

HIV/AIDS WORKPLACE POLICY

Applies to	Apollo Healthco Limited
Effective From	1 st July 2024
Next Review Date	As and when required
Issuing Authority	Human Resources Lead
Content Owner	Human Resources
Version	Apollo Healthco Ltd - 2024-V1-2
Scope	All Employees, Contractual employees & interns

OBJECTIVE:

Apollo Healthco Limited (“the Company” or “We”) aims to ensure a supportive and non-discriminatory work environment for employees living with HIV, promoting their health, safety, and well-being through this policy. The Company supports national efforts to reduce the spread of infection and minimize the impact of the disease. This Policy will comply with the provisions of the Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017, and the Human Immunodeficiency Virus & Acquired Immune Deficiency Syndrome (Prevention and Control) Rules, 2018 including but not limited to any other guidelines as and when issued by the Authority/Government (hereinafter referred to as the “Act”).

This policy aims to ensure a supportive, non-discriminatory, and inclusive work environment for employees living with HIV/AIDS, recognizing that HIV/AIDS should be treated like any other serious condition or illness. The policy underscores the principle that employees infected with HIV/AIDS can live full and active lives for many years.

This policy serves as a framework to support and protect the rights and well-being of employees infected with HIV while ensuring a safe and healthy workplace for everyone.

GENERAL GUIDELINES:

- i. **Zero Tolerance for Discrimination:** HIV-positive employees will be protected against discrimination, victimization, or harassment. Normal company disciplinary and grievance procedures shall apply equally to all employees, as will the provision of information and education about HIV and AIDS;
- ii. **Employment opportunities:** The Company is committed to providing equal employment opportunities to all employees, regardless of their HIV status;
- iii. **Commitment to equality:** The Company is committed to providing equal employment opportunities to all employees, regardless of their HIV status. This includes recruitment, selection, Training, Learning or Development, and career progression including promotions and job transfers;
- iv. **Privacy Protection:** Information regarding an employee's HIV status will be treated with the highest level of confidentiality and will not be disclosed without their explicit consent. The Complaints officer shall comply with data protection measures under Section 11 and Rule 13 of the Act;

- v. **Medical Information Security:** Any medical information provided by an employee will be securely stored in their personnel files; and
- vi. **Awareness:** The Company ensures that all necessary precautions are taken to prevent HIV transmission in the workplace. We disseminate and sensitize with appropriate communications to raise awareness about HIV/AIDS transmission.

IMPLEMENTATION AND MONITORING: will be done as per the provisions of the Act.

GRIEVANCE REDRESSAL:

The head of the Human resources department will act as the Grievance/Complaints Officer. Any grievance or concern related to stigmatization or discrimination of HIV/AIDS-infected employees may be reported to employee grievance@apollo247.org. The Grievance/Complaints Officer will be responsible for dealing with complaints, and the effective implementation of this policy and will be required to take necessary action according to rules 11-13 of the Act. Every complaint shall be made to the Complaints Officer in writing in the Form set out in "Annexure-A". However, if the complaint cannot be made in writing, the Complaints Officer shall render all reasonable assistance to the complainant to reduce the complaint in writing.

POLICY ACCESS AND COMMUNICATION:

This policy will be communicated to all employees and made readily accessible on HRIS. Employees must acknowledge that they have read, understood, and agree to comply with this policy.

POLICY REVIEW:

This policy will be reviewed periodically to ensure compliance with provisions of the Act to incorporate best employment practices.

Annexure-A

[Form for making a complaint to Complaints officer under Rule 10 of the Act]

1.	Name of the Complainant	
2.	Full Address of the Complainant	
3.	Contact Number	
4.	Email Id	
5.	Date of Incident	
6.	Place of Incident	
7.	Description of Incident (Additional Sheets may be attached)	
8.	List of documents attached	
9.	Person or Institution responsible for the incident	
10.	Declaration	
<p>a) The aforementioned details are true to my/ our knowledge, information and belief;</p> <p>b) I/We have not concealed or misrepresented any fact stated in aforesaid columns and the documents submitted herewith;</p> <p>(c) I/We have not brought the subject matter of the present complaint before the Company; and</p> <p>d) The subject matter of the present complaint has not been decided by any forum/court/arbitrator or any other authority.</p>		

Signature/Thumb Impression of Complainant*

Date of Submission of complaint

For Official Use only:

Complaint Number:

*Where the complaint is received orally or telephonically and reduced to writing by the Complaints Officer, the Complaints Officer shall sign and date the Form.