

Africa Health Holdings Limited

OFFICIAL EMPLOYEE HANDBOOK

TABLE OF CONTENTS

I.	Introduction	2
II.	Conditions of Employment	4
III.	Benefits	11
IV.	The Company and its Employees	12
V.	Health and Safety Policy.....	24
VI.	General Employment Policies and Information	28
VII.	Employment Rules	33
VIII.	Disciplinary Procedure	35
IX.	Guidelines for Scheduling and Conducting Meetings.....	38
X.	Travel and Expense Policy.....	41
XI.	Force Majeure.....	47
XII.	Provision of Health Insurance.....	49
XIII.	Training and Development Policy.....	51
XIV.	Pension and SSNIT POLICY.....	57
XV.	HIV/AIDS Policy.....	61
XVI.	Acknowledgement of Receipt	66

Africa Health Management LLC

767 Fifth Avenue
12th Floor
New York, New York 10153

CarePoint Management Limited

16A Commercial Avenue
4th Floor
Sabo Yaba
Lagos State, Nigeria

Africa Health Management Ghana Limited

262/27 Pawpaw Street,
East Legon, Greater Accra Area
Accra, Ghana

Africa Health Holdings Limited

27 Hospital Road,
George Town, Grand Cayman
KY1-9008,
Cayman Islands

1. INTRODUCTION

Congratulations and welcome to **Africa Health Holdings Limited** (the “**Company**”). You are receiving this Employee Handbook (the “**Handbook**”) because you have been employed or engaged by the Company¹ or any of its affiliates, including: **Africa Health Management LLC, Africa Health Management Ghana Limited, and CarePoint Management Limited**, or any of the Company’s subsidiaries. Your employment is at-will, unless there is a written agreement to the contrary, signed by the Managing Director of the Company. The at-will employment policy means that, in the absence of such an agreement, either you or the Company may terminate your employment at any time, with or without cause.

This Handbook sets out the benefits and policies of the Company that applies to every employee² of the Company. Each employee’s continued employment by the Company is therefore conditional, amongst other things, on compliance with the terms herein set out. This Handbook is subject to amendment from time to time. Therefore, the Company reserves the right to alter, change, add to or cancel all or part of this Handbook, as circumstances may require or as the business evolves, in which case you will be notified of any amendments accordingly.

Clients and patients are at the heart of everything we do and we should always seek to provide the best service to address their needs. Our employees and the professionalism and expertise they bring to the service of our clients and patients are our most important assets. We therefore strive to offer first-class training and competitive remuneration, so as to attract and retain people of the highest quality. To this end, we seek to provide employment in a pleasant, tolerant and motivating surrounding.

This Handbook, together with other Human Resources Policies, Handbooks, documents and employee information shall be made available to you, upon your acceptance of employment or engagement by the Company. This Handbook is by no means an exhaustive guide to your service with the Company. It has been developed to act as a resource and reference for you. Unless otherwise specified, this Handbook supersedes and replaces any policy which may have been communicated or issued on the same subject.

If there are any points you do not understand, you are encouraged to contact your direct supervisor at our local office in your location of employment/engagement, or our Human Resources Department or the Legal Department. After receiving and reading through this


¹ In this Handbook, the “**Company**” shall mean (1) Africa Health Holdings Limited; (2) Africa Health Management LLC; (3) Africa Health Management Ghana Limited; (4) CarePoint Management Limited, Nigeria; and (5) all other affiliates or subsidiaries of the aforementioned entities, including but not limited to health centers;

² In this Handbook, “**Employee**” shall mean persons employed by the Company (as defined in footnote 1 above), persons engaged by the Company as an independent contractor, persons affiliated to the Company, persons acting as agents of the Company. The definition of “Employee” in this Handbook is **NOT** exhaustive.

Handbook carefully, please indicate acceptance of the terms and conditions set out herein, by signing and returning the Acknowledgement of Receipt annexed to this Handbook, to the Human Resources Department at our local office in your location of employment/engagement.

We wish you a happy and successful career with our Company.

Sincerely,



Sangu J. Delle,
Chief Executive Officer

4.3 Policy against Harassment and Discrimination.

We are committed to maintaining a respectful, courteous work environment free of unlawful discrimination and harassment, and we are committed to taking all reasonable steps to prevent it and address it. We will not tolerate harassment relating to any characteristic protected under applicable law by any employee, contractor, vendor, customer, patient or visitor. Protected characteristics include age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, sexual orientation, religion, physical or mental disability, medical condition, genetic information, marital status, veteran status, military status, or any other characteristic protected by the labour laws of the jurisdiction in which the employee is employed by the Company.

In addition to any disciplinary action we may take, including termination of employment, offenders may also be personally liable, in the event of litigation, for damages and attorney's fees and other costs of litigation. Except where otherwise indicated, the term "harassment," as used in this policy, refers to behavior that is related to any characteristic protected under applicable law and that is personally offensive, intimidating, or hostile, or interferes with work performance, regardless of whether it rises to the level of violating the law. In other words, this policy is stricter than the law, in that this policy defines prohibited harassment more broadly than does the law.

4.3.1 Definition of Sexual Harassment.

Under the laws of various jurisdictions in which we operate, sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where: (1) Submission to such conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment; or (2) Submission to or rejection of such conduct or communication by an individual is used as a basis for employment decisions affecting such individual; or (3) Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creates and/or perpetuates an intimidating, hostile, or offensive work environment.

