

Date of Start	Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome policy	Code	Policy-HRAdmn-HR-14
01 st May 2025		Responsible	Head HR & Admin
		Department in charge	HR & Admin

Article 1 Objective:

- To provide a safe, inclusive, and non-discriminatory workplace for all employees, including those living with or affected by HIV and AIDS.
- To promote awareness, prevention, and support related to HIV and AIDS.
- To ensure confidentiality and privacy of individuals living with HIV.
- To ensure equal rights and opportunities for employees living with HIV.

Article 2 Scope:

- This policy shall apply to all employees including trainees of TDSG, any other individuals engaged in the workplace, and applies to all aspects of employment, including recruitment, training, working conditions, salaries, promotion, benefits, and separation.

Article 3. Policy Framework and General Principles:

- The Company believes that its employees are the most vital assets and ensures giving equal opportunities to all its employees as well as prospective candidates.
- The Company recognizes that there are circumstances unique to HIV infection; this policy rests on the principle that HIV/AIDS infection should be treated like any other serious condition or illness that may affect employees.
- The Company's commitment in maintaining a safe and healthy work environment for all employees is based on the recognition that HIV/AIDS is not transmitted by casual contact.

Article 4 Definitions:

- **HIV:** Human Immunodeficiency Virus, a virus that weakens the body's immune system, ultimately causing AIDS.
- **AIDS:** Acquired Immune Deficiency Syndrome, a cluster of medical conditions, often referred to as opportunistic infections and cancers for which there is no cure
- **Discrimination:** Any act of treating a person unfavorably due to their actual or perceived HIV status.
- **Act:** The Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017

- **“Affected Person”:** Persons whose lives are changed in any way by HIV/AIDS due to the broader impact of the epidemic.

Article 5 Equal Opportunity Commitment:

- **Right to Employment:** In TDSG, no person shall be denied employment or continued employment solely on the basis of their HIV status. Medical fitness for a job will be evaluated based on actual capability and not on perceived risk..
- **Sensitization and awareness:** TDSG regularly provides sensitization and awareness programs to educate employees about HIV and AIDS, modes of transmission, prevention, and rights under the Act. Efforts will be made to reduce stigma and encourage empathy.
- **Equal Pay and Benefits:** All employees are provided with fair and equitable compensation including benefits and privileges. TDSG provides equal opportunities in hiring, promotion, transfers, compensation, benefits, leaves of absence, and decisions about discipline and termination of employment.
- **Reasonable Accommodation:** TDSG shall provide a supportive work environment and make reasonable accommodation where necessary.
- **Non-Discrimination:** No employee or applicant shall be discriminated against in employment, promotion, training, benefits, or termination due to their HIV status. This includes denial of or unfair treatment in access to facilities, services, or opportunities.
 - The affected person will be allowed to continue to work in his or her job unless medical conditions interfere with the specific job he or she is doing.
 - On account of health conditions, the affected person may be shifted to another work place or given suitable responsibilities which he or she can deliver. Release on medical grounds shall be managed in the same way for HIV/AIDS as for any other medical condition.
 - The affected person will not be discriminated with respect to promotions, training or any perks or benefits applicable to the level or grade applicable to the employee.
 - Co-worker shall be expected to maintain normal working relationship with the affected person. Any harassment in form of verbal or non-verbal behaviour towards the affected person will be considered as gross misconduct under service rules and requisite action will be taken by the Company
- **Testing and Medical Examination:** HIV testing shall not be a prerequisite for employment or continued employment. Any HIV testing at the workplace must be voluntary, with pre and post-test counselling and informed consent.

The Company shall ensure that in its medical and other facilities, necessary precautions are taken to prevent the transmission or spread of HIV to other patients and medical staff.

The Company shall provide training to in-house and referral doctors on HIV/AIDS and ensure that the workers are treated without discrimination by in-house and referral doctors.

The Company shall also ensure that all medical wastes and potentially infected material shall be handed and disposed of in a safe and secure manner to contain the spread of infection.

As required, the Company shall provide free and confidential HIV tests at reliable centers with guaranteed quality assurance. Any positive test results shall be further reconfirmed from another reliable centre on consent.

Other Support:

The Company shall make efforts to maintain a database of NGO's, Counsellors', Health care providers and Networks for the affected person, and shall make available medical/counselling services or professional support for affected person and their dependents, seeking help on issues related to HIV/AIDS.

