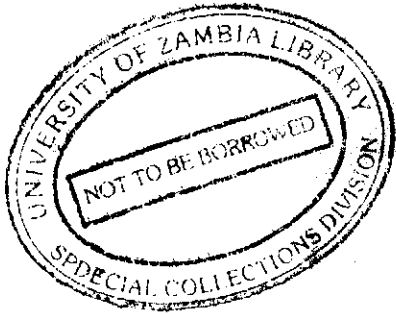


HIV AND AIDS POLICY



THE UNIVERSITY OF ZAMBIA

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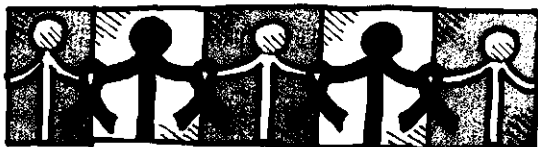
Compiled by:
Sub-Committee on HIV and AIDS Policy
Vice-Chancellor's Standing Committee on HIV and AIDS, University
of Zambia

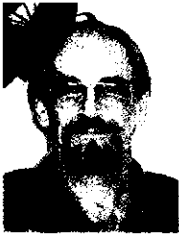
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FOREWORD

The HIV and AIDS pandemic has brought terrible sufferings to many thousands of families and communities around the world, especially in Zambia and other countries of the African region. Young women and men in vast numbers have fallen sick and died in the prime of their lives, depriving spouses of their partners, children of their parents, and elders of their cherished offspring, just when they were most needed, just when the family was expecting to rely on them for leadership, for protection and for income generation. Communities such as the University of Zambia have lost many of their members to debilitating illness or death, depriving them of staff on whom they expected to rely for continuity and leadership and of students in whose development the institution's hopes were vested.

The University of Zambia is committed to producing students who are competent, reflective, concerned and able to make useful contributions to the society in which they live. The HIV and AIDS pandemic directly impacts on the University's most valuable resource, that is, the human beings responsible for realising our mission of "Service and Excellence".

Stigmatisation and discrimination of Persons Living with HIV and AIDS is a serious threat to the war against the epidemic. We, therefore, have a challenge to create a learning and working environment that is supportive, sensitive and responsive to students, members of staff and their dependents. This calls for unity of purpose and commitment among all stakeholders to confront the problem of HIV and AIDS at the University.

The University Administration has a special responsibility for oversight, support and resource mobilisation to ensure effective implementation of this policy and various initiatives informed by it, directed at mitigating the pandemic. The HIV and AIDS Office and other structures in the University are mandated to implement that process. The University Council is committed to protecting the rights and privileges of all members of the University community, ensuring the integration of HIV and AIDS-related activities into the core functions of teaching, research and community service.

The University of Zambia is well placed to spearhead the development of strategic responses against HIV and AIDS. It should also rise up to the challenges of HIV and AIDS in our nation and use its great potential to promote research, dissemination of knowledge, and intellectual debates on HIV and AIDS. The formulation of this HIV and AIDS Policy reflects our determination and commitment to address the pandemic both within our community and beyond our boundaries.

A handwritten signature in black ink, appearing to read 'R. Serpell', written over a light-colored background.

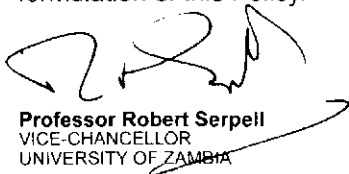
Professor Robert Serpell
VICE-CHANCELLOR
UNIVERSITY OF ZAMBIA

December 2005

ACKNOWLEDGEMENTS

On behalf of the University Council and the Central Administration of the University of Zambia, I wish to express our indebtedness to the Vice-Chancellor's Standing Committee on HIV and AIDS, for the leadership they provided in the development of this institutional HIV and AIDS Policy. We are especially grateful to two key partners, the Students and Academicians International Association (SAIH) of Norway and the Centre for Infectious Diseases Research of Zambia (CIDRZ), for their moral and financial assistance, not only for the development of the policy, but also for the university-wide initiative on HIV and AIDS.

The policy formulation was an excellent example of a wide consultative and participatory process. Congratulations are therefore due to the University community, members of staff and students, for their enthusiastic participation and valuable contributions. Special tribute is due to the members of the Sub-Committee on HIV and AIDS Policy namely Mrs A. Menon, Mr H. Chiboola, Mrs A.S. Mweene, Mrs T.L.M. Sichilongo, Ms S. Shanungu, Mr C. Hamusunse, Mr S. Miti and Mr S. James, for their commitment and leadership in the formulation of this Policy.



Professor Robert Serpell
VICE-CHANCELLOR
UNIVERSITY OF ZAMBIA

December 2005

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PREAMBLE

Human Immunodeficiency Virus (HIV) and Acquired Immuno-Deficiency Syndrome (AIDS) is not only a health issue, but also one that concerns the entire University community and society in many aspects. The University of Zambia (UNZA) recognises the psychosocial and economic impact of HIV and AIDS. As an institution that strives to engage with society and be responsible to it, the University of Zambia is committed to playing an active role in mitigating the impact of HIV and AIDS, both on to its internal constituency of staff and students, and on to society as a whole. The growing problem of HIV and AIDS thus demands a response from the University of Zambia, which is one of the highest learning institutions in the country. The University of Zambia is in a unique position to shape debate, action, policy and practice in the fight against the HIV and AIDS pandemic. A sound policy regarding HIV and AIDS is a vital step in formulating an educated response to the disease.

