consider as a researcher in HIV/AIDS is the right of privacy – APA ethics to the employees.

8. RECOMMENDATIONS

It is recommended that, the following points maybe considered in the workplace situation, as a tool for fighting the pandemic and avoid losing the well skilled, experienced and qualified workforce:

- It would be to the interest of the Government Departments (GD) to create a better atmosphere for its employees to accept the HIV/AIDS Education and LifeSkills training.
- HIV/AIDS Awareness Education and Training workshops be aligned Specific Learning Outcomes that will run on two hour basis fortnightly. HAET has to be a continuing process as the employees are permanent.
- It is recommended that, the GD's have well-qualified, experienced service providers to illuminate "Fly-by-Night" services. There is no need to over somebody just because he/she was a nurse. It does not work.
- Job requirements are not to be based on the HIV/AIDS status of the employees if the employer has been giving opportunities to all in attending workshops.
- Three programmes be drawn for the employees as a source of capacity building and EAP. Together with the screening of the video, a minimum of 2.5 hours per worker has to be considered.
- It is advisable that the service provider arranges for follow-up, monitor and analyse the situation and give a clear report twice a year.
- Also is recommended that, Pre-Awareness, Awareness and Post-Awareness

Programmes be considered as individual processes, hence a well qualified service provider is needed.

- An ILO code of Practice on HIV/AIDS and the world of work be explained to all employers and employees, following the “Batho Pele” principles.

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Appendix A

Verwysing

Reference : 4/14/1/R

Navrae

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DEPARTEMENT VAN VERVOER

EN OPENBARE WERKE

DEPARTMENT OF TRANSPORT

AND PUBLIC WORKS

TAK: Korporatiewe Sake

BRANCH: Corporate Affairs

Kamer/Room

Dorpstraat 9 Dorp Street

*KAAPSTAD/CAPE TOWN
8001*

2004 HIV/AIDS MANAGEMENT ANNUAL PLAN OF ACTION

OPERATIONAL PLANNING HIV/AIDS IN THE WORKPLACE 2004

DISTRICT OFFICE & WORKSHOPS:-

BELLVILLE

CERES

GEORGE

GOULBURN CENTRE

GTM LAB.

METROPOLE

OUTDSHOORN

PAARL

ROAD WEIGHBRIDGES

ISSUE	WHAT IS MEASURED	TARGET	RESPONSIBLE	RESOURCES	COMMENTS
To ensure that every employee within a department receives appropriate and accurate education on HIV/AIDS/STI prevention and risk reduction.	<p>Basic awareness session</p> <p>To make employees aware of VCT and aware of risk behavior reduction</p> <p>Special events, posters, brochures, pamphlets, e-mails etc.</p> <p>Run workshops on HIV/AIDS & STIs</p> <p>Discourage employees from high risk behaviour</p> <p>Train Peer Educators</p>	All Transport & Public Works (TPW) employees March 2005	PEAP Coordinator	Booklets, pamphlets, condoms and VCT plastic bags	<p>To take this issue to Oudtshoorn, Bellville-Workshop, George, Goulburn Centre Ceres, Paarl, GMT and Lab.</p> <p>Also the nine weighbridges</p> <p>Utilising the HIV/ AIDS Coordinator at</p> <p>all places to inform managers and supervisors for interventions.</p>
To develop an internal communication strategy to ensure all employees are aware of the departmental policy and programmes.	<p>Launch of the Policy and Programme</p> <p>Special Events including Information sessions, Roadshows, 1-day course etc.</p> <p>Induction Programme include information on the Provincial HIV/AIDS policy, programme and Departmental Programme in induction of all new employees. 4 Quarterly meetings of the Department HIV Committee</p>	All (TPW) employees March 2005	Coordinator	Booklets, pamphlets,	<p>Set-up a structure in the Department of Focal Units.</p> <p>Including the group into training as part of the Lifeskills interventions</p>
<p>To create a working environment free of discrimination</p> <p>Minimize stigmatisation in the workplace</p>	<p><u>People Living with HIV/AIDS</u></p> <p>Use in education plus training programmes</p> <p>(where disclosed)</p> <p>Serve member(s) of the HIV/AIDS committee</p> <p>Develop(ongoing) awareness plus communication strategies.</p> <p><u>Affected people</u></p> <p>Promote their positive experiences</p> <p>Use in education and training</p> <p>Review current HR policy</p> <p>Hold workshops</p> <p>Promote need for confidentiality</p>	<p>All (TPW) employees March 2005</p> <p>Ongoing</p>	Line-managers Coordinator	Booklets, pamphlets,	<p>Grievances and/ or discipline</p> <p>Employment Equity barriers process to address this issue.</p> <p>Opening up the illness: seconding an HIV positive employee to work in the Programme (Human Resource Department)</p> <p>Especially in Education and Training to HIV/AIDS negative employees</p>

