



## HIV / AIDS Advice

ITV does not discriminate against employees or job applicants infected with HIV (Human Immunodeficiency Virus) or affected by AIDS (Acquired Immune Deficiency Syndrome).

The Company will not engage in, or permit any practice, that discriminates against employees infected with, or affected by HIV/AIDS. Any employee found to be discriminating against a colleague based on perceived or real HIV/AIDS status will be dealt with in accordance with the Company's Disciplinary Procedure.

HIV/AIDS screening is not required of job applicants or contract employees.

The company policy applies to all individuals employed by the Company irrespective of status or type of contract.

### Understanding the Policy

The following questions and answers have been structured, to help employees understand HIV and AIDS and also to provide advice on how it is manageable in the workplace.

#### What is HIV?

HIV (Human Immunodeficiency Virus) is a virus that affects the body's immune system making it less able to fend off illness.

#### What is AIDS?

AIDS (Acquired Immune Deficiency Syndrome) is a cluster of medical conditions, including opportunistic infections and cancers, for which there is no cure at present.

#### Do I need to tell the Company if I have HIV or AIDS?

The Company accepts there is no justification in asking employees to disclose HIV related personal information. When an employee chooses to disclose such information the Company will accommodate any modification or adjustment to a job or workplace that is reasonably practicable. As with all illness' employees will be supported in order that they can continue working for as long as they are able to perform their duties safely and in accordance with required performance standards.

However, individuals are encouraged to discuss their HIV status in complete confidence with the Occupational Health Department in order to facilitate such modifications or adjustments and to provide the necessary support. Medical information will be maintained confidentially on medical files in strict accordance with the Data Protection Act.

Personal data relating to an employee's HIV/AIDS status is bound by rules of confidentiality and medical information will not be retained on HR files.

#### Are HIV and AIDS covered under the Disability Discrimination Act (DDA)?

The DDA defines a person who has a disability as someone who has a "physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities".

#### Is there a risk of me contracting HIV or AIDS at work?

Based upon existing medical research and knowledge there is very little, if any, risk of employees becoming infected with this virus through normal day to day contact in the workplace.

It has been established that transmission of the virus takes place in four ways:

- Unprotected sexual intercourse with an infected partner (the most common)
- Blood and blood products (e.g. infected transfusion – rare in this country)
- Use of contaminated needles
- From infected mother to child in womb or at birth and breast feeding

HIV **is not** transmitted by:

- Casual physical contact
- Coughing or sneezing
- Sharing toilet and wash facilities
- Using cutlery and crockery

### **What are the arrangements for ensuring the Health and Safety of Employees?**

The Company will:

- Where ever possible prevent employees from coming into contact with blood spillages and make arrangements to isolate the area until it has been cleaned.
- Provide First Aiders and the Site Services employees with information about dealing with blood spillage.
- Ensure First Aid boxes contain disposable gloves.
- Ensure the privacy and safety of employees undergoing injections and maintain confidentiality of medical records.
- When requested by an employee, will discuss and agree safe arrangements for storage, use and disposal of syringes and any medication required at the workplace.

### **What type of general precautions should I take?**

Protection against the very minimal risk of contamination by HIV/AIDS at work can be achieved by following the guidance below:

- Simple measures such as washing your hands and wearing protective disposable gloves will protect you and the casualty from cross-infection (Passing of infection from one person to another)
- In the event of direct contact with blood or body fluids wash hands thoroughly with soap and water, or flush area with water, e.g. eye contamination

### **If I am concerned that I may have come into contact with blood/body fluids infected with HIV/AIDS, what should I do?**

If you are worried that you may have come into contact with infected fluids you can ring any of the Occupational Health Advisors based in Leeds, London, Manchester or Newcastle for advice.

### **I need to travel abroad as part of my job, where can I get advice regarding my health and safety whilst away?**

You can contact any one of the Occupational Health Departments based in Leeds, London, Manchester or Newcastle who will give you all the relevant information you require, alternatively you can obtain a copy of 'Health Advice for Travellers' from any Post Office.

There are implications for HIV positive individuals travelling to some countries or receiving certain vaccinations/medications. You may discuss these issues with the Occupational Health Adviser in complete confidence.

**For more information regarding this policy, please contact HR Direct on 0161 835 6565 or your site HR Manager.**

**THIS POLICY FORMS PART OF AN EMPLOYEE'S TERMS AND CONDITIONS**