



## Rhodes University Institutional HIV and AIDS Policy

<b>POLICY PARTICULARS</b>	
POLICY NUMBER	
REVISION NUMBER	
DATE OF APPROVAL (by relevant committee structure)	
DATE OF APPROVAL BY HIV and AIDS Task Committee	
DATE OF APPROVAL BY SENATE	<b>1 November 2006</b>
DATE OF APPROVAL BY COUNCIL / Institutional Forum	<b>14 December 2006</b>
COMMENCEMENT DATE	
REVISION HISTORY	<b>Draft (17 August 2006)</b>
REVIEW DATE	<b>July 2008</b>
POLICY LEVEL	<b>Whole University Community / Institution</b> (See 1.1)
RESPONSIBILITY	<b>Institutional level :</b> HIV and AIDS Task Committee → Council (Institutional Forum) → Council (See 5.8)
IMPLEMENTATION AND MONITORING	Institutional HIV and AIDS Officer / Coordinator → HIV and AIDS Task Committee (See 5.2.1)
REVIEW AND REVISION	<b>Biennial Review :</b> HIV and AIDS Task Committee (through the Institutional HIV and AIDS Officer / Coordinator) (See 5.9)
REPORTING STRUCTURE	(See 4 and 5.8) <b>Sporting activities :</b> Sports Union Administration → HIV and Aids Task Committee → Council (institutional forum) → Council <b>Research activities :</b> Dean of Research → HIV and AIDS Task Committee → Senate → Council (Institutional Forum) → Council <b>Student Community :</b> Dean of Students → HIV and AIDS Task Committee → Board of Residences → Student Services Council → Council (Institutional Forum) → Council <b>Staff Community :</b> Human Resources Division → HIV and AIDS Task Committee → Council (Institutional Forum) → Council <b>University Community :</b> HIV and AIDS Task Committee → Senate / Institutional Forum → Student Services Council → Human Resources Division → Council (Institutional Forum) → Board of Residences → Council (Institutional Forum) → Council

## **Institutional HIV and AIDS Policy**

### **CONTENTS**

<b>1. Preamble.....</b>	<b>3</b>
<b>2. Policy declaration .....</b>	<b>3</b>
<b>4. Responsibilities.....</b>	<b>6</b>
<b>5. HIV and AIDS Task Committee.....</b>	<b>6</b>
<b>Terms of Reference .....</b>	<b>6</b>
<b>Composition .....</b>	<b>8</b>
<b>Powers to co-opt .....</b>	<b>8</b>
<b>Meetings .....</b>	<b>8</b>
<b>Reporting .....</b>	<b>9</b>
<b>Review .....</b>	<b>9</b>
<b>6. Procedures.....</b>	<b>9</b>
<b>7. Confidentiality .....</b>	<b>9</b>
<b>APPENDIX 1 : SOURCES FOR THIS DOCUMENT.....</b>	<b>10</b>
<b>APPENDIX 2 : PROCEDURAL RECOMMENDATIONS .....</b>	<b>10</b>

## **1. Preamble**

- 1.1 Rhodes University commits itself to the creation of HIV and AIDS support structures directed at enhancing the health and welfare awareness of its whole community. The primary champion of this commitment will be the HIV and AIDS Task Committee.
- 1.2 The University recognises the seriousness of the HIV and AIDS pandemic for the students, staff and the wider community. Its potential personal, social and economic impact will be felt in terms of recruitment, enrolment and general productivity throughout the University.
- 1.3 The University commits itself to engaging actively with prevention programmes in the fight against HIV and AIDS.
- 1.4 By establishing partnerships between student and staff communities through this policy, and related human resources policies, the University will heighten general awareness, and facilitate teaching and research additions to the curriculum aimed at creating greater understanding of HIV and AIDS.
- 1.5 As an educator of future South African leaders and a tertiary institution committed to developing students who have a broad understanding of the impact and effect of HIV and AIDS and who, through their respective disciplines, can make meaningful contributions to addressing the issue at all levels of society, the University acknowledges its role and responsibilities in combating HIV and AIDS.
- 1.6 The University is committed to positive leadership of both staff and students in their responses to this policy and the associated social issues.
- 1.7 The University recognises the importance of implementing this policy and addressing the many issues relating to HIV and AIDS within a reasonable timeframe.

