

# Resource Sheet

## HIV / AIDS in the Workplace



This Resource Sheet aims to provide information and signpost additional resources for those wishing to undertake research into the area of managing HIV/Aids in the workplace.

The list is not exhaustive and People In Aid does not recommend specific websites, publications or organisations offering services or support. Every reasonable effort has been made to ensure the accuracy of the material offered, however, we cannot be held responsible for any adverse outcome of using it or engaging the services of external agencies. All contact details are correct as of May 2007.

### Information sources

- People In Aid Policy Pot – **Critical Illness** <http://www.peopleinaid.org/resources/policybank.aspx>
- People In Aid Guidelines for the sector '**Preventing HIV / AIDS**' - designed for managers and staff alike - These guidelines have been drawn up in conjunction with Ted Lankester (InterHealth). Copies may be purchased from People In Aid. <http://www.peopleinaid.org/resources/publications.aspx>
- **Businesses Managing AIDS: a guide for managers** [http://search.fhi.org/cgi-bin/MsmGo.exe?grab\\_id=81840128&extra\\_arg=mcats\[6\]=x&page\\_id=832&host\\_id=1&query=workplace+HIV+Aids+policies&hiword=WORKPLACE+HIV+AIDS+POLICIES+POLICY+WORKPLACES+POLICIA+POLICES+POLICING+AIDSNET+WORKPLACEBASED+AIDSA+AIDSS](http://search.fhi.org/cgi-bin/MsmGo.exe?grab_id=81840128&extra_arg=mcats[6]=x&page_id=832&host_id=1&query=workplace+HIV+Aids+policies&hiword=WORKPLACE+HIV+AIDS+POLICIES+POLICY+WORKPLACES+POLICIA+POLICES+POLICING+AIDSNET+WORKPLACEBASED+AIDSA+AIDSS) Summarizes AIDSCAP's workplace policy program, the rationale for employers to build such programs and proven methods to make them effective. Broad in scope, the guide presents examples of existing workplace programs, the various issues that a workplace program must address to be comprehensive and the tools currently available to make it effective
- International Organisation of Employers / UNAIDS. Handbook on HIV/AIDS: A guide for action [http://www.dec.org/pdf\\_docs/PNACP485.pdf](http://www.dec.org/pdf_docs/PNACP485.pdf) [592kb]
- K Howell - **Health and Safety in Aid Agencies, People In Aid 2002** - <http://www.peopleinaid.org/resources/publications.aspx>  
Comprehensive account of all aspects of Health and Safety in the international context, parts of which are very relevant to HIV/AIDS.
- **Centre for Disease Prevention and Control (CDC)** Updated US Public Health Service Guidelines for the Management of Occupational Exposure to HBV, HCV and HIV and Recommendations for Post Exposure Prophylaxis: Morbidity and Mortality Weekly Report 2001. <http://www.cdc.gov/nchstp/od/gap>
- ILO - '**Code of Practice on HIV/AIDS and the World of Work**' – national laws on HIV/AIDS at work, implementation tools, education and training manual. <http://www.ilo.org/public/english/protection/trav/aids/laws/>
- **Society for Human Resources Management** (US-based) toolkit on HIV/AIDS in the Workplace. <http://www.shrm.org/diversity/aidsguide/>
- **Family Health International** database of over 3,000 documents. <http://www.fhi.org/en/HIVAIDS/index.htm>
- **InterHealth:**
  - provides PEP at greatly reduced costs, but only to new and existing InterHealth clients using other of their services or supplies and working in Least Developed Countries. As an international health centre it also provides information, health briefings and a full range of clinical care, immunisation, supplies, HIV testing and counselling/debriefing.
  - InterHealth members have also written: The Travellers Good Health Guide, Ted Lankester <http://shop.interhealth.org.uk>

