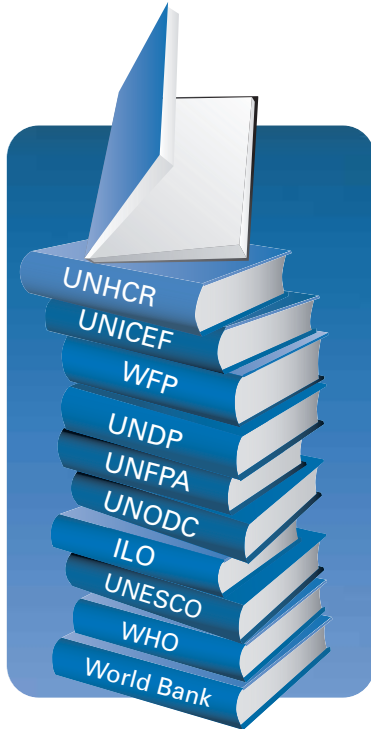


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● ANNEX 1

Summary of the UN Cares 10 Minimum Standards

UN Cares is designed to reduce the impact of HIV in the UN workplace by supporting “universal access” to a comprehensive range of benefits for all personnel and their families. Known as the *UN Cares 10 Minimum Standards*, these benefits:

- help save lives and improve staff well-being, reduce stigma and discrimination, and sustain the UN’s capacity to do its core work;
 - establish a common implementation framework to realize the UN Personnel Policy on HIV/AIDS; and
 - serve as a model of the UN reform process by “Delivering as One” an HIV workplace programme that builds on existing workplace efforts of various UN agencies, while eliminating duplication of effort.
- 1. Information about UN policies and benefits related to HIV.** All personnel and their families have access to information about UN system policy, programmes, personnel rights, benefits, and their own responsibilities regarding HIV and AIDS.
 - 2. Information about preventing transmission of HIV and accessing services.** All personnel and their families have appropriate knowledge about how to protect themselves from HIV, and those living with or affected by HIV know where to access good quality care, treatment and support.
 - 3. Learning and training activities on stigma and discrimination.** Measures are in place to combat stigma and discrimination, and to increase gender awareness.





For a complete description of the 10 Minimum Standards and their measurable indicators, go to

www.uncares.org
or contact the UN Cares
Global Coordinator at
info@uncares.org.

- 4. Access to male and female condoms.** When high-quality condoms are not reliably and consistently available from the private sector, access should be simple and discreet at the UN workplace, either free or at low cost.
- 5. Voluntary counselling and testing.** All personnel and their families are aware of where and how to access voluntary counselling and testing.
- 6. Insurance covering HIV-related expenses.** All staff and recognized dependents have access to insurance coverage that allows them to access services for HIV prevention, treatment and care.
- 7. Confidential handling of personal information.** All UN personnel with access to personal information maintain its confidentiality (such as HIV status or any other medical condition).
- 8. First aid using standard precautions.** All personnel have access to first aid using standard precautions including the use of gloves and sterilized equipment.
- 9. Rapid access to PEP starter kits.** All personnel and family members have access within 72 hours to HIV emergency post-exposure prophylaxis (PEP) starter kits and related care in case of possible exposure to HIV.
- 10. Managerial commitment.** All UN managers assume leadership on the implementation of UN Cares.

For a complete description of the 10 Minimum Standards and their measurable indicators, go to www.uncares.org or contact the UN Cares Global Coordinator at info@uncares.org.

The United Nations HIV/AIDS Personnel Policy¹

A. Information, education and other preventive health measures

i. UN staff and their families should be provided with sufficient, updated information to enable them to protect themselves from HIV infection and to cope with the presence of AIDS.

To this end, all UN bodies are encouraged to develop and implement an active staff-education strategy for HIV/AIDS using the handbook on AIDS for UN employees and their families produced by UNAIDS and identifying in the field local sources experienced in HIV/AIDS counselling, to provide confidential follow-up.

The staff of the UN Medical Services should be fully involved in such staff education programmes. They should receive any additional professional education that may be required; and all pertinent information material on HIV/AIDS, supplied and updated by UNAIDS, should be available through them at all duty stations.

ii. All UN staff members and their families should be made aware of where safe blood may be obtained.

To accomplish this task, the WHO Blood Safety Unit, in cooperation with the UN Medical Service, should establish and regularly update a list of reliable and operational blood transfusion centres for circulation to UN headquarters, regional offices and duty stations. The UN Medical Services and local linked medical facilities should also make efforts to ensure that blood transfusions are performed only when absolutely necessary.