INTRODUCTION

HIV and AIDS in Zambia

HIV was first diagnosed in Zambia in 1984 and currently presents a major public health and developmental challenge. Zambia is one of the countries worst affected by the HIV infection in the sub-Saharan region. According to 2004 estimates by the Ministry of Health, the HIV adult prevalence rate in Zambia stood at 19.9%. The most affected are the reproductive age group, 15 to 49 years. In Lusaka, where the University of Zambia is located, the prevalence rate of HIV among females stood at 25% and that of males at 19%. The pandemic, therefore, poses a threat to both health and socio-economic development and has a devastating effect on the economically active and productive members of the society (Ndubani, 2001).

National response to the HIV and AIDS pandemic

The effects of HIV and AIDS on employees and organisations come in various forms such as increased sick leave and absenteeism, high medical expenses, low productivity, high employee turnover, loss of employees, increased expenditure on health and death benefits (Malungo, 2000; Kamwanga, 2001). There have been various national responses to combat the effects of the pandemic.

Zambian National Strategic Plan on HIV and AIDS

The National HIV/AIDS/STI/TB Council developed an intervention strategic plan for the period 2002-2005 in order to reduce the HIV prevalence rate in the 15-19 age group. To achieve this, four broad objectives were identified: (1) To reduce HIV/STI transmission mainly focusing on children, youth, women and situations providing risk for HIV/STI transmission; (2) To reduce the socio-economic impact of HIV and AIDS on individuals and families, at the workplace, in homes and on Zambian society as a whole; (3) To maintain and improve operational and implementation procedures and processes to ensure timely and effective management decision-making; and (4) To ensure that result-oriented coordination of activities takes place at different levels of implementation.

Ministry of Labour and Social Security

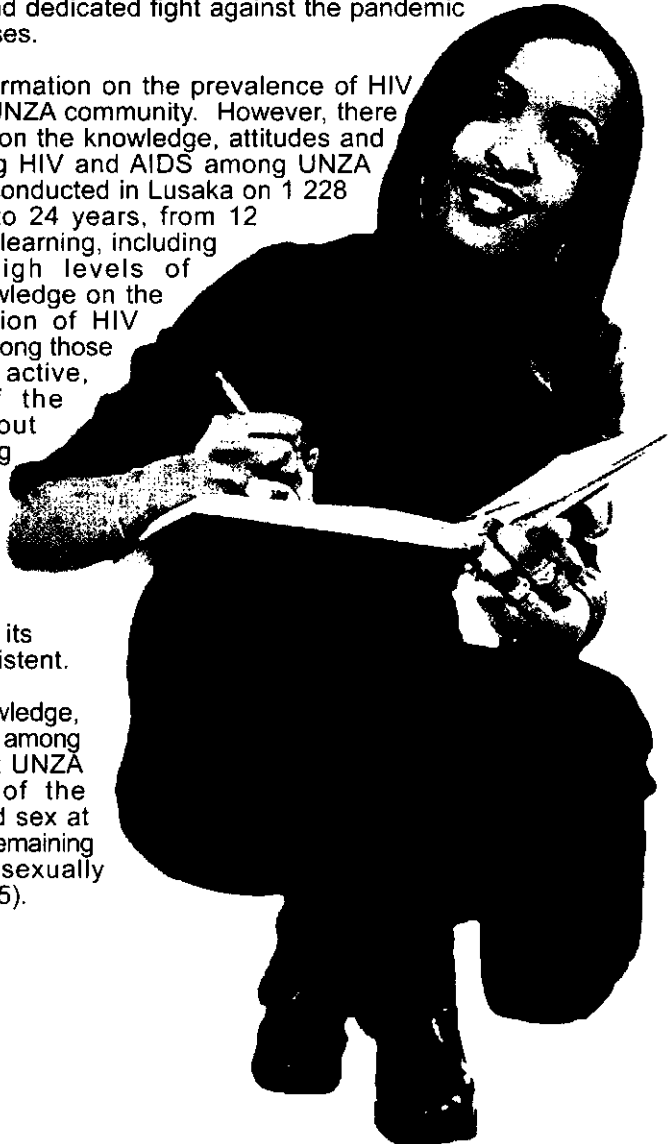
The Ministry of Labour and Social Security has been proactive in combating the HIV and AIDS at workplace. Through partnership with the International Labour Organisation (ILO) and other international bodies, researches have been conducted and programmes implemented. The Ministry recommends that all organisations in Zambia adopt 'The Code on HIV/AIDS and Employment in the Southern African Development Community' (Appendix 5). The code balances individual rights and social needs, and provides a base on which to build strategies for prevention and management of the pandemic.

