



IMMER GROUP  
HIV and AIDS Policy

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## 1 Purpose and Scope

IMMER GROUP (hereinafter the company) is concerned about the wellness of its employees. We recognize that our employees may be put at high risk of being infected with HIV/AIDS.

We also recognize that the chance of being infected with HIV/AIDS increases if there is no social and medical assistance for the treatment of victims.

The present policy has been approved with the purpose to:

- reduce the employees' and their families' risk of being infected through education programs, which inform on channels of HIV/AIDS infection and ways of prevention thereof;
- ensure that in cooperation with government authorities the company may contribute to providing our company's employees infected with the disease and members of their families with special medications.

The present policy has been developed with reference to *the Joint United Nations Programme on HIV/AIDS*, International Labour Organization documents and Guidelines of IMMER GROUP.

## 2 Definitions and Abbreviations

HIV – Human Immunodeficiency Virus

AIDS – Acquired Immune Deficiency Syndrome

## 3 Responsibility

The Vice President on Personnel and Social Issues shall hold the overall responsibility for document circulation in the company.

## 4 Policy Description

### 4.1 Objective

The objective of the present policy shall be to inform employees on the HIV/AIDS problem and to confidentially consult and advise the employees infected with HIV/AIDS.

The objective of the present policy shall also be to confidentially inform employees on possible testing, examination, confidentiality and equal hire opportunities.


### 4.2 Guiding Principles

#### **Confidentiality**

The company shall treat fully confidential all information on the HIV-status and medical conditions of the employees. The company assures, that all information management, as well as verification of all information relating to consultations, medical care, treatment and medical benefits for each employee shall be kept confidential.

#### **Non-Discrimination**

The company shall maintain voluntary medical examination, therefore, it shall in no way require applicants or current employees to undergo HIV/AIDS examination, unless statutory provisions require

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otherwise. The company shall follow statutory provisions and seek faithful and respectful treatment of the employees, infected with HIV/AIDS.

### **Reasonable Choice of the Scope of Activities**

The company respects this principle very much. Employees, infected with HIV/AIDS, may carry on their work in their previous positions/vocations, if they are capable of keeping on acceptable efficiency of the work.

### **Education**

The company also considers education and awareness to be a crucial point in HIV/AIDS prevention and treatment. The company shall seek to take part in assuring appropriate awareness on HIV/AIDS prevention opportunities.

## **4.3 Procedures**

### **Confidentiality**

Information on the HIV-status of each employee shall be kept strictly confidential. Medical reports on the HIV-status of employees shall also be treated as confidential information. Access to this information shall be strictly restricted to the company's medical personnel and may only be allowed pursuant to statutory provisions and/or upon written consent of the employee him/herself.

### **Voluntary Disclosure of Information**

An employee, who is HIV-infected or AIDS-affected, shall not be obliged to inform the company thereof. If the employee informs his/her manager or personnel department member on his/her medical conditions, in particular on his/her HIV/AIDS-status:

- the manager shall demonstrate support and listen to the employee, taking notes of the main conversation points;
- if the personnel department member does not have knowledge about this situation, the employee's manager shall get in touch with the personnel department member and request instructions and resources for the employee to satisfy his/her needs, but only subject to the employee's written consent. Each case shall be treated individually with the purpose to find balance between the employee's needs and those of the business.

### **Medical Examination**


The company shall not request applicants and employees to disclose information on their HIV/AIDS status, except for cases required by law.

An employee, who is going to find out his/her HIV/AIDS status, may count on voluntary testing subject to filling in of consent documents, as well as taking preliminary and after-testing consultations.

### **Consultations**

Where consultations are not available, the company shall ensure provision of additional information and educational programs for all employees.

We shall also apply to recognized organizations and consulting groups for informational support on HIV/AIDS. Information to these organizations and consulting groups shall be provided strictly confidential by the manager or personnel department member.

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### **Choice of the Scope of Activities and Workplace Safety**

The company shall take measures on reasonable choice of the scope of activities for employees, infected with HIV/AIDS.

These measures may include rescheduling, special equipment, work-breaks, interruptions for medical examination, opportunities of being absent from office on the grounds of medical disability certificate or temporary disability note, working partial time and returning to full time. Rules of the policies applicable in the company and procedures relating to providing opportunities to be absent from office on the grounds of medical disability certificate or temporary disability note due to deterioration of health (loss of labour capacity) shall apply to such employees in the same manner as to any patients with chronic illness.

HIV-positive employees may continue their work and count on equal opportunities insofar as related to training, benefits, promotion and discipline.

The IMMER GROUP management shall not fire an employee only on the grounds of his/her HIV/AIDS status.

In the event, when medical conditions of the company employee, infected with HIV/AIDS, prevents him/her from his/her work, and if alternative options, such as prolongation of absence period on the grounds of medical disability certificate or temporary disability note, have been used, labour relations between the employee and the company may be terminated pursuant to anti-discriminatory laws and in accordance with the company's policies and procedures.

### **4.4 Risk Management**

The company shall develop a safe and wholesome work environment, using measures, such as, for example, periodic repair and technical maintenance of the protective and first-aid equipment.

### **4.5 Discrimination Complaints and Disciplinary Procedures**

Should an employee consider him/herself discriminated against due to his/her HIV/AIDS status, he/she may file a complaint, which will be handled in accordance with the company's procedures. Employees, harassing or discriminating against other company employees having the HIV/AIDS status, shall be subject to the required corrective and disciplinary actions on the part of the company.

## **5 Information Distribution**

The company shall strive hard to make actual assessment of the HIV/AIDS situation with the purpose to evaluate efficiency of the company's actions related to health care of the employees, and to meet labour resource requirements. This assessment shall be voluntary and confidential.

The company shall guarantee that such information shall not identify the HIV/AIDS victim.

## **6 Policy Revision**

The present policy shall be revised from time to time and updated, if needed.