The Company will encourage the affected person, to accept early health retirement, when deemed medically incapacitated. The affected person shall be provided reasonable compensation prescribed under the retirement policy.

6.4.3 The Company shall also assist in rehabilitation of the affected person, postretirement, by putting them in the main stream through the help of NGO's.

- a. **Grievance Redressal Mechanism:** TDSG has appointed Complaint Officer. All the grievances related to rights of person living with or affected by HIV and AIDS are addressed by the Complaint officer to ensure compliance as per the "The Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017". Complaints shall be addressed promptly, confidentially, and with empathy.

The Complaints Officer nominated for the purposes of this policy is the senior most Company Doctor. Any relevant complaint must be addressed to the Complaints Officer in writing with necessary details and evidence. The relevant mail ID for the purpose is employeesgrievance@tdsgj.co.in.

TDSG is obligated to provide a fair chance to the person living with or affected by HIV and AIDS to actively engage in the investigation process. If, upon investigation, it is determined that the employee accused of discriminatory conduct is indeed guilty, appropriate disciplinary measures will be taken in accordance with rule of the company.

Article 6 Confidentiality and Privacy:

- HIV status and related medical information of an employee are strictly confidential.
- Disclosure of HIV status shall only occur with the informed written consent of the individual, except where legally required.
- All records and documents will be maintained securely.
- Job applicants and workers are under no obligation to disclose the information on their HIV/AIDS status either pre-employment or as a routine periodical examination.
- While the Company may ask a person who is being offered a job to undergo general medical tests before the issue of the appointment letter, the test will not cover HIV/AIDS, without an informed consent and pre-test counselling of the candidate.
- The Company recognizes the sensitive issues that surround HIV/AIDS, where affected person chooses to reveal his or her HIV/AIDS status to management; the Company will keep the identity of such affected person strictly confidential. However, the immediate superior would be kept advised to prevent any medical eventuality who will maintain confidentiality.

Article 7 Compliance:

- This policy complies with The Human Immunodeficiency Virus and Acquires Immune Deficiency Syndrome (Prevention and Control) Act, 2017, and all other relevant laws and regulations. TDSG will periodically review and update this policy to ensure it remains in compliance with any changes in legislation.

Article 8 Implementation:

- TDSG will provide training to employees to create awareness about the rights of person living with or affected by HIV and AIDS and to ensure that all employees understand and implement this policy.
- All new hires will be introduced to the policy during onboarding.
- The HR & Admin department will be responsible for implementation and enforcing this policy. Any concerns, requests for relevant and reasonable measures, or issues related to this policy to be addressed to HR & Admin department.
- This Policy shall be displayed at conspicuous places in the workplace, including all HR communication platforms and notice boards.
- The Company shall organize formal “one-to-one & group session” in order to educate workers on HIV/AIDS. The peer educators shall also be identified and trained from within the group, to assist in counselling & support.
- The Company shall educate the employees so that the principles of HIV/AIDS policy are adhered to at the workplace. The session shall be provided in a conducive

atmosphere, so that affected persons can also give their inputs and also clear their doubts without inhibition.

- The Company will educate its employees and encourage them to participate in voluntary counselling and testing. However, HIV/AIDS test will not be a part of any Human Resources Policies Manual
- Annual or regular health checkups, without the employee's informed consent and pretest counselling.
- The Company will educate its employees on safe blood donation and transfusion.

Article – 9 Responsibility of Affected Person

Every employee of the Company has the responsibility to protect themselves and others from HIV infection through all means possible. They have responsibility to become informed about all the aspects of HIV/AIDS prevention, care and support and alleviation of impact.

The Affected Person is ethically, morally and legally obliged to behave in such a way as to pose no threat of infections to others. They are urged to seek medical advice to ensure as healthy and productive life as possible.

Unless medically justified, HIV/AIDS status shall not be used as an excuse for absence from workplace.

HIV/AIDS positive employees are encouraged to inform medical or HR department so that appropriate, confidential counselling and treatment can be arranged.

Article 10 Amendments:

- TDSG reserves the right to amend the Policy from time to time in order to comply with any laws/rules/regulations that come into effect from time to time, related to The Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017.
- Any deviation from the provisions set in this policy will require approval from Director.

REVISION HISTORY

Version	Date of release	Summary of changes
v1	15-May-2025	Policy Introduced