

UN Cares
HIV in the Workplace

A. Background

UNFPA developed its HIV in the workplace policy “Caring for Us” in September 2003 aiming to address the impact of the AIDS epidemic in UNFPA's workplace.

In 2006, an inter-agency task force was created to coordinate and harmonize the individual UN Agency programmes on HIV in the workplace. As a result of this effort [UN Cares](#)¹ was created as the system-wide workplace programme on HIV designed to reduce the impact of HIV in the United Nations workplace by supporting universal access to a comprehensive range of benefits, including prevention, treatment, care and support for all personnel and their families. UN Cares’ main objectives are:

- to ensure that all members of the United Nations workplace—regardless of agency, duty station, or contract status—are empowered to protect themselves from HIV;
- to ensure that affected employees and their dependants have access to appropriate care and treatment;
- to eliminate stigma and discrimination based on HIV and AIDS in the United Nations system workplace.

UNFPA actively participated in the creation of UN Cares and since then, it has been a key partner and collaborator of the programme at headquarters, regional and country level.

UNFPA’s “UN Cares – HIV in the Workplace” policy is guided by the United Nations Personnel Policy on HIV and AIDS² of 1 December 2003, as well as the ILO Standard HIV and AIDS and the World of Work³.

This policy supersedes all other versions of HIV in the workplace arrangements.

B. Key principles

1. UNFPA has the responsibility to care for its personnel regardless of their HIV status.
2. UNFPA aims to maintain a model workplace in which all personnel know how to make the best informed decisions concerning issues related to HIV and AIDS.
3. UN Cares is the United Nations system-wide workplace programme on HIV, in which UNFPA is an active supporter and collaborator, at country, regional and headquarters levels.

¹ www.uncares.org

² www.uncares.org/UNAIDS2/workplace/policies.shtml

³ www.ilo.org/public/english/protection/trav/aids/code/languages/index.htm

4. UN Cares is designed to reduce the impact of HIV and AIDS in the workplace by supporting access to a comprehensive range of benefits for all United Nations personnel and their families, summarized in the so called “10 Minimum Standards” (see Annex 1)
5. UNFPA involvement in UN Cares should be, as much as possible, through existing inter-agency structures, at country, regional and headquarters levels.

C. Minimum Standards

1. The UN Cares 10 Minimum Standards (see Annex I) constitute the backbone of UNFPA’s personnel policy on HIV.
2. The achievement of the UN Cares 10 Minimum Standards should be attained in each UNFPA office.
3. The 10 Minimum Standards are for the benefit of UNFPA personnel and their families.
4. UNFPA will support the implementation of each Minimum Standard in the following manner:

I. Information about policies and benefits relating to HIV.

The Division for Human Resources shall ensure that all information regarding HIV in the workplace is accessible for all personnel and their families.

The present policy shall be an integral part of the Policies and Procedures Manual (PPM) of UNFPA.

II. Information about preventing transmission of HIV and accessing services.

Adequate information resources shall be available to all personnel.

Primary information references include:

- [UN Cares](http://www.uncares.org) website⁴.
- UN Cares “Living in a world with HIV” booklet⁵.
- UN Cares Services Directory for HIV (accessible through the UN Cares website).

III. Learning and training activities on stigma and discrimination.

⁴ www.uncares.org

⁵ www.uncares.org/UNAIDS2/booklet/index.shtml

The UN Cares HIV in the Workplace orientation sessions are mandatory for all UNFPA personnel regardless of contract type (staff, consultants, interns, etc.). They are organized on an inter-agency basis with the support of the UN Cares learning facilitators⁶.

Each individual has the responsibility to comply with this requirement and attend the mandatory UN Cares HIV in the Workplace orientation sessions. Managers shall encourage and facilitate staff participation in the UN Cares HIV in the Workplace sessions.

The Division for Human Resources/Learning and Career Management Branch (LCMB) should ensure that all personnel have completed the mandatory orientation sessions and keep proper track of completion. LCMB's "My Learning Space" website⁷ shall contain information and resource material regarding the UN Cares learning and training activities.

IV. Access to male and female condoms.

Access to male and female condoms should be simple and discreet at the UNFPA workplace.

Efforts such as joint inter-agency initiatives are encouraged in order to ensure a sustainable implementation of this Minimum Standard, especially in those locations where high-quality condoms are not reliably and consistently available from the private sector.

V. Voluntary counseling and testing (VCT).

All UNFPA offices shall disseminate information regarding voluntary counseling and testing opportunities to all personnel and their families at their locations. VCT information is available through the UN Cares website, Services Directory for HIV.

VI. Insurance covering HIV-related expenses.

All UNFPA staff and recognized dependents at Headquarters and Field duty station have access to insurance coverage that includes services for HIV prevention, treatment and care.