All pertinent information material on HIV/AIDS, supplied and updated by UNAIDS, should be available through staff of the UN Medical Services at all duty stations.

¹ ACC Decision 1991/10.



Voluntary testing
with pre- and post-counselling
and assured confidentiality
should be made available
to all UN staff members
and their families.

iii. UN Resident Coordinators must exercise their responsibility to adopt measures to reduce the frequency of motor vehicle accidents, not only because of their attendant high mortality and morbidity, but because they represent a particular risk of HIV infection in those localities lacking safe blood supplies.

UN Resident Coordinators are, therefore, encouraged to consider the following measures for reinforcement or for general adoption if not already applied, and to circulate them to all personnel at the duty station together with instructions on the use of public transport:

- the fitting of and compulsory use of seat belts in all UN vehicles;
- proper training in off-road use of 4-wheel-drive vehicles;
- prohibition against the personal use of vehicles when an official driver is available;
- compulsory use of helmets for all riders of motorbikes;
- prohibition against substance abuse by vehicle drivers;
- organization of first-aid training sessions;
- equipping UN vehicles with first-aid kits containing macromolecular solutions (plasma expanders).

iv. All UN staff members and their families should have access to disposable syringes and needles.

The UN Medical Services should provide disposable syringes and needles to staff on duty travel to areas where there is no guarantee of the proper sterilization of such materials. They should be accompanied by a certificate in all UN official languages explaining the reasons why they are being carried. Regional offices and other duty stations should stock disposable injection material for use by UN staff and their families. This stock should be available at UN dispensaries, where such exist, or at the WHO duty station in the country.

v. *All UN staff members and their families should have access to condoms.*

Condoms should be available through the United Nations Population Fund (UNFPA) and/or WHO at those duty stations where there is not a reliable and consistent supply of high-quality condoms from the private sector. Access should be free, simple and discreet.

B. Voluntary testing, counselling and confidentiality

Voluntary testing with pre- and post-counselling and assured confidentiality should be made available to all UN staff members and their families.

Adequate and confidential facilities for voluntary and confirmatory testing and counselling should be made available locally to UN staff members and their families, with UN bodies acting in close collaboration with the UN Medical Services and WHO. Specific procedures must be developed by UN bodies to maintain confidentiality with respect to negative as well as positive results from an HIV test, including whether such a test has been taken. Only the person tested has the right to release information concerning his/her HIV status.

C. Terms of appointment and service

Pre-recruitment and employment prospects

- The only medical criterion for recruitment is fitness to work.
- HIV infection does not, in itself, constitute a lack of fitness to work.
- There will be no HIV screening of candidates for recruitment.
- AIDS will be treated as any other medical condition when considering medical classification.
- HIV testing with the specific and informed consent of the candidate may be required if AIDS is clinically suspected.
- Nothing in the pre-employment examination should be considered as obliging any candidate to declare his or her HIV status.
- For any assignment in a country that requires HIV testing for residence, this requirement must appear in the vacancy notice.



HIV or AIDS should not be considered as a basis for termination of employment. If fitness to work is impaired by HIV-related illness, reasonable alternative working arrangements should be made.



Health insurance coverage should be available for all UN employees regardless of HIV status. There should be no pre- or post-employment testing for HIV infection.

Continuity of employment

- HIV infection or AIDS should not be considered as a basis for termination of employment.
- If fitness to work is impaired by HIV-related illness, reasonable alternative working arrangements should be made.
- UN staff members with AIDS should enjoy health and social protection in the same manner as other UN employees suffering from a serious illness.
- HIV/AIDS screening, whether direct (HIV testing), indirect (assessment of risky behaviours) or asking questions about tests already taken, should not be required.
- Confidentiality regarding all medical information, including HIV/AIDS status, must be maintained.
- There should be no obligation on the part of the employee to inform the employer regarding his or her HIV/AIDS status.
- Persons in the workplace affected by, or perceived to be affected by HIV/AIDS, must be protected from stigmatization and discrimination by coworkers, unions, employers or clients.
- HIV-infected employees and those with AIDS should not be discriminated against, including access to and receipt of benefits from statutory social security programmes and occupationally-related schemes.
- The administrative, personnel and financial implications of these principles under terms of appointment and service should be monitored and periodically reviewed.

D. Health insurance benefits programmes

i. Health insurance coverage should be available for all UN employees regardless of HIV status.