## **2. Policy declaration**

- 2.1 In order to manage the partnership between the various representative elements, make implementation of this policy possible and to facilitate:
  - the identification of educative programmes and social strategies;
  - monitoring and evaluation of these programmes;
  - curriculum and research programmes;
  - the ability of the student community as constituent members of this community to understand and cope with the socio-psychological effects of HIV and AIDS;
  - the evaluation of the effect of HIV and AIDS on the workplace and student enrolment;

- the welfare of students and staff within the community, who are either infected or affected;
- the creation and monitoring of accountability and responsibility for identified programmes through functional institutional structures like the Dean of Students Division, Human Resources Division, Students' Representative Council and the Sports Union;

the University will establish an HIV and AIDS Task Committee, the composition and terms of reference of which are described elsewhere in this document.

- 2.2 The University recognises the high impact HIV and AIDS has on the workplace, on places of study and on the wider society and is committed both to formulating and to implementing strategies to deal with the issue of HIV and AIDS.
- 2.3 The University will treat a person infected with HIV without prejudice or discrimination.
- 2.4 In recognising the serious and life-threatening nature of HIV and AIDS, the University is committed to addressing the specific needs of those within its community living with HIV or AIDS in a compassionate and constructive manner by providing resources and leadership for HIV and AIDS support programmes and projects.
- 2.5 This policy should be read in conjunction with these associated internal policies:
  - 2.5.1 Ill-Health Incapacity and Occupational Health Policy;
  - 2.5.2 Equity Policy;
  - 2.5.3 Harassment Policy;
  - 2.5.4 Disability Policy.

### **3. Policy objectives**

- 3.1 Recognising the complex nature and significant effects of HIV and AIDS on the whole University community - those infected, those affected, and those not currently affected - the University affirms its commitment to the following key objectives:

#### *Social and environmental*

- 3.1.1 To protect, by all reasonable measures, the occupational health and safety of staff, the health and welfare of students and their safety in lecture and research academic environments and the health and safety of visitors while within the University precincts.
- 3.1.2 To provide leadership through promoting a human rights based approach to HIV and AIDS, thereby breaking the stigma attached to infection and benefiting the morale, efficiency and productivity of the whole University community.

- 3.1.3** To create a supportive and non-discriminatory environment for members of the University community infected with or affected by HIV and AIDS and to counteract prejudice and discrimination.
- 3.1.4** To protect the individual's right to confidentiality and freedom from discrimination.
- 3.1.5** To use appropriate measures (including disciplinary measures) to discourage discrimination against students and staff infected with HIV or living with AIDS, or those belonging to groups perceived to be at high risk of infection.
- 3.1.6** To encourage behaviour modification by individuals and thereby minimise or reduce the risk of transmission of the HI Virus and generally create a safer environment.
- 3.1.7** To encourage appropriate responses towards, and support for, those who are HIV positive and those affected, including appropriate academic and psychological support, from individuals in the University community.
- 3.1.8** To encourage all members of the University community, whatever their HIV status and whether or not they have declared their status, to be mindful of their own behaviour in relation to the health and safety of others and to take the time to consider this document carefully.

*Counselling and redress*

- 3.1.9** To provide clear information on the appropriate actions open to students and staff infected with, or affected by, HIV and AIDS should they face discrimination or low levels of support.
- 3.1.10** To provide counselling support pertaining to HIV and AIDS to the whole university community, including referral to appropriate outside resources if necessary.
- 3.1.11** To provide, where possible, medical advice, treatment or referral to students and staff members infected with, or affected by, HIV and AIDS.

*Educative and social responsibilities*

- 3.1.12** To provide leadership in encouraging teaching and research into knowledge and attitudes about HIV and AIDS and its impact and encouraging community service in relation to HIV and AIDS in the broader community.
- 3.1.13** To provide clear guidelines on the support resources available to students and staff infected with, or affected by, HIV and AIDS.