## Useful websites and contacts:

Organisation	Website	Specialist Area
<b>AIDS consortium network</b>	<a href="http://www.aidsconsortium.org.uk">http://www.aidsconsortium.org.uk</a>	“The UK Consortium on AIDS and International Development is a group of more than 80 UK based organisations which work together to understand and develop effective approaches to the problems created by the HIV epidemic in developing countries. It enables each agency to bring its own experience to be shared and used to help all the members improve their responses to the epidemic, through: information exchange – networking – advocacy – and campaigning.”
<b>Aidworkers network</b>	<a href="http://www.aidworkers.net">http://www.aidworkers.net</a>	Aid Workers Network is a free service set up to enable aid workers to share practical advice and resources with each other
<b>International HIV/Aids Alliance</b>	<a href="http://www.aidsalliance.org">http://www.aidsalliance.org</a>	A global partnership of nationally-based organisations working to support community action on AIDS
<b>International Aids Society</b>	<a href="http://www.iasociety.org">http://www.iasociety.org</a>	The International AIDS Society is the world's leading independent association of HIV/AIDS professionals. They convene meetings and conferences, promote dialogue and education and provide support to their members on the ground.
<b>John Snow International</b>	<a href="http://www.jsi.com">http://www.jsi.com</a>	“JSI and its staff are dedicated to improving the health of individuals and communities throughout the world. We believe that all people are entitled to accessible, appropriate quality health care. To make this vision a reality JSI applies practical and innovative solutions in management, research, education, information and training.”
<b>National Aids Trust</b>	<a href="http://www.nat.org.uk">http://www.nat.org.uk</a>	“The National AIDS Trust is the UK's leading independent policy and campaigning voice on HIV and AIDS. A registered charity, we develop policies and campaign to halt the spread of HIV, and improve the quality of life of people affected by HIV and AIDS, both in the UK and internationally.”
<b>UNAIDS</b>	<a href="http://www.unaids.org">http://www.unaids.org</a>	Site for the Joint United Nations Programme on HIV/AIDS which brings together the efforts and resources of 10 UN Organisations
<b>US centre for Disease Control and Prevention</b>	<a href="http://cdc.gov/nchstp/od/gap">http://cdc.gov/nchstp/od/gap</a>	“Under the direction of the U.S. Global AIDS Coordinator's Office, Department of Health and Human Services CDC Global AIDS Program (GAP) is a proud partner in the unified federal government effort to implement <a href="#">President Bush's Emergency Plan for AIDS Relief</a> . GAP helps resource-constrained countries prevent HIV infection; improve treatment, care, and support for people living with HIV; and build capacity and

**World AIDS map**<http://www.aidsmap.com>

infrastructure to address the global HIV/AIDS pandemic.”

Site is produced and supported by NAM.

“NAM is an award-winning, community-based organisation, which works from the UK. They deliver reliable and accurate HIV information across the world to HIV-positive people and to the professionals who treat, support and care for them.”

“On this site you can find more original, daily news on developments in the world of HIV than any other HIV website. The site also includes completely searchable databases of HIV treatment and care, worldwide HIV organisation listings, and one of the most comprehensive ranges of patient information available on the web.”

**World Health Organisation**<http://www.who.int/hiv>

Contains articles and regular updates on the WHO HIV/Aids programme.

[English](#) | [Français](#) | [Español](#)

[Home](#) | [Contact us](#) | [CMS](#) | [Update my profile](#) | [Log out](#)



**Stay informed:** [Get our email updates](#)

You are logged in

## *Policy bank*

### ***Child Protection***

- [Caritas Internationalis Child Protection Policy](#) (2004)
- [SCUK Child Protection Policy](#) (1999)
- [Tearfund Child Protection Policy](#)
- [Tearfund Generic child protection self declaration form](#)

### ***Code of Conduct***

- [EveryChild Values and Behaviours](#)
- [MAF International Staff Support](#)
- [MAF International, International Staff Handbook](#)
- [Medair Code of conduct for IRS](#) (2005)
- [SCUK Code of Conduct.pdf](#) (2005)

### ***Family***

- [Anon 01 Adoption Leave Policy](#) (2006)
- [Anon 01 Maternity leave policy and guidelines](#) (2006)
- [Anon 01 Parental Leave Policy](#) (2006)