<p>To prevent occupational exposure to potentially infectious blood and blood products and to manage the proper referral thereof</p> <p>Ensure implementation of universal infection control measures; and</p> <p>Ensure provision of appropriate information and access to services for employees who have been occupationally exposed.</p> <p>Manage injuries/exposure and proper referral of post-exposure prophylaxis</p>	<p>Occupational and Safety Officer help in the training of all first-aiders and Health and Safety Representatives</p> <p>Guidlines which provide appropriate info and access to services to all employees in Dept. who have been occupationally infected/exposed . Includes advice on prophylaxis(PEP) – still to get more information.</p> <p>To provide protective clothing and appropriate equipments to all personnel involved in working in a hazardous area or cleaning and safe disposal thereof</p> <p>Comply with Health and Safety Regulations i.t.o recording and reporting to the Health and Safety representative</p> <p>The employee who sustained an injury must report it immediately to his/her line manager etc</p>	<p>All (TPW) employees</p> <p>March 2005</p>	<p>Line-managers</p> <p>Coordinator</p>	<p>Booklets, pamphlets,</p>	<p>Train first aiders</p> <p>Reporting such incidences</p> <p>Link with Occupational Health in Direct Logistical Service</p> <p>Set up an agreement with the Department of Health (PEAP)</p>
<p>Provide for free voluntary counselling and testing (VCT) to all (TPE) employees who have to determine their HIV status</p>	<p>Design strategies to promote the value of VCT</p> <p>Create effective referral mechanisms like Lifeline to all TPW employees and community-based VCT sites</p> <p>Feed results into KAP survey</p> <p>Link with EAP for ongoing counselling and support through Focal Unit Members(FUM)</p>	<p>All (TPW) employees</p> <p>March 2005</p>	<p>Coordinator</p>	<p>Booklets, pamphlets,</p>	<p>Set up links with community-based VCT sites</p> <p>Provide independent venues for educators to acknowledge their sensitivity</p>
<p>To provide for condom-use and promote access to SABS approved condoms</p> <p>Promote and popularise the correct and consistent use of male condoms</p> <p>Promote awareness of the use of female condoms</p>	<p>Install condom dispensers in wellknown and diverse access points in all toilets in the building</p> <p>Procure male condoms</p> <p>Include information on the correct and consistent use of male and female condoms and their role in the prevention of HIV infection and re-infection</p> <p>Monitoring of uptake of condoms</p> <p>Provide information regarding access and the correct use of female condoms</p>	<p>All Transport & Public Works employees</p> <p>March 2005</p> <p>Installed</p> <p>Provision on-going</p>	<p>Department of Transport and Public Works (DTPW)</p> <p>Coordinator</p>	<p>Booklets, pamphlets, condoms</p>	<p>Distribution of condoms to all Departmenta of Transport and Public Works toilets and 9 district offices and 9 weigh bridges</p>


<p>To implement a wellness programme focussing on Care and Support of the infected and affected Access to Health Promotion Programmes Employee Assistance Programme</p>	<p>Promote a range of treatment options, including ARVs, nutritional and emotional support, traditional healing and treatment for opportunistic infections Provide ongoing counselling at three levels – psychological, spiritual, and emotional(through appropriate qualified persons). Ensure a continuum of care by developing relationships with appropriate referral agencies. Provide information on available community- or home-based support Referral to appropriate resources in the community.</p>	<p>All Transport & Public Works employees March 2005 Ongoing</p>	<p>Coordinator</p>		<p>Access to an Employee Assistance Programme</p>
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APPENDIX B

