

REPORT: DIRECTOR : CORPORATE SERVICES

PURPOSE

Recognizing the serious nature of HIV and AIDS and its impact on Setsoto Local Municipality, we commit ourselves to managing HIV and AIDS in our working environment in order to:

- Ensure the efficient and effective delivery of services in spite of the prevalence of HIV and AIDS within the Local Municipality.
- Minimise the impact of HIV and AIDS on our Local Municipality at all levels of employment by contributing to national efforts to minimize the spread of HIV and limiting the impact of existing infections on individual, communities and society and encouraging a commitment towards dealing with HIV and AIDS issues in Setsoto Local Municipality.
- Minimise the social, economic and developments consequences to the Local Municipality and its staff.
- Provide resources and leadership to implement and HIV and AIDS and STI programme.

*** Attached hereto is the Draft HIV/AIDS Policy.

BACKGROUND

The policy was drafted by Rekgonne Community Project. It is a registered close corporation established to, as its purpose statement; attend to human, health and social needs of employees in the work milieu by designing and executing appropriate interventions to ensure healthier individuals and environment.

Rekgonne Community Project was established in 2004 and provides services to Organizations across the spectrum of the corporate world and public sectors within South Africa.

HIV/ AIDS Training for Managers and Supervisors and the HIV/AIDS Awareness and prevention workshop for all employees was also facilitated by Rekgonne Community Project across all Setsoto Municipality Units. The attendance of employees was remarkable.

The item was previously referred back so that it can be assessed if it aligns to the recommendations of NEDLAC after perusing the policy it was found out it did not just meet the NEDLAC requirements, but it is also aligned to our Employment Equity Plan (EEP) and the newly adopted Human Resource Policy Manual (HRPM).

FINANCIAL IMPLICATIONS

The costs that were incurred during the compilations of the Policy was R198, 702.00. The cost covered for Workplace Policy Development, Integration and Review, HIV/AIDS Awareness and prevention workshops for all employees and HIV/AIDS Training for Managers and Supervisors.

The costs are as follows:

Workplace Policy Development, Integration and Review	R49 000.00 + 14% = R55 860.00
HIV/AIDS Awareness and Prevention Workshops for Employees	R25 500.00 + 14% = R29 070.00
HIV/AIDS Training for Managers and Supervisors	R99 800.00 + 14% = R113 772.00
TOTAL COST	R198 702.00 VAT Inclusive

STAFF IMPLICATIONS

None

CURRENT POLICIES

Human Resource Policy Manual
Employment Equity Plan
Occupational Health and Safety Policy
Workplace Skills Plan

OTHER PARTIES CONSULTED

None

RECOMMENDATIONS

1. That the Draft HIV and AIDS Work Policy be approved and adopted.
2. That since the draft policy is not a stand alone policy, it should be implemented in conjunction with both Employment Equity Plan (EEP) and Human Resource Policy Manual (HRPM).

(FOR RECOMMENDATION TO COUNCIL)

Minutes: Exco Meeting: 22/04/2008

Cllr Zim proposed that the matter be recommended to Council as follows and was seconded by Cllr Oljohn.

RECOMMENDED:

1. That the Draft HIV and AIDS Work Policy be approved and adopted.
 2. That since the draft policy is not a stand alone policy, it should be implemented in conjunction with both Employment Equity Plan (EEP) and Human Resource Policy Manual (HRPM).
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Minutes: Council Meeting: 30/05/2008

Cllr Zim proposed that the matter be resolved as follows and was seconded by Cllr Marwick

RESOLVED:

1. That the Draft HIV and AIDS Work Policy be approved and adopted.
 2. That since the draft policy is not a stand alone policy, it should be implemented in conjunction with both Employment Equity Plan (EEP) and Human Resource Policy Manual (HRPM).
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DRAFT HIV AND AIDS WORK POLICY

1. Preamble and objectives

Acquired Immune Deficiency Syndrome (AIDS) is a serious and growing problem world wide and especially in Africa. It is caused by the Human Immune Deficiency virus, which has already infected millions of people across the world.

