

WORKPLACE POLICY BUILDER

Futures Group

Making an
HIV/AIDS
Workplace Policy
a Possibility for
Any Company

A Computer Software Program

Every company should know:

The impact HIV/AIDS is
having or will have on
the company

The national HIV/AIDS
policies that companies are
obliged to comply with

The costs to the business
if it does nothing

The costs to the business
of various interventions

As the HIV/AIDS epidemic becomes more severe, and the direct and indirect impacts are felt by companies*, developing a workplace policy is becoming more necessary.

Many companies have found it very difficult to develop a policy because they have to start from scratch and figure out how to develop a policy in an area that is foreign to them, and their business. Many businesses do not have any experience in health care issues, let alone how to deal with HIV/AIDS. Policy Builder is a software program that is being developed to help guide companies through this challenge.

What is the purpose of the Policy Builder?

Policy Builder does not write the policy for the users. The “workplace policy team” will work together to identify needs and write their own policy, using Policy Builder’s easy step-by-step process. It is intended to be used by a diverse team including: management, union leaders and members, supervisors, employees (both full- and part-time), government, NGOs, the community, and family members. Policy Builder provides access to a variety of resources, from company policies to international agreements. The user can copy this information, edit it, and put it together in a rich text format that can be exported to Word, allowing for easy editing at a later stage.

*Policy Builder sets up
the process for the
successful
implementation of a
workplace policy*

Policy Builder helps companies respond to HIV/AIDS in an appropriate, comprehensive, and effective manner that is in accordance with international standards and national laws.

How can Policy Builder help companies?

Policy Builder ensures that companies can develop their own policies that are:

- **Appropriate** – for the company, its employees, its resources, and the community.
- **Comprehensive** – addressing all relevant policy areas.
- **Effective** – feasible within resources (staff, financial, facility, and community), has staff and management buy-in, and is embedded with a monitoring and evaluation process.

This program will provide a company with a resource on:

- The basics of HIV/ AIDS and its impacts on the workplace.

- How a workplace policy can benefit both employees and employers.
- 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.

This program will guide the participants in:

- Forming a workplace policy team (the group of key stakeholders who will be involved throughout the process).
- Identifying available resources within the company and in the community to assist in achieving the goals identified in the development of the workplace policy.
- Costing and budgeting out the policy (e.g., what an organization can afford to do and what it cannot afford not to do).

**There are numerous groups who will find the Policy Builder tool useful, in the private and public sector alike. The word “company” used here includes any commercial sector entities, government agencies, non-profit organizations, labor or trade unions, or other groups who have use for an HIV/AIDS workplace policy.*

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