HIV AND AIDS AT THE UNIVERSITY OF ZAMBIA

University is a central part of life to students, members of staff and their dependents. For this reason, it becomes crucial that members of staff and students have safe, healthy working and learning environments. Members of staff and students are becoming more aware that they can be affected by HIV and AIDS, whether by being infected or not, irrespective of their behavioural choices. The number of AIDS cases continues to escalate and this will undoubtedly impact on the University. This calls for a serious and dedicated fight against the pandemic on University campuses.

There is lack of information on the prevalence of HIV infection within the UNZA community. However, there is some information on the knowledge, attitudes and practices concerning HIV and AIDS among UNZA students. A survey conducted in Lusaka on 1 228 students, aged 16 to 24 years, from 12 institutions of higher learning, including UNZA, showed high levels of awareness and knowledge on the mode of transmission of HIV (SHARES 2003). Among those who were sexually active, three quarters of the students knew about condoms preventing infection, and despite that, only about a third reported always using condoms. Not only was condom use among the respondents low but its use also was inconsistent.

A 2004 survey of knowledge, attitudes and practices among first year students at UNZA showed that half of the respondents had had sex at least once, whilst the remaining half had not been sexually active (ZAWECA 2005).



UNZA'S RESPONSE TO THE HIV AND AIDS PANDEMIC

Standing Committee on HIV and AIDS

The University of Zambia recognises the impact of HIV and AIDS on the UNZA community, and the need to coordinate all efforts at institutional level to avoid both duplication and gaps in the total response to the HIV and AIDS pandemic. It is with this in mind, that the Vice-Chancellor in 2003 appointed a multi-disciplinary Standing Committee on HIV and AIDS. The terms of reference of the Committee are:

- ✕ To formulate the HIV and AIDS policy and guidelines for programme implementation at the University of Zambia.
- ✕ To coordinate and monitor the implementation of HIV and AIDS programmes within the University of Zambia.
- ✕ To establish a database on HIV and AIDS at the University of Zambia.
- ✕ To review and support existing HIV and AIDS programmes within the University of Zambia.
- ✕ To promote operational research on HIV and AIDS to enhance effectiveness and focused response to HIV and AIDS programming at the University of Zambia.
- ✕ To advise the Central Administration in matters pertaining to appropriate interventions for HIV and AIDS prevention, care and support at the University of Zambia.
- ✕ To solicit financial assistance for HIV and AIDS programmes from both the national and the international donor community.

VALUES UNDERLYING THE FORMULATION OF THE UNZA HIV AND AIDS POLICY

The following values guided the conception of the policy:

- ✕ HIV and AIDS concerns the entire UNZA community; an appropriate response to the pandemic can be achieved only by ensuring emphasis of HIV and AIDS in the various programmes and activities of the University. All the stakeholders should be involved in defining and implementing the response to HIV and AIDS at the University;
- ✕ Students, members of staff and their dependents who are living with HIV and AIDS will not be discriminated against in accessing education and/or employment at the University;
- ✕ Students, members of staff and their dependents have the right to dignity, respect, autonomy and privacy concerning their HIV and AIDS status;
- ✕ HIV and AIDS can affect anyone; the policy should in no way perpetuate stereotypes of HIV and AIDS as belonging to any sex, age, ethnic group, sexual preference, student or member of staff, but it should recognise specific vulnerabilities and risk factors such as cases of sexual harassment;

- ⌘ Appropriate strategies for prevention, health promotion and caring for and the treatment of students, members of staff and their dependents living with HIV and AIDS are essential.

POLICY ON HIV AND AIDS

The University of Zambia is committed to maintaining a healthy working and learning environment by protecting the physical and emotional health and well being of all students in the learning environment and members of staff in the workplace. UNZA is committed to being an equal opportunity learning institution and equal opportunity employer. This entails commitment to providing admission and employment for people with HIV and AIDS who wish to learn and work. This HIV and AIDS policy is a direct outgrowth of these commitments.

The spread of HIV is attributed to various factors, amongst which are certain forms of sexual harassment. UNZA, therefore, will not permit any form of sexual harassment of its students or members of staff and their dependents. Sexual harassment subverts the mission of the University and threatens the careers, educational experience, and well being of students, members of staff and their dependents. UNZA's Code of Conduct prohibits sexual harassment as a serious form of misconduct liable to bring the University into disrepute and stipulates that the first breach of this prohibition, whether by a student or a member of staff, warrants dismissal.

OBJECTIVES OF THE POLICY

The main objectives of the HIV and AIDS policy are:

To establish guidelines for decision-making, coordination, and action on HIV and AIDS related matters in the University.

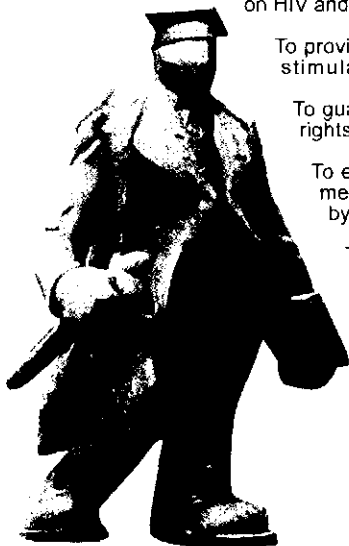
To provide a safe learning and working environment that will be stimulating, supportive and free from discrimination.

