



"Arts & Culture for Positive Change"

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HIV & AIDS WORKPLACE POLICY FOR
NANZIKAMBE ARTS DEVELOPMENT
ORGANISATION



*For a society with a vibrant artistic and cultural life that
contributes to positive change for a better Malawi.*

Preamble

Nanzikambe Arts Development Organization is a leading arts development

organization that is involved in the creation and performance of high quality, innovative touring theatre productions, film and



radio drama, and work with the development community to use theatre and the arts to support positive social transformation on key thematic areas of health, good governance, malaria prevention, HIV prevention, maternal health and climate change. Since its formation in March 2003, Nanzikambe Arts Development Organization has grown to become a centre of excellence in the southern Africa region, performing collaborative work within Malawi, across the SADC Region, and internationally. The organization currently employs 15 core staff and attracts Malawi's most dynamic creative talents ranging from actors, musicians, dancers, choreographers, craftsmen, designers,

visual artists, researchers, writers, development practitioners and directors. In total, Nanzikambe Arts has about 120 part-time employees, most of whom work on rural communities across Malawi. Nanzikambe envisions a society with a vibrant artistic and cultural life that contributes to positive change for a better Malawi. Its mission is to build capacity of artists and communities, implementing interactive communications projects, performing intercultural high quality theatre and arts to diverse audiences to promote positive change. The organization's goal is to develop a better understanding and appreciation of arts among Malawians, and its linkage to the social, economic and political needs of the society.

Recognition of HIV&AIDS as a workplace issue

Nanzikambe Arts Development Organization popularly known as Nanzikambe Arts recognizes that like any other organization operating in a country with a high HIV infection rate, HIV&AIDS will be a critical issue at the work place.

It has employees who often leave their families for field trips, performance tours (both local and international). This therefore is one aspect that puts employees at risk of getting infected.

Most importantly, Nanzikambe Arts realizes the need to play an active role in disseminating HIV prevention information to its employees to ensure they do not get infected. However, Nanzikambe Arts is conscious of the fact that these prevention efforts notwithstanding, it may *at the moment or future* have employees living with HIV and that the employees not necessarily infected with HIV may very well be affected as they care for infected relatives or for orphans of parents who died of AIDS or in other ways.

Non-discrimination

Nanzikambe shall not discriminate any person based on their HIV status. It shall respect the human rights and dignity of people living with



HIV and affected by HIV&AIDS, making sure that there is no discrimination among and against employees on the basis of real perceived HIV status. It should be noted that such behavior inhibits efforts aimed at promoting HIV prevention. An

employee's HIV status should not, by itself, be a factor in considering job status and promotion. Any changes in job status should be based on existing criteria of merit. No employee shall be dismissed or retrenched merely on the basis of his/her HIV status. If an employee living with HIV becomes too ill to perform their duties, the conditions of service for comparable serious illness shall apply.

Gender Equality

Nanzikambe Arts recognizes gender relations and the empowerment of women as vital to successfully preventing the spread of HIV infection and enable women to cope with HIV&AIDS. It shall treat employees and all the people it engages in its work equally and shall not discriminate on the basis of gender. Discrimination lowers the position of women in a society. Women are adversely affected by HIV&AIDS more than men due to biological, social, cultural and economic reasons.

Confidentiality

Nanzikambe Arts shall treat issues of one's HIV status with utter confidentiality. Recruitment and dismissal of employees will not

be based on one's HIV status. Personal data relating to a worker's HIV status will be kept under confidential rules and no co-worker will be obliged to reveal such personal information. Nanzikambe Arts and its employees shall maintain shared confidentiality about the HIV status of any employee who voluntarily discloses this information. Any unauthorized disclosure of HIV status of a fellow employee shall constitute breach of confidence, which is a dismissible offence in terms of Nanzikambe Arts' Conditions of Services. The only exception is where disclosure is legally required.

Prevention

HIV infection is preventable. It is therefore the policy of Nanzikambe Arts to promote prevention of HIV through provision of information and education that is designed to influence behavioral change. Nanzikambe Arts shall offer HIV prevention information and education to its employees through the following means:

- Operating a functional Arts Café-cum-Resource Centre or Library where staff and temporary employees and actors can read information on HIV&AIDS. This

HIV&AIDS Workplace Policy document shall also be made available to all employees through The Arts Cafe.

- Running discussion forums where experts are invited to deliver information on current research findings on HIV&AIDS. All staff shall be required to attend such discussions.
- Running educational programmes for all staff on topical issues on HIV&AIDS. The programmes should be as interactive as possible wherever appropriate
- Nanzikambe Arts' HIV&AIDS Workplace Policy Steering Committee shall facilitate educational talks on HIV prevention messages to all employees when going out for field trips and tours.
- The steering committee shall make sure that condoms are readily available at strategic places within the office premises and to personnel on field trips and tours.
- Nanzikambe Arts shall strive to conduct family days twice a year to ensure that family members are aware of HIV&AIDS issues and to encourage openness amongst couples.