- [VSO adoption leave policy](#)
- [VSO maternity leave guide for UK -26weeks](#)
- [VSO maternity leave guide for UK +26weeks](#)
- [VSO parental leave policy](#)

## ***Health and Safety***

- [HelpAge Health and Safety Summary](#) (2005)
- [IMC Personal property insurance notification form](#) (2006)
- [Oxfam Australia Field Office Security Guidelines](#) (1999)
- [Oxfam Australia Security Procedures](#) (1999)
- [SCUK Health and Safety Policy](#)
- [SCUK H&S Questionnaire](#)
- [Tearfund Emergencies, Security, Kidnap Guidelines](#)

## ***Learning, Training and Development***

- [HelpAge Training and Development Policy](#) (2003)
- [MAF International Training](#) (2006)
- [Oxfam Australia Training and Development Timor](#)
- [Oxfam Australia Training Development Australian Staff Policy](#)

## ***Performance Management***

- [Anon 01 Annual Appraisal Training and Development needs \(template\)](#) (2006)
- [Anon 01 Annual Competency Based Performance Review \(guidance\)](#) (2006)
- [Anon 01 Annual Performance Review for non-managers \(template\)](#) (2006)
- [Anon 01 Annual Performance Review Personal Action Plan \(template\)](#) (2006)
- [Anon 01 Interim appraisal report after 6 months service \(template\)](#) (2006)

- [HelpAge Performance Management Policy](#) (2003)
- [Medair Staff appraisal policy](#) (2002)
- [Oxfam Australia SPR guidelines](#)
- [Oxfam Australia SPR performance discussion agreement ongoing form](#)
- [Oxfam Australia SPR performance discussion agreement](#)
- [Oxfam Australia SPR pre-discussion worksheet ongoing form](#)
- [Oxfam Australia SPR pre-discussion worksheet](#)
- [Oxfam Australia SPR third party contribution](#)

## ***Recruitment, Selection and Induction***

- [Christian Aid Recruitment and Selection Policy](#)
- [MAF International Recruitment](#) (2006)
- [MAF International Induction](#) (2006)
- [Oxfam Australia Recruitment and Selection](#) (2006)
- [SCUK Corporate Recruitment and Selection Policy](#) (2003)

## ***Rest and Relaxation***

- [HelpAge TOIL guidelines](#) (2006)
- [Oxfam Australia Rest and Recreation EastTimor](#) (2006)
- [Oxfam Australia Rest and Recreation SriLanka](#) (2005)
- [Oxfam Australia Time Off In Lieu](#) (1995)

## ***Reward***

- [HelpAge Reward Policy](#) (2006)
- [IMC Roving Staff Policy - reward](#) (2006)



Edit this text

---

A Fruity Solutions website. Copyright © 2007

People In Aid is a registered charity no: 1078768, and a limited company no: 3986178.

UK

# Consortium on AIDS and International Development

Latest news,  
initiatives and  
publications



Annual Report:  
2006/07  
(download PDF 3.37MB)

'The abstinence  
debate'. New UK  
Working Group on  
Education and  
HIV/AIDS publication

'Stop AIDS Speaker  
Tour 2007' (external  
link)

Mexico 2008

**UPCOMING MEETINGS**

The UK Consortium on AIDS and International Development is a group of more than 80 UK based organisations which work together to understand and develop effective approaches to the problems created by the HIV epidemic in developing countries. It enables each agency to bring its own experience to be shared and used to help all the members improve their responses to the epidemic, through: **information exchange – networking – advocacy – and campaigning.**

For further information on our **campaigning** work click on the link below to be taken to our 'Stop AIDS Campaign' website.

**stop AIDS campaign**

AIDSPortal is our international **networking** initiative providing tools to support global collaboration and knowledge sharing among new and existing networks of people responding to the AIDS epidemic around the world.

Link to our international  
networking initiative on AIDS  
**aidsportal**



**stop AIDS**  
Speaker Tour  
2007

[back to top](#)