- 3.1.14** To implement and promote a sustained educational programme through the provision of current and accurate information in such a way that every student and staff member has access to education about HIV and AIDS and to promote similar programmes to the broader community.
- 3.1.15** To promote voluntary testing, knowledge of personal CD status and safe disclosure.
- 3.1.16** To ensure that condoms and femidoms are freely available to all staff and students in easily accessible locations.

#### **4. Responsibilities**

- 4.1** The responsibilities for implementation of this policy rest in the following areas:
  - 4.1.1** With regard to the University community as a whole, the HIV and AIDS Task Committee.
  - 4.1.2** With regard to the staff, the Human Resources Division, in accordance with legal obligations<sup>1</sup> and with reference to relevant sections of the Ill-Health Incapacity and Occupational Health policy.
  - 4.1.3** With regard to the student community, the Dean of Students Division (Board of Residences) and the Registrar's Division (Sanatorium and Counselling Centre).
  - 4.1.4** With regard to research and research safety protocols, the Dean of Research.
  - 4.1.5** With regard to sporting activities on campus, the Sports Union Administration structure.

#### **5. HIV and AIDS Task Committee**

- 5.1** In keeping with 2.1 above and in order to manage the partnership between the various representative elements, ensure the effective institution-wide application of this policy and facilitate implementation, the University hereby establishes the HIV and AIDS Task Committee.

##### **Terms of Reference**

- 5.2** The HIV and AIDS Task Committee shall:

---

<sup>1</sup> These obligations are described in the *Occupational Health and Safety Act 85 (1993)* and other source documents listed in Appendix 1.

- 5.2.1** Oversee the implementation of this policy in terms of the aims and objectives described in section 3.
- 5.2.2** Identify, monitor, facilitate, evaluate, advise on and approve general programmes or projects related to HIV and AIDS.
- 5.2.3** Receive and consider proposals from its members or applicants from the University community for programmes or projects with a view to coordination of efforts and maximising funding allocations where possible.
- 5.2.4** Seek funding support, in addition to any budget allocation from Council, for any programme or project the Committee may approve from any outside source.
- 5.2.5** Oversee and audit the effective, relevant and legitimate use of any funds allocated or raised and which may have been used directly by the Institutional HIV and AIDS Officer/ Coordinator or an applicant to the Committee.
- 5.2.6** Provide a channel of redress through the Institutional HIV and AIDS Officer/ Coordinator, the Harassment Officer, the Employee Relations Manager and the relevant policy instruments and codes of conduct, for those who experience low support levels or discrimination.
- 5.2.7** Provide a reference group in conjunction with the Senate Ethics Committee for ethical issues linked to research directions related to HIV and AIDS.
- 5.2.8** Report annually to the Institutional Forum and Council on its activities and the activities of programmes and projects conducted under its auspices.
- 5.2.9** Coordinate with the Dean of Students and the Director: Human Resources around the role of these divisions with regard to support for student HIV and AIDS education and human resources training on HIV and AIDS, as identified in the objectives of this policy.
- 5.2.10** Maintain a web page within the University's web presence outlining and supporting the objectives as described in section 3 and whatever other content the Committee and the Institutional HIV and AIDS Officer/ Coordinator deem relevant and informative.
- 5.2.11** Perform functions identified by the University community or the Committee itself related to the review, introduction and implementation of HIV and AIDS education, support and policy.

## **Composition**

**5.3** The HIV and AIDS Task Committee will be constituted as follows:

### *Portfolio appointments:*

- 5.3.1** Head : Counselling Centre (Chairperson)
- 5.3.2** Institutional HIV and AIDS Officer/ Coordinator (Secretariat and operational officer)
- 5.3.3** Vice-Principal
- 5.3.4** Dean of Students
- 5.3.5** Representative of Human Resources (channel for staff concerns in general)
- 5.3.6** Dean of Research - Representing Senate (research directions, statistics on in-progress research and interests of research worker and student safety protocols )
- 5.3.7** Academic Development Centre (facilitation of curriculum development and inclusion of HIV and AIDS in curricula)
- 5.3.8** Sister-in-Charge: Sanatorium Service
- 5.3.9** Head : Sports Union (safety in the sports area)
- 5.3.10** Representative of the Department of Biochemistry, Microbiology and Biotechnology or the Faculty of Pharmacy