To guarantee learning and employment by observing the legal rights of persons living with HIV and AIDS in the University.

To encourage sensitivity to and understanding for students, members of staff and their dependents infected or affected by HIV and AIDS.

To provide information, education, counselling, and supportive care services that promote the personal and professional well being of students, members of staff and their dependents who are infected or affected by HIV and AIDS.

To contribute to the community efforts in mitigating the impact of HIV and AIDS.



POLICY COMPONENTS

The UNZA HIV and AIDS policy addresses the following components:

- ⌘ Obligations of the University Council
- ⌘ Responsibility of UNZA Central Administration
- ⌘ Rights of members of staff
- ⌘ Rights of students
- ⌘ Responsibilities of members of staff and students
- ⌘ Teaching and research
- ⌘ Information, education and communication
- ⌘ Counselling and supportive care
- ⌘ Community engagement

OBLIGATIONS OF THE UNZA COUNCIL

The University Council is obliged to support the activities related to combating HIV and AIDS on campuses and in the community, as well as to ensuring that the rights of students, staff and their dependents are protected and respected. The Council shall have the obligation to support HIV and AIDS-related activities by:

- ⌘ Facilitating collaboration with public and private sector in relation to promotion of HIV and AIDS-related activities at the institution and in the community.
- ⌘ Ensuring that HIV and AIDS is mainstreamed in all UNZA activities.
- ⌘ Sourcing funds for HIV and AIDS-related activities and research.
- ⌘ Ensuring that no applicant for admission or employment shall be forced to undergo HIV testing.
- ⌘ Ensuring that outcome evaluation is carried out.

RESPONSIBILITY OF UNZA CENTRAL ADMINISTRATION

UNZA Central Administration has the responsibility of coordinating the activities related to HIV and AIDS on campuses and in the community, as well as ensuring that the rights of students, members of staff and their dependents are protected.

UNZA Central Administration shall bear the responsibility to coordinate and support HIV and AIDS-related activities by:

- ⌘ Promoting awareness and prevention of HIV and AIDS.
- ⌘ Training staff at clinical, managerial or supervisory positions and student leaders in all aspects of this policy and its implementation
- ⌘ Encouraging formation of support groups.
- ⌘ Providing resources to carry out awareness, preventive and supportive activities at the institution.
- ⌘ Promoting HIV and AIDS research.
- ⌘ Providing training for capacity building in HIV and AIDS programming.
- ⌘ Articulating HIV and AIDS policy guidelines by defining what areas need to be attended to in order to curb the inequalities and discrimination that contribute to the spread of HIV and AIDS.
- ⌘ Protecting the rights of students and members of staff.
- ⌘ Providing a physical environment with systems that ensure privacy in the provision of health care and counselling services.
- ⌘ Ensuring that those employed to provide Counselling, Testing and Care (CTC) services and health care are qualified to do so.
- ⌘ Incorporating the guidelines on expected behaviour with regard to HIV and AIDS into the University's Code of Conduct.
- ⌘ Providing students and members of staff with an enabling learning and working environment.
- ⌘ Dealing with complaints of sexual harassment as specified in the Code of Conduct.
- ⌘ Ensuring process evaluation.

RIGHTS OF MEMBERS OF STAFF

The rights of members of staff and their dependents in terms of HIV testing and disclosure of their HIV status within their work environment shall be as follows:

HIV testing and disclosure

- ⌘ No member of staff shall be forced to undergo HIV testing.
- ⌘ Members of staff and their dependents have the right to confidentiality of their HIV and AIDS status and records.
- ⌘ The results of the HIV tests conducted at UNZA Clinic or CTC Centre shall remain confidential, and cannot be given or publicised to a third party without any written informed consent from the person concerned.

⌘ HIV status shall not be used as a criterion for decisions by the UNZA administration regarding:

Employment of permanent and contract members of staff.

Promotion, training and career development of members of staff.

Employment termination.

Retrenchment.

Retirement.

Sick leave.

Access to employee benefits, privileges and rights to health care.

Allocation of housing and accommodation.

HIV-related illness will not be treated differently from other comparable chronic or life threatening conditions with respect to the rights of members of staff.

Work environment:

All members of staff have the right to:

- ⌘ Be accepted, regardless of their status, in an environment free of prejudice, stigma and discrimination.
- ⌘ Be made aware of the risks of exposure to HIV and AIDS.
- ⌘ Work in an environment in which occupational exposure to HIV is minimised by providing appropriate protective methods and post-exposure counselling, diagnosis, prophylaxis and treatment, where applicable.
- ⌘ Be made aware of and have access to preventive and supportive care services available at the institution.
- ⌘ Continue to work if they are deemed medically fit and can meet performance standards for the job they are expected to perform.
- ⌘ Be granted a change in the job or modification thereof or retirement on medical grounds, when performance standards of work are not met, or the continued performance of the job by a member of staff who has HIV and AIDS, affects their health or work output.
- ⌘ Be made aware that sexual harassment is unacceptable behaviour and is prohibited in the University's Code of Conduct.
- ⌘ Be accorded a confidential channel through which to complain when subjected to harassment or stigmatisation by virtue of their HIV status.