Recognising the serious nature of HIV and AIDS and its impact on Setsoto Local Municipality, we commit ourselves to managing HIV and AIDS in our working environment in order to:

- a) Ensure the efficient and effective delivery of services in spite of the prevalence of HIV and Aids within the local municipality;
- b) Minimise the impact of HIV and AIDS on our local municipality at all levels of employment by contributing to national efforts to minimize the spread of HIV and limiting the impact of existing infections on individual, communities and society and encouraging a commitment towards dealing with HIV and AIDS issues in Setsoto Local Municipality.
- c) Minimise the social, economic and developmental consequences to the local municipality and its staff.
- d) Provide resources and leadership to implement an HIV/AIDS and STI programme.

2. Principles

The policy is based on the following principles:

- Non-discrimination.
- Safety in the workplace
- AIDS awareness
- Management and supervisor training
- Peer educator training
- A prohibition on HIV testing.
- The encouragement of voluntary counseling and testing.
- Confidentiality
- Openness, acceptance, care, and support for employees living with HIV and AIDS.

3. Non-discrimination

Setsoto Local Municipality shall ensure that no employee or prospective employee living with HIV or AIDS is unfairly discriminated against on the basis of HIV status in any employment policy or practice. The local municipality shall take steps to actively promote non-discrimination.

4. HIV Testing

Setsoto Local Municipality shall ensure that no employee be required to test for HIV. The local municipality shall encourage voluntary counselling and testing.

Setsoto will endeavour to make available facilities for voluntary testing and to provide appropriate support and counseling services.

5. Confidentiality

Setsoto Local Municipality shall ensure that an employee's status is kept confidential and that no employee will be forced to disclose his/her HIV status.

6. Workplace Health and Safety

Setsoto Local Municipality shall assess and manage the risk, if any, of occupational exposure to HIV through the means: (e.g. access to HIV and AIDS counseling and testing, post exposure prophylaxis, etc.) Any employee who becomes infected with HIV because of a workplace injury or accident shall be helped to apply for compensation, in terms of the procedures governing compensation for workplace injuries and diseases.

Setsoto local municipality is committed to protecting employees from hazards at work and promoting their overall health. This policy is an endorsement of that general principle, and in particular of the local municipality's commitment to specific programmes and actions in response to HIV epidemic.

7. HIV and AIDS workplace programmes

Setsoto shall provide the following workplace HIV and AIDS programmes as part of its broader wellness programme for employees:

- Education and awareness programmes
- Prevention programmes
- Programmes to promote openness, acceptance and care for affected employees.

Through education and counselling, Setsoto will seek to prevent stigmatisation of those infected with HIV and AIDS, and will not condone any form of discrimination.

8. Responsibility

Setsoto local municipality and its management has the responsibility to implement the policy and disseminate information about HIV and AIDS to all employees.

It is however the responsibility of employees to:

- take appropriate action on being informed about HIV/AIDS;
- protect themselves and their families, and
- seek counselling in case of uncertainty.

9. Management of infected employees

Setsoto local municipality shall treat HIV/AIDS in the same way as other disabling or terminal conditions.

10. Planning

Setsoto local municipality shall conduct regular impact impact analyses in order to understand the evolving epidemic and how it will impact on the future of the local government, its structure, operations and functions.

11. Benefits

Setsoto local municipality will ensure that HIV infected staff be entitled to the same benefit as all staff.

12. Budget

Setsoto local municipality shall allocate an adequate budget to implement every aspect of the programme.

13. Monitoring and evaluation

Setsoto local municipality shall ensure that monitoring and evaluation strategy is developed to assess the impact and efficacy of the workplace HIV and AIDS policy and programmes.

This policy will be reviewed on regular basis, using the following indicators:

- Absenteeism
- Sick leave
- Early retirement; and
- EAP referrals(treatment and counselling)

132.

**SETSOTO LOCAL MUNICIPALITY
KABP SURVEY**

Thank you for participating in this KABP stands for "knowledge, attitudes behaviors and practices". This is a survey to find out people's knowledge, attitudes, behaviors, and practices about issues to do with life-threatening illnesses. We want to ensure that we meet everyone's needs. The survey will help us understand the best way to provide this programme to Setsoto LM employees. Feedback on the survey will be provided to you and to management in a statistical and confidential manner

Instructions:

1. The survey is anonymous and private - do not write your name on this questionnaire
2. Answer ALL the questions (v) so we can get as much information as possible.
3. Only give ONE answer for each question, unless we ask for more than one answer.
4. The more honest you are, the better the quality of information we get.
5. Please answer briefly, write clear and bold.
6. Once you have completed your questionnaire, place it in a sealed envelope, and place it in the sealed collection container.