VII. Confidential handling of personal information.

There is no obligation on the part of the personnel to inform UNFPA regarding HIV status of the individual.

⁶ www.uncares.org/facilitators

⁷ <https://portal.myunfpa.org/web/mylearningspace/home>

Confidentiality regarding all medical information, including HIV status must be maintained. Breach of confidentiality shall be reported and appropriate disciplinary actions taken following UNFPA rules and procedures.

All staff dealing with handling of personal information (e.g. human resources and/or administrative officers and assistants) shall complete the module “Staff Working in Human Resources” of the e-course “Building our Professional Capacity to address HIV”, available through UNFPA My Learning Space.

VIII. *First aid using standard precautions.*

First Aid Kits are equipped with basic protective material that can prevent the transmission of HIV. First Aid Kits should be available in all United Nations vehicles and offices as per the United Nations Minimum Office Security Standards (MOSS).

IX. *Rapid access to Post-Exposure Prophylaxis (PEP) starter kits.*

In countries where it cannot be reasonably assured to get the necessary emergency medication in emergency rooms of hospitals, the United Nations system, through the UN Cares programme, ensures that Post-Exposure Prophylaxis (PEP) starter kits are available in United Nations system offices and are made available to all United Nations personnel and their family members. For further information, please refer to the UN Cares website⁸

PEP starter kits custodians exist in every duty station outside of headquarters locations. There are several ways of identifying who the PEP starter kit custodian is in a specific duty station:

- Contact the United Nations Designated Official for Security or the Security Advisor in country (usually at the Resident Co-ordinator’s Office).
- Contact the United Nations Medical Services if one exists at the duty station.
- Refer to the UN Cares Services Directory on HIV through the UN Cares website.
- Contact the UNFPA Representative or Operations Manager.
- Contact one of the UN Cares Facilitators⁹.

For headquarters duty stations including liaison offices, information on how to access PEP treatment through local hospitals or other medical services is provided in the UN Cares HIV in the Workplace mandatory learning sessions.

⁸ www.uncares.org/UNAIDS2/basics/post-exposure-treatment.shtml

⁹ www.uncares.org/facilitators

X. *Managerial commitment.*

UNFPA managers are responsible for ensuring that the Minimum Standards are achieved and maintained in all UNFPA offices and to ensure that:

- a) The rights, principles and strategies relating to HIV and AIDS in the workplace are an integral part of the office's annual work plans;
- b) Annual reviews of implementation progress are conducted and actions to strengthen them are agreed upon and included in office workplans and budgets; and
- c) Special attention is given to involving people living with HIV in the design, implementation and evaluation of workplace programmes.

UNFPA managers shall reflect the above outputs in their annual Performance Appraisal and Development (PAD).

Managers shall complete the “Supervisors” module of the e-course “Building our Professional Capacity to address HIV”, available through UNFPA My Learning Space.

D. Reporting

1. UNFPA Country Offices, Sub Regional Offices and Regional Offices should report annually on the progress achieved, in the attainment and maintenance of the established Minimum Standards through the Country Office Annual Report (COAR).
2. In addition, UNFPA should actively participate in providing information to the UNAIDS Country Coordinators (UCC) for completion of the annual UCC report to UNAIDS headquarters, which also includes UN Cares questions.
3. As well, UNFPA management should encourage personnel to participate in the bi-annual all personnel survey on UN Cares implementation.

E. Focal Points

1. Questions regarding this policy shall be directed to the Human Resources Policy Officer, Division for Human Resources.
2. Questions regarding mandatory orientation sessions shall be directed to Learning and Career Management Branch (LCMB), Division for Human Resources.

ANNEX I

UN Cares 10 Minimum Standards

UN CARES MINIMUM STANDARDS AND THEIR RELATED INDICATORS			
Standard		Indicators	
1	Information about United Nations Policies and Benefits: All personnel and their dependents in all locations have access to information about United Nations system policy, programmes, personnel rights, entitlements and benefits, and their own responsibilities regarding HIV and AIDS in the United Nations workplace and their associations are consulted about these measures.	a	Number and % of personnel aware of the United Nations HIV/AIDS Personnel Policy, the booklet 'Living in a World with HIV and AIDS,' the UN Cares website, and the UN Cares programme and their own related responsibilities.
2	Information about Preventing Transmission of HIV and about Accessing Treatment and Care Service: All personnel and their dependents in all locations have sufficient and appropriate knowledge to make informed decisions to protect themselves from HIV and, those living with or affected by HIV, know where in their duty stations ¹⁰ to access good quality care, medical treatment, ¹¹ and support services.	a	Number and % of personnel who have read the booklet 'Living in a World with HIV and AIDS'.
		b	Number and % of personnel aware of how to access the global database with information on HIV-related prevention, treatment, care, and support services in all United Nations duty stations.
		c	Number and % of United Nations duty stations organizing at least one awareness-raising event per year for United Nations personnel and families.
		d	Number of unique hits to global database web site.
		e	Number and percent of United Nations organization country offices that prominently display UN Cares posters and other posters on HIV and AIDS
		f	Number and percent of staff members who participated in a demonstration on the use of male and female condoms (either as a part of an orientation session or as a stand alone activity)
3	Learning and Training Activities on Stigma and Discrimination: Measures are in place to combat stigma and discrimination, and to increase gender	a	Number and % of all personnel who have attended at least one learning activity to address the elimination of HIV-related stigma and discrimination in all United Nations system workplaces (minimum 1 hour activity that is gender- and culturally sensitive).

