

HIV/AIDS Policies for Better Workplaces

As the HIV/AIDS pandemic is having a growing impact on public and private sector workplaces alike, organizations must formulate a proactive response. Developing a workplace policy on HIV/AIDS is critical in taking action. **Workplace Policy Builder** is a free software program that guides companies in policy development.



What is the Purpose of Workplace Policy Builder?

Using Workplace Policy Builder (WPB), your company can develop a workplace policy on HIV/AIDS. WPB offers an easy, step-by-step process, which works best when used by a diverse team that includes management, union leaders, supervisors, and employees. A successful application of this software will result in a comprehensive policy that addresses the needs of all company stakeholders.

With the help of WPB your company will be able to:

- Follow the steps for forming your team, reviewing relevant issues, and developing your workplace policy
- Understand the cost of HIV/AIDS for your workplace
- Review more than 250 useful documents, including almost 100 individual company policies
- Learn about the national HIV/AIDS policies with which companies must comply
- Analyze the costs to your business of prevention, care, and treatment.

Public and private sector organizations will find WPB useful: commercial entities, government agencies, nonprofit organizations, labor or trade unions, or other groups that need a workplace HIV/AIDS policy.

WPB in Action

A Chinese textile company in Lesotho used WPB in October 2004. A 13-member policy development team (of managers, union leaders, and workers) formulated the company's own workplace policy on HIV/AIDS. This policy was based on other policies of the company and was consistent with both national laws and international regulations. The result was an HIV/AIDS policy that was then negotiated with senior management and implemented among the company's 8,000 workers.



WPB ensures that companies can develop policies that are:

- **Appropriate**—for the company, its employees, its resources, and the community
- **Comprehensive**—addressing all relevant policy areas
- **Effective**—maximize resources, have staff and management buy-in, and integrate monitoring and evaluation.

WPB provides resources:

- A PowerPoint presentation on the basics of HIV/AIDS and its impact on the workplace
- An explanation of how a workplace policy can benefit employees and employers
- Sample policies that other companies have developed
- International and regional agreements and standards on HIV/AIDS and the workplace (e.g., UNAIDS, ILO, SADC)
- National HIV/AIDS policies.

WPB guides users in:

- Forming a workplace policy team
- Identifying available resources within the company and in the community to assist in achieving the goals identified in the development of the workplace policy
- Estimating the costs of the policy.

Who is Using WPB?

The software is being used by a number of companies, including:

- ▶ Fifty small and medium-sized enterprises in an export-processing zone in Kenya
- ▶ A large AGOA-certified textile manufacturer in Lesotho
- ▶ Twenty U.S. companies in Mexico
- ▶ A large electric company in Mozambique
- ▶ Four grape farms in Namibia.

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For more information or comments on WPB, e-mail policyinfo@futuresgroup.com.

Download the software at no cost at www.futuresgroup.com/policybuilder.

In conjunction with the software, Futures Group can also facilitate workplace policy development for your organization.