RIGHTS OF STUDENTS

The rights of all categories of students during and after admission with respect to HIV testing and disclosure of HIV status and within the campus and study environment shall be as follows:

HIV testing and disclosure

- ✘ No student at the institution shall be forced to undergo HIV testing by UNZA.
- ✘ The students have the right to confidentiality of their HIV and AIDS status and records.
- ✘ The results of the HIV tests conducted at UNZA Clinic or CTC Centre shall remain confidential, and cannot be given or publicised to a third party without any written informed consent from the person concerned.
- ✘ HIV status shall not be used as a criterion for decisions by UNZA administration regarding:
 - Admission, registration or de-registration.
 - Approval of grants, loans and bursaries.
 - Consideration for campus accommodation.
 - Class attendance or performance.
- ✘ HIV-related illness will not be treated differently from other comparable chronic or life threatening conditions with respect to the rights and entitlements of students.





Campus and study environment

All students have the right to:

- ⌘ Be accepted, regardless of their status, in an environment free of prejudice, stigma and discrimination.
- ⌘ Be made aware of the risks of exposure to HIV and AIDS.
- ⌘ Study, work and live in an environment in which occupational exposure to HIV is minimised.
- ⌘ Be provided with appropriate protective methods and post-exposure counselling, diagnosis, prophylaxis and treatment, where applicable.
- ⌘ Be made aware and given access to preventive, supportive care services available at the institution.
- ⌘ Continue to study if they are deemed medically able and can meet the expected performance standards.
- ⌘ Be granted leave of absence from the University when the performance of the student, living with HIV and AIDS, affects their health or study output until deemed medically fit to continue their studies.
- ⌘ Be made aware that sexual harassment is unacceptable behaviour and is prohibited in the University's Code of Conduct.
- ⌘ Be accorded a confidential channel through which to complain when subjected to harassment and stigmatisation by virtue of HIV status.

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RESPONSIBILITIES OF MEMBERS OF STAFF AND STUDENTS

- ✘ Students and members of staff have responsibilities towards themselves and to others with respect to HIV and AIDS prevention and care.

Members of the University community have the responsibility to:

- ✘ Respect each other's rights.
- ✘ Protect themselves from acquiring HIV infection.
- ✘ Be aware of and participate in prevention and supportive care services.
- ✘ Advocate for HIV and AIDS prevention, care and mitigation.
- ✘ Avoid using their HIV and AIDS status as an excuse for poor performance, or missing work/class.
- ✘ Avoid prejudice, discriminatory attitudes or behaviour towards others with respect to their HIV and AIDS status.
- ✘ Reduce the risk of HIV transmission to themselves and to other people.
- ✘ Avoid any form of harassment or stigmatisation.

TEACHING AND RESEARCH

- ✘ UNZA Senate has the responsibility to integrate HIV and AIDS in research and teaching curricula at the various levels of contact.

Teaching

- ✘ Teaching should ensure that the students have a theoretical and practical understanding of the pandemic, appropriate to their programme of study, and its implications for their future career.

Teaching should ensure that students are given the opportunity to:

- ✘ Benefit from intellectual debate about the medical, social, demographic and economic issues relating to HIV and AIDS.
- ✘ Acquire an informed understanding of how HIV and AIDS will affect their future professional careers.
- ✘ Learn about the implications of managing HIV and AIDS in the learning and work places.
- ✘ Understand the potential impact of HIV and AIDS on the economic and social development of their country and worldwide.
- ✘ Develop a caring, tolerant and non-discriminatory approach to persons living with HIV and AIDS.

PREVENTION, COUNSELLING AND SUPPORTIVE CARE

UNZA Central Administration has the responsibility to provide preventive, supportive care and counselling services by:

- ✘ Promoting precautionary measures to prevent the spread of HIV whenever there is potential for exposure to blood or other high-risk body fluids.
- ✘ Providing Counselling, Testing and Care (CTC) services.
- ✘ Making condoms easily available and accessible.
- ✘ Providing professionally trained personnel and / or peer counsellors who shall offer counselling on HIV and AIDS-related issues.
- ✘ Ensuring that the counselling services offered shall be free of charge and be made available on the campuses.
- ✘ Ensuring that adequate counsellors are employed.
- ✘ Providing counselling for the primary benefit of those affected by HIV and AIDS, and counselling for preventing and mitigating the impact of drug abuse, alcohol abuse, rape and sexual violence or harassment, financial issues and such concerns that can increase the risk of HIV infection.
- ✘ Ensuring confidentiality of records and any other information on counselling and supportive care services.
- ✘ Encouraging the establishment of support groups for students and members of staff whose dependents and/or communities are affected by HIV and AIDS.
- ✘ Developing referral networks with community health service providers.
- ✘ Providing a clinic-oriented HIV and AIDS service to students, members of staff and their dependents, that shall include:

Prophylactic therapies

Blood tests

Contraception

Nutritional intervention

Early treatment of opportunistic infections

ARVs

Other support services

COMMUNITY ENGAGEMENT

UNZA Central Administration, along with students and other members of staff have the responsibility to contribute to the community efforts to mitigate the impact and spread of HIV and AIDS by:

- ⌘ Collaborating and networking with various public and private sector organisations involved in HIV and AIDS activities.
- ⌘ Conducting training programmes related to HIV and AIDS for the stakeholders in the community.
- ⌘ Conducting interdisciplinary research in collaboration with other organisations.
- ⌘ Disseminating research findings through appropriate channels.
- ⌘ Incorporating HIV and AIDS-related activities with the community into student programme requirements and in-service training for members of staff.
- ⌘ Involving PLWHA in the community engagement programmes.
- ⌘ Mobilising resources for HIV and AIDS-related activities.
- ⌘ Contributing to the national efforts to mitigate the spread of HIV.

IMPLEMENTATION

The Vice-Chancellor's Standing Committee on HIV and AIDS shall have the overall responsibility to support and lead the implementation of the HIV and AIDS policy for UNZA.

This process shall be achieved by:

- ⌘ Establishing a strategic work plan to guide the implementation.
- ⌘ Establishing a budget line for implementation.
- ⌘ Making available the policy to all the stakeholders in the institution.
- ⌘ Briefing Deans of Schools, Heads of Academic and Non-Academic Departments, and other Units, Student Clubs and Associations as well as Unions on the contents of the policy.

EVALUATION AND REVIEW

Evaluation and review will ensure the successful achievement of the policy objectives. This process will be carried out on a regular basis by a team as agreed by the UNZA Council, the Senate and the Vice-Chancellor's Standing Committee on HIV and AIDS. The evaluation component will entail:

Outcome Evaluation:

- ⌘ To determine the effectiveness of the HIV and AIDS policy.
- ⌘ To provide suggestions for enhancing the efficacy of the policy.

Process Evaluation:

- ⌘ To monitor the progress of the policy implementation.
- ⌘ To indicate if revisions are necessary in the policy or programme in order to meet stated objectives.
- ⌘ To update policy in accordance with relevant national and global trends and guidelines on HIV and AIDS.



APPENDIX 1

Abbreviations, acronyms and definitions

AIDS: Acquired Immuno-Deficiency Syndrome

ARV: Anti-Retroviral (drug)

Community: The UNZA community and the adjacent areas

Contraception: The practice of preventing a woman becoming pregnant

CTC: Counselling, Testing and Care (service)

Discrimination: The practice of treating somebody or a particular group in society less fairly than others

Epidemiology: The scientific study of the spread and control of diseases

HBC: Home Based Care

HIV: Human Immunodeficiency Virus

Mitigate: To make something less harmful or serious

Opportunistic infections: Diseases or infections that occur because the immune system of the human body is weakened

PLWHA: Persons Living With HIV and AIDS

Pandemic: A disease that spreads over a whole country or the whole world

Prejudice: An opinion about someone that is not based on reason or experience

Prophylaxis: Prevention of disease or preventive treatment

Post-Exposure Prophylaxis: Preventive treatment given after exposure to an infectious agent

SHARES: Stop HIV and AIDS Reach Every Student (Project)

STI: Sexually Transmitted Infection

Stigmatise: To regard or treat as shameful

Therapy: The treatment of an illness

UNZA: University of Zambia

UNZA community: UNZA students, members of staff and their dependents

ZAWECA: University Of Zambia University Of Western Cape Peer Educator Programme

APPENDIX 2

Sexual Harassment*

Sexual harassment is unwelcome sexual advances, requests for sexual favours, and other verbal or physical conducts of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment may involve individuals of either sex, and be between members of the same or opposite sex. Sexual harassment typically involves a person in a position of power as the initiator. However, it may occur in a number of ways, e.g. harassment of student by student, staff member by staff member, staff member by student or student by staff member, where there is an element of threat or coercion in the behaviour.

Sexual harassment may be, but is not limited to:

- ⌘ Explicit or implicit propositions to engage in sexual activity;
- ⌘ Gratuitous comments of a sexual nature such as explicit statements, questions, jokes, or anecdotes, remarks of a sexual nature about a person's clothing or body whether made orally, in writing, or through electronic media;
- ⌘ Deliberate, repeated humiliation or intimidation based upon the sex of the individual;
- ⌘ Remarks about sexual activities or speculation about sexual experiences;
- ⌘ Exposure to gratuitous sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials;
- ⌘ Persistent, unwanted sexual or romantic attention;
- ⌘ Deliberate physical interference with or restriction of an individual's movements;
- ⌘ Subtle or overt pressure for sexual favours;
- ⌘ Intentional touching and physical assault.

Complaints Regarding Sexual Harassment:

Any member of the University who believes that he or she has been subjected to sexual harassment has the right to report the incident to the designated personnel. Any such complaints shall be dealt with as specified in the Code of Conduct of students and members of staff.