There should be no pre- or post-employment testing for HIV infection.

ii. Health insurance premiums for UN employees should not be affected by HIV status.

No testing for HIV infection should be permitted with respect to any health insurance scheme.

● ANNEX 3

Summary of the Key Principles of the ILO Code of Practice

The ILO *Code of Practice on HIV/AIDS and the World of Work* provides guidelines for the development of policies at national and enterprise levels and practical guidance for workplace programmes. The Code of Practice was developed in collaboration with representatives of governments, employers and workers from all regions.

The 10 key principles of the Code are:

- 1. Recognition of HIV/AIDS as a workplace issue** HIV/AIDS is a workplace issue, not only because it affects the workforce, but also because the workplace can play a vital role in limiting the spread and effects of the epidemic.
- 2. Non-discrimination** There should be no discrimination or stigmatization of workers on the basis of real or perceived HIV status.
- 3. Gender equality** Increased equal gender relations and the empowerment of women are vital to successfully preventing the spread of HIV infection and enabling women to cope with HIV/AIDS.
- 4. Healthy work environment** Work environments should be healthy and safe, and adapted to the state of health and capabilities of workers.
- 5. Social dialogue** Successful HIV/AIDS policies and programmes require cooperation and trust between employers, workers, and governments.
- 6. Screening for purposes of employment** HIV/AIDS screening should not be required of job applicants or persons in employment and testing for HIV should not be carried out at the workplace except as specified in this code.



The ILO Code of Practice provides guidelines for the development of policies at national and enterprise levels and practical guidance for workplace programmes.



The Code of Practice was developed in collaboration with representatives of governments, employers and workers from all regions.

- 7. Confidentiality** Access to personal data relating to a worker's HIV status should be bound by the rules of confidentiality consistent with existing ILO codes of practice.
- 8. Continuing the employment relationship** HIV infection is not a cause for termination of employment. Persons with HIV-related illnesses should be able to work for as long as medically fit in appropriate conditions.
- 9. Prevention** Local community partners are in a unique position to promote prevention efforts through information and education, and support changes in attitudes and behaviour.
- 10. Care and support** Solidarity, care and support should guide the response to AIDS in the workplace. All workers are entitled to affordable health services and to benefits from statutory and occupational schemes.

The full text of the Code is available on the ILO website: www.ilo.org

● JOINT SPONSORS

UNAIDS is an innovative joint venture of the United Nations, bringing together the efforts and resources of the UNAIDS Secretariat and ten UN system organizations in the AIDS response. The Secretariat headquarters is in Geneva, Switzerland—with staff on the ground in more than 80 countries. The Cosponsors include :

- the Office of the United Nations High Commissioner for Refugees (UNHCR),
- the United Nations Children’s Fund (UNICEF),
- the World Food Programme (WFP),
- the United Nations Development Programme (UNDP),
- the United Nations Population Fund (UNFPA),
- the United Nations Office on Drugs and Crime (UNODC),
- the International Labour Organization (ILO),
- the United Nations Educational, Scientific and Cultural Organization (UNESCO),
- the World Health Organization (WHO),
- the World Bank.



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**This booklet is available in
Arabic, Chinese, English,
French, Portuguese, Russian,
Spanish and other languages on
the UN Cares website.**

HIV touches us all. With the right information, we can collectively respond to and eliminate it, thus improving our workplaces and our lives.

This booklet contains important information about HIV. It is provided to you, as UN personnel, and your families to educate you about HIV and to make you aware of the resources and services available to you. We encourage you to share the information herein with your loved ones. HIV affects us all, whether we are aware of it or not. One of the intentions of this booklet is to make you aware. It is our aim that all UN personnel know the ways that HIV is transmitted and prevented, and are knowledgeable of their own HIV status. We hope that all personnel become familiar with UN Cares and the UN agencies working together to deliver HIV-related knowledge, information, and other types of support. We also hope that personnel learn about the UN's workplace policy on HIV and AIDS, which is aimed at eliminating the HIV-related stigma and discrimination that are still all too common in our workplaces.

What can you find in this booklet?

Practical information that can make a positive difference in your lives and in the lives of your families:

- How to protect yourself and those you care about from HIV
- How you can talk about HIV with your partner and/or with your children
- Why you should be tested
- Where you can turn to, inside and outside the UN, for support and treatment if you are living with or affected by HIV
- What you can do to create a respectful workplace for all, including your colleagues living with, and affected by, HIV