1.	Age:								
2.	Sex:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>				
3.	Marital Status:	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Living together	<input type="checkbox"/>
		Widowed	<input type="checkbox"/>						
4.	Job status:	Management	<input type="checkbox"/>	Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>		
5.	Do you or have you ever smoke?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
6.	Does your father, mother or sister suffer from any of this following condition?								
				Yes	<input type="checkbox"/>	NO	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>
6a.	Diabetes / High blood sugar level								
6b.	Heart disease / Angina								
6c.	Stroke								
6d.	High cholesterol level								
6e.	Cancer								
7.	In the last 4 weeks, have you exercised physically for at least 30 minutes per time?								
a.		<input type="checkbox"/>	No						
b.		<input type="checkbox"/>	Yes, once per week						
c.		<input type="checkbox"/>	Yes, twice per week.						
d.		<input type="checkbox"/>	Yes more than twice per week						
8.	Do you recognize the importance of regular exercise?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
9.	Do you eat fruits and vegetables?								
a.		<input type="checkbox"/>	Seldom eat fruits and vegetables						
b.		<input type="checkbox"/>	Eat less than 5 fruits and vegetables daily						
c.		<input type="checkbox"/>	Eat more than 5 fruits and vegetables daily						
10.	How often do you consume biscuits, cakes, potato chips and fizzy drinks?								
a.		<input type="checkbox"/>	Daily						
b.		<input type="checkbox"/>	2-4 times per week						
c.		<input type="checkbox"/>	Once / Week						
d.		<input type="checkbox"/>	Not at all						
11.	How often do you drink alcohol								
a.		<input type="checkbox"/>	Daily						
b.		<input type="checkbox"/>	At least once a week but not daily						
c.		<input type="checkbox"/>	Not every week						
d.		<input type="checkbox"/>	Never						
12.	What is your weights?								
13.	Do you think that you are overweight	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
14.	In the last 4 weeks, have you had more stress/anxiety than you have felt comfortable with?								
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
15.	Do you think that the work environment put you at risk of being sick?								
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>		
16.	Do you know who to talk to about personal wellness issues?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
17.	Are you sexually active?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
18.	Do you have a regular partner or spouse?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