QUESTIONNAIRE ON HIV/AIDS POST-AWARENESS PROGRAMME

COMMENTS

Do you think you have more knowledge on HIV/AIDS education?	Yes	No	
Can you be able to educate and train your family members, relatives and friends with what you learnt from your Workplace?	Yes	No	
Was there any best HIV/AIDS education and training awareness programmes that you enjoyed?	Yes	No	
Can you legally be required to be tested for HIV by your employer only be dismissed from your job because you are HIV positive?	Yes	No	
Are most people who cannot read and write be able to understand the HIV/AIDS Education and Training?	Yes	No	
Do you think you are at risk of contracting HIV in your Workplace?	Yes	No	
Would you feel comfortable to work with an HIV positive employee?	Yes	No	
Do you feel your Department is doing good in giving you HIV/AIDS Education and Training Programme workshops?	Yes	No	
Can you help your Department to improve on its methods of educating and training its employees?	Yes	No	

Did you support any HIV positive people outside your home? e.g. at Church, Club, Community Groups, Traditional Schools, Schools, etc	Yes	No	
Do you find it good to celebrate these days: 09 th – 15 th Feb.– Condom Week; 16 th May – International AIDS Candle Memorial Day and 01 st December – World AIDS Day?	Yes	No	
Did you enjoy these celebrations?	Yes	No	
Can you introduce these to your family, relatives and friends?	Yes	No	
Would you support any HIV positive people in your family members?	Yes	No	
Have you ever voluntarily gone for an HIV test (VCT)?	Yes	No	






APPENDIX C

HIV AND AIDS

CELEBRATING POSITIVE CHOICES (8)

FROM : (PEAP)

The Advantages of knowing my HIV/AIDS status

-  Relief from uncertainty
-  You can protect your health and stay healthy for longer.
-  You can get early and correct treatment.
-  You can change your behaviour and protect other people.
-  If you are pregnant there are things you can do to help prevent that your baby get the HIV virus.



AIDS helpline

0800 012 322

APPENDIX D

An example of some workshops programmes:

Day One

08h00: Registration and morning tea

08h45: Opening remarks

09h00–16h00: Managing HIV/AIDS in the workplace with emphasis on HIV/AIDS Education and Life skills Training.

- Historical background of the emergence of the HIV/AIDS in the general in the World and specifically in South Africa
- Understanding the principles of both the ILO code of Practice and the South African Labour Law towards HIV/AIDS
- Why is it important that the workplace take the HIV/AIDS management seriously, using ethical imperatives.

The researcher will as well come out with scenarios, based on the practicality of employers towards the employees as against the laws. There is a great need for all Departmental It seems as if our workplace environment has more to do with the productivity of the employees as compared to their health status. Since our new Constitution has stood up for all public workers or employees, there has been 8 (Eight) Principles of Batho Pele governing all workplaces. These are:

CONSULTATION – The public should be consulted about the level and quality of the service from us and, wherever possible, should be given a choice about the services that are offered.

SERVICE STANDARD – The public should be told what level and quality of public services receive so that they are aware of what they can expect from us.

COURTESY – The public should always be treated with courtesy and consideration.

ACCESS – All members of the public should have equal access to the services they are entitled.

INFORMATION – The public should be given full, accurate information about the public service entitled to receive.

OPENNESS AND TRANSPERENCY – The public should be told how national department administrations are run, how much they cost, and who is in charge.

REDRESS – If the promised standards of service is not delivered, the public should be offer a full explanation, and a speedy and effective remedy; and when complaints are made, then receive a sympathetic and positive response.

VALUE FOR MONEY – Public services should be provided economically and efficiently, in the public the best possible value for money.

Towards better government in the Western Cape Province.