**UNZA recognises that not all acts of sexual harassment will lead to HIV infection.*

APPENDIX 3

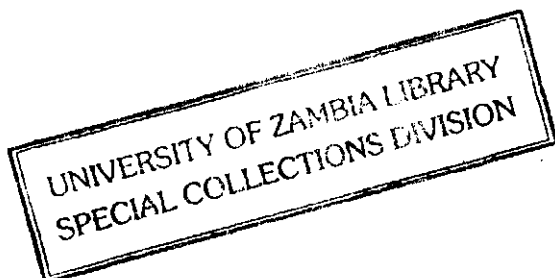
Support Services

Available on main campus:

- ✕ Counselling Centre – Psychosocial Counselling
- ✕ UNZA Clinic – Medical Care
- ✕ Post-Test Club – Post VCT/Peer support
- ✕ VCT Centre at UNZA Clinic and ARVs
- ✕ Student involvement and associations e.g. SHARES, ZAWECA, UNZA POPSA, Anti-AIDS, Post-Test Club

Support services in form of social services (normally provided by UNZA):

- ✕ Accommodation
- ✕ Food
- ✕ Health
- ✕ Recreation
- ✕ Meeting needs of students and members of staff in problems e.g. funerals
- ✕ Security needs - Physical
- ✕ Sanitation and environmental issues
- ✕ Laundry
- ✕ Maintenance of hostels etc.



APPENDIX 4

Policy development process

The Vice-Chancellor's Standing Committee on HIV and AIDS initiated the policy development process by forming a Sub-Committee on HIV and AIDS Policy.

Terms of reference:

The terms of reference of the Sub-Committee were:

- (i) Producing a University of Zambia Policy document on HIV and AIDS which should contain the following:
 - ⌘ Policy objectives.
 - ⌘ Policy guidelines/guiding principles.
 - ⌘ Policy targets: Students, members of staff and their dependents.
 - ⌘ Policy implementation.
 - ⌘ Policy monitoring, evaluation and review.
- (ii) Examining the relevant documents on HIV and AIDS of the other universities and similar organisations to ensure that the policy content and recommendations are in line with the latest knowledge on HIV and AIDS.
- (iii) Undertaking wide consultations with all University stakeholders: Central Administration, students and other members of staff.
- (iv) Examining documents on staff recruitment and conditions of service, student admissions, examinations and withdrawals, student's code of discipline and regulations for living on campus etc. and making recommendations for amendments wherever necessary so that the documents are in line with the aspirations of the policy.
- (v) Organising the launch of the policy.

Methodology

The Sub-Committee adopted the following methodology:

Reviewing literature on HIV/AIDS in Zambia and in the region.

Reviewing the HIV/AIDS policies of other Institutions of Higher Learning in the region.

Formulating first draft policy based on the reviews.

Circulating first draft policy to the UNZA community for comments and suggestions.

Revising the first draft policy based on comments and suggestions received (Second Draft).

Holding a consultative meeting with the stakeholders at UNZA, Ministry of Education, Ministry of Health and National HIV/AIDS/STI/TB Council.

Revising the second draft policy based on the comments received at the consultative meeting (Third Draft).

Editing the third draft of the policy (Fourth Draft).

Submitting the fourth draft policy to the Legal Counsel, University of Zambia (Fifth Draft).

Submitting the fifth draft to the Vice-Chancellor's Standing Committee on HIV and AIDS.

Recommending to the UNZA Council the adoption and launch of the HIV and AIDS policy of the University of Zambia.



Sub-committee on HIV and AIDS Policy

APPENDIX 5

The Code on HIV/AIDS and Employment in the Southern African Development Community (SADC)

GENERAL STATEMENT

Human Immuno-deficiency Virus (HIV) infection and the Acquired Immune Deficiency Syndrome (AIDS) in the countries of the Southern African Development Community (SADC) (and globally) is a major health problem with employment, economic and human rights implications. As one response to the problem the SADC Employment and Labour Sector has established this code on the industrial relations standards on HIV/AIDS, the "Code on AIDS and Employment". (Termed after this 'the code'). It should be noted that the provisions of this code apply only to workplaces and cannot and should not be construed as applying to other areas of law such as national immigration laws, policies and related administrative procedures.

POLICY PRINCIPLES

The same ethical principles that govern all health/medical conditions in the employment context apply equally to HIV/AIDS. However, the gravity and impact of the HIV/AIDS epidemic and the potential for discrimination create the need for a specific code on HIV/AIDS and employment. At the same time, given the increased risk of spread of the disease under conditions of economic insecurity, non-discriminatory approaches enable economic and public health management. The code will aim to ensure non-discrimination between individuals with HIV infection and those without and between HIV/AIDS and other comparable health-medical conditions.

The regional nature and implications of the epidemic and the desire to harmonise national standards in dealing with HIV/AIDS motivate this regional code. This code aims to ensure that SADC member states develop tripartite national codes on AIDS and Employment that shall be reflected in law. It presents guiding principles for and components of these national codes.