¹⁰ In duty stations where access to medical treatment, quality care, and support services is not locally available, if necessary, a system should be established to enable United Nations personnel to obtain these services by other means. The system should be consistent with policy governing other chronic diseases. Under exceptional circumstances, medical evacuation of local staff and recognized dependents may be authorized to the closest location where adequate medical facilities are available.

¹¹ Medical treatment, quality care and support services should be confidential; these should include Anti-Retrovirals (ARV) and therapy for the prevention of parent-to-child transmission (PPTCT).

UN CARES MINIMUM STANDARDS AND THEIR RELATED INDICATORS			
	awareness, including learning activities for personnel and their families in all locations.	b	Number and % of all personnel who are aware that the United Nations has zero tolerance for discrimination on the basis of actual or perceived HIV status.
		c	Number and % of all personnel who know of the procedures for reporting cases of discrimination and where to go for support, including the role of UN +.
		d	Number and percent of HR staff who have completed the human resources module of the e-course “Building our Professional Capacity to Address HIV”
		e	Number and percent of supervisors who have completed the supervisors module of the e-course “Building our Professional Capacity to Address HIV”
4	Access to Male and Female Condoms: All personnel and their families have 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 United Nations Workplace, either free or at low cost.	a	Number and % of United Nations workplace locations where male and female condoms are available in those duty stations where they are not available through the private sector.
5	Voluntary Counselling and Testing: All personnel and their families should have access to Voluntary Counselling and Testing (VCT).	a	Number and % of United Nations system personnel aware of where and how to access VCT, and facilities for treatment and care.
		b	Number and % United Nations system personnel aware of their HIV status.
		c	Number and % of duty stations which make available the information on local service providers for VCT.
6	Insurance covering HIV-related expenses: All staff and recognized dependents, regardless of contract status or agency, have access to insurance coverage, allowing them to access the necessary services required for HIV prevention, treatment, and care.	a	Number and % of United Nations system personnel by contract type with health insurance coverage including HIV-related services.
		b	Number and % of recognized dependents medically covered for each agency yearly for treatment and care.

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7	<p>Confidential Handling of Personal Information: All United Nations system personnel with access to personal information about personnel maintain confidentiality in the management of personal information (such as HIV status or any other medical condition), including processing of a) all health insurance claims, b) agreements on accommodation in working arrangements, and any other circumstances in which personnel choose to disclose their status.</p>	a	Number and % of all personnel trusting the confidentiality procedures of the United Nations system organization for which they work.
8	<p>First Aid Using Standard Precautions: All personnel have access to first aid assistance using standard precautions in United Nations system workplaces.</p>	a	Number and % of all official vehicles with First Aid Kits complying with relevant WHO standards (e.g., IV, syringes, etc.).
		b	Number and % of all drivers trained in accident prevention and First Aid provision using standard precautions.
9	<p>Rapid Access to PEP: All personnel and their family members have access within 72 hours to HIV emergency Post-Exposure Prophylaxis (PEP)¹² starter kits and related medical care, counselling, and follow-up treatment in case of potential exposure to HIV because of sexual assault, or occupational accident.</p>	a	Number and % of all United Nations system duty stations with valid PEP starter kits.
		b	Number and % personnel aware of PEP starter kit custodian and how to access it within 72 hours.
		c	Number and % custodians indicating clarity about their task and ability to carry it out with confidence.
		d	Number and % of dependents aware of PEP starter kit custodian and how to access it within 72 hours.
10	<p>Managerial Commitment: All managers assume leadership on the implementation of UN Cares, in consultation with staff representatives or associations.</p>	a	Dollar value of local office UN Cares budget
		b	Dollar value of human resources allocated to UN Cares
		c	Number and % of United Nations system managers monitoring the progress and reporting back through their management structure
		d	Number and percent of personnel who report that their management encourages their participation in UN Cares activities
		e	Number and percent of personnel who report that their management participates in UN Cares activities

¹² Post-Exposure Prophylaxis is an emergency medical response that can be used to protect individuals exposed to HIV.