9 .	Have you in the last years had sex outside your marriage or regular partner?	<input type="checkbox"/>	Never		
a.		<input type="checkbox"/>	Occasionally		
b.		<input type="checkbox"/>	Regularly		
c.		<input type="checkbox"/>	Not applicable (I don't have a regular partner)		
d.					
10 .	When you have sex, do you use condoms?	<input type="checkbox"/>	Not applicable (not sexually active)		
a.		<input type="checkbox"/>	Not applicable, I am married or have a regular partner		
b.		<input type="checkbox"/>	Always		
c.		<input type="checkbox"/>	Most of the times		
d.		<input type="checkbox"/>	Never		
e.					
21 .	Have you already done a HIV test?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
22 .	If not why?	<input type="checkbox"/>	Already know my status		
a.		<input type="checkbox"/>	Do not believe I have HIV		
b.		<input type="checkbox"/>	Too nervous to have the test		
c.					
23 .	Do you know anyone in your family who is HIV positive or has died from AIDS?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
24 .	How would you feel about working with a colleague who has HIV/AIDS?	<input type="checkbox"/>	Comfortable		
a.		<input type="checkbox"/>	Not comfortable		
b.					
25 .	What is your opinion on the following statements:		TRUE	NOT/TRUE	DON'T KNOW
	There is a cure for AIDS				
	AIDS can be cured by having sex with a virgin				
c.	HIV can be passed on by kissing				
d.	AIDS can be caused by witchcraft				
e.	An HIV infected mother can transmit HIV to her unborn child				
f.	AN HIV infected mother can transmit HIV to her baby through breast-feeding				
g.	HIV can be passed on by sharing dish and cutlery with someone who is HIV positive				
h.	People can get infected with HIV through mosquito bites				
i.	People can get infected with HIV from dirty toilet seats				
j.	It is necessary to use condoms even if both partners are HIV infected				
k.	Contraceptive pills protect against HIV transmission				
l.	Married people can't become infected with HIV				
m.	Taking a shower after sex reduces the risk of getting HIV				
26 .	Your organization deals with HIV/AIDS by: (choose as many as correct)	<input type="checkbox"/>	Pretending it doesn't exist		
a.		<input type="checkbox"/>	Trying to get rid of people with HIV		
b.		<input type="checkbox"/>	Trying to restrict benefits for HIV/AIDS as much as possible		
c.		<input type="checkbox"/>	Going out of its way to address it		
d.		<input type="checkbox"/>	Making an effort to address the issue		
27	If you tell your manager/supervisor you have HIV/AIDS you believe that he/she: (choose as many as correct)	<input type="checkbox"/>	May discriminate against you		
a.		<input type="checkbox"/>	Has the knowledge and skills to help you		
b.		<input type="checkbox"/>	Would keep it confidential from your colleagues		
c.		<input type="checkbox"/>	Would keep it confidential from fellow managers		
d.		<input type="checkbox"/>	Would tell others		
e.					
28 .	What do you think about distribution of condoms at work?	<input type="checkbox"/>	I find it unacceptable because it promotes promiscuity		
a.		<input type="checkbox"/>	I find it unacceptable because it is distasteful		
b.		<input type="checkbox"/>	I find it inappropriate, people who want them can purchase their own		
c.		<input type="checkbox"/>	The right thing to do to protect health		
d.					
29 .	Have you had 2 or more incidents of malaria in the last year?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
30 .	Do you always use an insecticide treated mosquito net?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
31 .	Have previously got TB?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
32 .	Is it easy to get TB if an infected TB patient coughs near you?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
33 .	Can you get TB if you are not HIV infected?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
34 .	Is TB curable?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
35 .	Would you like to know more about wellness issues at work?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
36 .	If Yes in what form?	<input type="checkbox"/>	Workshop		
a.		<input type="checkbox"/>	Speaker		
b.		<input type="checkbox"/>	Literature		
c.		<input type="checkbox"/>	Website		
d.		<input type="checkbox"/>	Peer educator		
e.					

HIV/AIDS TRAINING FOR MANAGERS & SUPERVISORS

Given the overwhelming impact of HIV/AIDS on the workplace, Rekgonne Community Project identified a significant gap in HIV/AIDS trainings in South Africa and in the capacity of small to medium sized companies as well as institutions and organisations to cope with the HIV/AIDS pandemic.

Training will be conducted in a culturally sensitive manner and cover all aspects on HIV/AIDS in the workplace.

ACTIVITY PROGRAMME:

Group 1 : (Two days training)
 Date : 23 – 24 October 2007
 Time : 8H00 – 16H00

POSITION	DIVISION	GENDER
HR MANAGER	CORPORATE	M
INTERNAL AUDITOR	MM'S OFFICE	F
MANAGER ASS. ADMIN	COMM. & ECO DEPT.	F
MANAGER EXPENDITURE	FINANCE	M
MANAGER HOUSING	CORPORATE	M
MANAGER WATER & SEW	TECHNICAL	M
PMU	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	F
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR PARKS	COMM & ECO DEPT.	M
SUPERVISOR WASTE MAN	COMM & ECO DEPT.	F

Group 2 : (Two days training)
 Date : 25 – 26 October 2007
 Time : 8H00 – 16H00

POSITION	DIVISION	GENDER
DEPUTY MANAGER	MM'S OFFICE	M
MANAGER ADMINISTRATION	CORPORATE	F
MANAGER ELEC. ROADS	TECHNICAL	F
MANAGER INCOME + BUDGET	FINANCE	M
MANAGER LEGAL COMM	CORPORATE	M
MANAGER WASTE MAN.	COMM. & ECO. DEPT.	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR	TECHNICAL	M
SUPERVISOR PARKS & METETARIES	COMM. & ECO. DEPT	F
SUPERVISOR WASTE MAN.	COMM. & ECO. DEPT.	M
SUPERVISOR WASTE MAN.	COMM & ECO DEPT	M

You are advised to have the liberty to tailor this activity programme as per your work needs or activities.

I hope that you will find this in order, and feel free to contact the under named.

Kind Regards



Boitumelo Ncongwane
 Tel.: 072 288 0175