The code on AIDS and Employment is based on the fundamental principles of human rights and patients' rights, WHO/ILO and regional standards and guidelines, medical and/or occupational health ethical principles, sound epidemiological data, prudent business practice and a humane and compassionate attitude to individuals. The approach aims to achieve a balance in protecting the rights of all parties, including those with and without HIV, employers, employees, state and others. This will include obtaining a balance between rights and responsibilities, and between individual protection and cooperation between parties. Employees with HIV should be treated the same as any other employee. Employees with HIV related illness, including AIDS, should be treated the same as any other employee with a life-threatening illness.

In its scope, the code should:

- cover all employees and prospective employees;
- cover all workplaces and contracts of employment;

cover the specific policy components detailed below, viz: job access, workplace testing, confidentiality, job placement, job status, job security, occupational benefits, training, risk reduction, first aid, workers' compensation, education and awareness, prevention programmes, managing illness, protection against victimisation, grievance handling, information, monitoring and review.

SADC member states should ensure that interactions between them are consistent with the principles and policy components of this code and that they share and disseminate information to enable an effective and planned response to the epidemic.

Policy development and implementation is a dynamic process so that the code on AIDS and employment should be:

communicated to all concerned;

routinely reviewed in the light of epidemiological and scientific information;

monitored for its successful implementation and evaluated for its effectiveness.

POLICY COMPONENTS

Education, awareness and prevention programmes

Information, education and prevention programmes should be developed jointly by employers and employees and should be accessible to all at the workplace. Education on HIV/AIDS should where possible incorporate employer's families.

Essential components of prevention programmes are information provision, education, prevention and management of STDs, condom promotion and distribution and counselling on high risk behaviour. Workplace AIDS programmes should cooperate with and have access to resources of National AIDS Programmes.

Job access

There should be no direct or indirect pre-employment test for HIV. Employees should be given the normal medical tests of current fitness for work and these tests should not include testing for HIV. Indirect screening methods such as questions in verbal or written form inquiring about previous HIV tests and/or questions related to the assessment of risk behaviour should not be permitted.

Workplace testing and confidentiality

There should be no compulsory workplace testing for HIV. Voluntary testing for HIV on the request of the employee should be done by a suitably qualified person in a health facility with informed consent of the employee in accordance with normal medical ethical rules and with pre- and post-test counselling.

Persons with HIV and AIDS should have the legal right to confidentiality about their HIV status in any aspect of their employment. An employee is under no obligation to inform an employer of her/his HIV/AIDS status. Information regarding the HIV status of an employee should not be disclosed without the employee's written consent.

Confidentiality regarding all medical information of an employee or prospective employee should be maintained, unless disclosure is legally required. This applies also to health professionals under contract to the employer, pension fund trustees and any other personnel who obtain such information in ways permitted by the law, ethics, the code or from the employee concerned.

Job status

HIV status should not be a factor in job access, promotion or transfer. Any changes in job status should be based on existing criteria of equality of opportunity, merit and capacity to perform the work to a satisfactory standard.

HIV testing and training

In general, there should be no compulsory HIV testing for training. HIV testing for training should be governed by the principle of non-discrimination between individuals with HIV infection and those without and between HIV/AIDS and other comparable health/medical condition.

Managing illness and job security

No employee should be dismissed merely on the basis of HIV status, nor should HIV status influence retrenchment procedures.

Employees with HIV related illness should have access to medical treatment and should be entitled, without discrimination, to agreed existing sick leave provision.

HIV infected employees should continue to work under normal conditions in their current employment for as long as they are medically fit to do so. When on medical grounds they cannot continue with normal employment, efforts should be made to offer them alternative employment without prejudice to their benefits. When the employee becomes too ill to perform their agreed functions the standard benefits and conditions and standard procedures for termination of service for comparable life-threatening conditions should apply without discrimination.

Occupational benefits

Government, employers and employee representatives should ensure that occupational benefits are non-discriminatory and sustainable and provide support to all employees including those with HIV infection. Such occupational benefit schemes should make efforts to protect the rights and benefits of the dependents of deceased and retired employees.

Information from benefit schemes on the medical status of an employee should be kept confidential and should not be used by the employer or any other party to affect any other aspect of the employment contract or relationship.

Medical schemes and health benefits linked to employment should non-discriminatory. Private and public health financing mechanisms should provide standard benefits to all employees regardless of their HIV status.

Counselling and advisory services should be made available to inform all employees on their rights and benefits from medical aid, life insurance, pension and social security funds. This should include information on intended changes to the structure, benefits and premiums to these funds.

APPENDIX 6

Vice-Chancellor's Standing Committee on HIV and AIDS, UNZA

Prof. Robert Serpell	Vice-Chancellor (<i>Ex-Officio</i>)
Dr Mary Ngoma	Chairperson
Mr Hector Chiboola	Dean Of Students (<i>Ex-Officio</i>)
Mr Sandson Tembo	Vice-Secretary
Mr Roman Mukendi	Programme Manager (<i>Secretary</i>)
Mr Mulenga Musepa	Member
Dr Phillimon Ndubani	Member
Mr Davis Kabwe	Member
Ms Patricia Mate	Member
Mr Robert Siwale	Member
Prof. Peter Siziya	Member

APPENDIX 7

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