- Information on HIV&AIDS shall be put on Notice Boards, Pay Slips and creating a time in between or after every performance to talk about HIV&AIDS

HIV Testing and Disclosure of Status

Nanzikambe Arts shall urge but not compel its employees to be tested for HIV. Disclosure of HIV status to the Nanzikambe Arts management shall be voluntary on the part of the employees. The results of the HIV test shall not in any way be used for discriminatory purposes but to the advantage and benefit of both the organization and the employees.

- Nanzikambe Arts shall do advocacy on HIV to its staff, highlighting the benefit of being tested for HIV in addition to making IEC materials accessible to all its employees.
- There shall be no direct or indirect HIV tests on prospective employees. Existing and prospective employees shall not be subjected to either direct or indirect HIV tests on prospective employees. Existing and prospective employees shall be subjected to

normal medical tests of fitness for work and these tests should not include mandatory testing for HIV.

- Indirectly screening method such as oral or written questions inquiring on previous HIV tests or medication or questions related to assessment of risky behavior shall not be permitted .

In the event that an employee has tested HIV positive and has voluntarily revealed his/her sero status , Nanzikambe Arts will treat HIV&AIDS as any other serious illness or condition in the workplace, that is, employees infected with HIV shall receive the same sick leave and benefit as would be the case for any chronic illness. Disclosure of HIV status will assist Nanzikambe Arts in facilitating informed planning for educational purposes and the programmes for the infected employees as well as appropriate support and care of such employees.

Health Work Environment

Nanzikambe Arts shall endeavour to provide a safe and healthy work environment with maximum protection against contracting blood borne infections including HIV. It shall facilitate maintenance of the highest level of hygiene and cleanliness at the workplace with special emphasis on reducing the risk of exposure to human blood, body fluid, tissues, among others.. Well equipped First Aid kits with preventive items such as gloves and masks shall be available at strategic points at the office premises. All employees shall be informed of the exact location of the kits. First Aid kits shall also be kept in all Nanzikambe Arts vehicles. At least three members of staff shall undergo comprehensive First Aid training to enable them to correctly administer First Aid when the need arises.

Care and Support

In an event where the employee tests positive, Nanzikambe Arts shall facilitate the placement of employees on Antiretroviral (ARV) drugs through our partnership with Malawi Business Coalition Against HIV and AIDS. Nanzikambe Arts shall constitute a focal person and Steering Committee that shall continually assess and identify risky situations and

conditions in the workplace and ensure that they promptly attend to them . The committee shall also evaluate this HIV&AIDS Workplace Policy periodically and make recommendations that ensure that:

- The employees living with HIV or affected by HIV&AIDS are treated fairly at the workplace.
- Nanzikambe Arts intends to partner with organizations that will help with nutritional support for employees living with HIV at the workplace.
- That the workplace policy is consistent with current laws and regulations regarding HIV&AIDS and the workplace.

Grievance Procedures

Nanzikambe Arts will not accept discrimination of any kind in its workplace on the basis of real or perceived HIV status on an employee or that of a member of the employee's family. If a Nanzikambe Arts employee dies nobody will solicit information on whether the person had died from an HIV related illness. Employees who feel discriminated against in the workplace will be encouraged to

raise their grievances through the steering committee. The committee shall discuss and investigate the issues and if need be, the matter shall be referred to management committee of Nanzikambe Arts.

Mainstreaming HIV & AIDS in Nanzikambe Arts' Programmes/ Projects

Nanzikambe Arts has two departments, Development and Arts. It focuses attention on the vulnerabilities and risks for people within the organisation and programmes implemented. As already highlighted, it has about 120 temporary/ part-time employees and 15 core staff. These people are involved in implementation of different programmes on behalf of Nanzikambe Arts.

The Development Section has community development projects where officers continuously visit the respective catchment areas in different districts in the country. In the communities we work with Community Activators, people who are responsible for implementing our community programmes on the ground.

The Arts Department is responsible for production of stage plays, Lab trainings and Community Arts Clubs. The stage performances attract both local and international audience.

Nanzikambe Arts shall mainstream HIV&AIDS activities in all its programmes through the following interventions:

- Provision of condoms to officers going out for a tour or field visit, Community Activators and Community Arts Club members.
- Provision and displaying of IEC materials to all employees, Community Activators and Community Arts Clubs.
- Inclusion of HIV&AIDS messages and topics in all Community Activator trainings and Community Arts Club workshops.
- Facilitating HIV&AIDS talks during general staff meetings, departmental meetings, Board Meetings and any other staff gatherings such as lunch hours breaks.

- Inclusion of HIV&AIDS messages during stage performances, particularly as each theatre show is being introduced.
- Ensuring that information on HIV&AIDS is available in The Arts Café-cum-Resource Centre or Library through partnerships and sourcing from other organizations.
- Including clauses around HIV&AIDS in contracts, job descriptions and other reports: Annual Reports, the Nanzikambe Arts website, the Nanzikambe Arts Strategic Plan for 2012-2016, among others.

Monitoring & Evaluation

It is important that the policies and procedures set herein are complied with at all times. Activities shall be monitored through Nanzikambe Arts' normal monitoring and evaluation processes for programmes and projects. The Steering Committee stated above shall be assigned the responsibility of planning, implementing, monitoring, evaluation and reporting of the HIV&AIDS Workplace Policy's programme activities.