### *Constituent members :*

- 5.3.11** Relevant portfolio member from the SRC (channel for students to raise concerns)
- 5.3.12** Chairperson of TAC Rhodes (channel for staff to raise concerns as individuals)
- 5.3.13** Chairperson of SHARC (alternative channel for students to raise concerns)
- 5.3.14** One representative NTESU (Rhodes) (alternative channel for staff to raise concerns)
- 5.3.15** One representative NEHAWU (alternative channel for staff to raise concerns)
- 5.3.16** Relevant portfolio member from the Oppidan Union
- 5.3.17** One Warden nominated by the Board of Residences (womens' residences)
- 5.3.18** One Warden nominated by the Board of Residences (mens' residences)
- 5.3.19** Where possible an HIV positive student (if status voluntarily declared by the individual).
- 5.3.20** Where possible an HIV positive staff member (if status voluntarily declared by the individual).

## **Powers to co-opt**

**5.4** The Committee will have power to co-opt any person with relevant experience or expertise as required from any identified areas within the University.

## **Meetings**

**5.5** The Committee will meet at least once each term and where appropriate will meet with any other body engaged with HIV and AIDS issues.

**5.6** Meetings of the committee shall normally be chaired by the Head: Counselling Services, or, in the absence of that person, a person chosen from amongst the remaining members.

- 5.7 Minutes of the Committee will be made available on the Committee's web page.

### **Reporting**

- 5.8 This committee will be accountable to the Institutional Forum and Council concerning its activities.
- 5.8.1 This committee will report annually via the University's committee structures to Senate and Council concerning its activities.
- 5.8.2 This report to be supplied simultaneously to the Student Services Council, Director (Human Resources) and the Board of Residences and published on the Committee's web page.

### **Review**

- 5.9 The Committee will review this policy and its procedural recommendations every two years through the office of the HIV and AIDS Officer/ Coordinator who will collect responses from the members of the whole university community, and committee members, regarding additions or amendments.

## **6. Procedures**

- 6.1 Procedural recommendations are contained in Appendix 2, such as, but not limited to : screening, testing, research, needle-stick prevention and events, living with HIV and living with AIDS, treatment and care, access to counseling and treatment and referral to resources available on campus, emergency or first aid issues, staff and student interactions.

## **7. Confidentiality**

- 7.1 Within the limits of the law the University will respect the right of staff and students to confidentiality of their status.
- 7.2 Any person to whom information about the HIV or AIDS status of a member of the university community has been disclosed is legally required to keep this information confidential.
- 7.3 Disclosure to third parties may only be made when authorised by the informed written consent of the student or staff member.
- 7.4 Unauthorised disclosure of HIV or AIDS information relating to an individual person can give rise to legal liability or disciplinary action against the discloser of that information.

## **APPENDIX 1 : SOURCES FOR THIS DOCUMENT**

- The Constitution and the Bill of Human Rights
- Promotion of Equality and Prevention of Unfair Discrimination Act (No 4 of 2000)
- National Policy on HIV/AIDS, 1996 (No 27). National Policy for HIV/AIDS, for Learners and Educators in Public Schools and Students and Educators in Further Education and Training Institutions.
- Department of Education (National AIDS Plan, 1994)
- Department of Education (National Policy on HIV/AIDS for Learners and Educators in Public Schools, and Students and Educators in Further Education and Training Institutions, 1999)
- Department of Health (HIV and AIDS and STD Strategic Plan for South Africa, 2000-2005)
- Code of Good Practice on key aspects of HIV and AIDS and employment provided by the Minister of Labour
- Occupational Health and Safety Act 85 (1993)
- UCT HIV and AIDS Policy
- UFS HIV and AIDS Policy
- NMMU HIV and AIDS Policy
- WITS HIV and AIDS Policy
- NATAL HIV and AIDS Policy
- UWC HIV and AIDS Policy

## **APPENDIX 2 : PROCEDURAL RECOMMENDATIONS**

Committee to finalise the detail for this section