

## **AIDS and other life-threatening illness in the workplace policy**

The Academy for Educational Development is committed to maintaining a safe and healthy work environment for its employees in accordance to all applicable laws of the host country. We treat all employees equally and thus staff should be sensitive to the needs of colleagues affected with a life-threatening illness such as HIV/AIDS, cancer, heart disease, avian flu, malaria, or a disability.

Employees with any life-threatening illness or disability may continue to work at the Academy as long as they regularly meet their job requirements and do not pose a health or safety risk to themselves or to their colleagues. AED is committed to equal employment opportunities. It is the employee's responsibility to provide medical documentation to the Chief of Party or Country Director if the employee needs reasonable accommodations to perform the essential functions of the job.

All health insurance files are maintained separately from personnel information by all Academy offices to assure total confidentiality; they are only available to certain Academy employees on a "need-to-know" basis for appropriate and specific management purposes. Anyone found violating the privacy of any employee will be severely reprimanded and the Academy will take corrective action. Discrimination against any person with a life-threatening illness is strictly prohibited.

Staff should know that a person infected with the HIV virus or who has AIDS does not pose a health threat to co-workers. HIV/AIDS is NOT spread by casual contact such as hugging and touching; by touching dishes, doorknobs, or toilet seats; or while participating in sports. The Academy will take seriously the concerns of any employees who are uneasy with working with a person with a life-threatening illness. and will address these concerns by providing information and counseling to all employees.

The Academy will distribute information to answer questions from employees about HIV prevention, and will provide information regarding confidential HIV/AIDS care services available in the locations of our offices.

To view the complete policy on AIDS and other life threatening illness, please see **Chapter 10, Code of Ethics and Conduct**, in Manual of Standard Policies and Procedures on the Academy's intranet.



## **AIDS and other life-threatening illness in the workplace policy**

I, \_\_\_\_\_ have received a copy of the Academy for Educational Development's AIDS and other life-threatening illness in the workplace policy. I have read the policy and have had an opportunity to ask questions about anything that I did not understand.

I understand the Academy's policies and procedures regarding AIDS and other life-threatening illnesses at the workplace and AED's commitment to equal employment opportunities. I understand that it is my responsibility to provide medical documentation to the Chief of Party or Country Director if I need reasonable accommodations to perform the essential functions of the job.

---

Signature

---

Signature of Witness

---

Date

---

Date