As defined by law, sexual harassment can also take the form of other unwelcome conduct or communication that has the purpose or effect of unreasonably interfering with an individual's work performance or creates and/or perpetuates an intimidating, hostile, or offensive work environment. Such other conduct or communication sometimes takes the form of verbal abuse of a sexual nature, unwanted touching, leering, sexual gestures, a display of sexually suggestive objects or images, sexually explicit or offensive jokes, stories, cartoons, nicknames, slurs, epithets, and other communications of a sexual nature.

4.3.2 Other kinds of Harassment.

In addition to sexual harassment, the company prohibits all other harassment based on age, race, color, national origin, gender (including pregnancy, childbirth or medical condition

related to pregnancy or childbirth), gender identity or expression, sexual orientation, religion, physical or mental disability, medical condition, genetic information, marital status, veteran status, military status, or any other characteristic protected by national, federal, state, or local law.

4.3.3 Forms of Harassment.

Harassment may take many forms, including the following conduct when based on the protected characteristics described above: (1) Verbal. Epithets; derogatory comments, slurs, or name-calling; inappropriate jokes, emails or any other form of written communication, comments, noises, or remarks; repeated requests for dates, threats, propositions, unwelcome and unwanted correspondence, phone calls, and gifts; or other unwelcome attention; (2) Physical. Assault; impeding or blocking movement; physical interference with normal work or movement; unwanted and unwarranted physical contact, such as touching, pinching, patting, grabbing, brushing against, or poking another employee's body; (3) Visual. Abusive or patently offensive images (whether in photographs, posters, cartoons, drawings, paintings or other forms of imagery); displaying abusive or patently offensive images, writings or objects; ogling, staring at or directing attention to an employee's anatomy; leering; sexually oriented or suggestive gestures; (4) Cyber-stalking. Proscribed harassment using electronic communication, such as e-mail or instant messaging (IM), or messages posted to a website, blog, or discussion group.

Proscribed harassment can occur in one-on-one interactions or in group settings and can involve a coworker, manager, vendor, customer, visitor, or agent of the company. Sexual harassment can also occur in the context of a relationship that was once consensual but has changed so that the behavior is no longer welcome by one party. It is impossible to specify every action or all words that could be interpreted as harassment. The examples listed above are not meant to be a complete list of objectionable behavior. Make a point of paying attention to others' reactions and stated requests and preferences, respecting their wishes, and treating them in a professional manner, regardless of gender, race, religion, nationality, age, sexual orientation, sexual identity or expression, or other protected characteristic.

4.3.4 Reporting and investigating proscribed Harassment.

If you believe anyone is harassing you based on a protected characteristic, or harassing another individual in the workplace, we encourage you, if comfortable doing so, to tell the harasser in clear language that the behaviors or advances are unwelcome or unwanted and must stop. The individual may not realize the behavior is objectionable and a simple communication may effectively end the behavior. However, if you are not comfortable engaging in such communication or the behavior does not stop following such communication, you should immediately report your concern to your manager, any other company manager or official, human resources representative. Report the facts of the incident, including what happened, when, where, how often, and the names of the accused and any witnesses. Managers should immediately report any suspected incidents of harassment of others to a human resources representative.

All claims of proscribed harassment will be investigated in a timely, objective, and thorough manner as confidentially as possible. All employees are expected to cooperate fully in any investigation. If it is determined that prohibited harassment has occurred, the appropriate corrective action, up to and including termination of employment of the offending employee, will be taken along with any additional steps necessary to prevent further violations of this policy.

4.3.5 Protection against Retaliation.

Neither the company nor the law will tolerate any form of retaliation against any employee who opposes discrimination, prohibited harassment, makes a complaint, or participates in any manner in an internal investigation or an investigation, proceeding, or hearing conducted by a state or federal agency or court. If you believe that you have experienced or witnessed retaliation, you should immediately report your concern to your manager, any other manager, officer, or a human resources representative. Any employee who engages in retaliation will be subject to disciplinary action, up to and including termination of employment, as well as possible legal consequences.

4.4 Standards of Performance and Conduct.

Like other organizations, we require order and discipline to succeed and to promote efficiency, productivity, and cooperation among employees. For this reason, we think it is helpful to identify some examples of types of conduct that are impermissible and that may therefore lead to disciplinary action, possibly including immediate discharge:

4.4.1 Refusing to accept appropriate work assignments or refusing to perform tasks assigned by a supervisor or Human Resources Department in the appropriate manner;

4.4.2 Refusing to follow your manager's work instructions, directions, or engaging in insubordination;

4.4.3 Conducting personal business, including outside employment, on working time or with company equipment, supplies, materials, or products, without management approval;

4.4.4 Possessing or using weapons, dangerous or unauthorized materials, liquor (unless authorized), or illicit drugs in the workplace. (This is not to be read as interfering with a legal right, in those states that recognize such a right, to store lawfully possessed firearms in one's vehicle while it is in an employer provided parking area);

4.4.5 Sleeping or being impaired by alcohol, illegal drugs, or intoxicants while on company property, while on duty, or while operating a vehicle or potentially dangerous equipment leased or owned by the company;

4.4.6 Falsifying information, including time or expense reports; intentionally "punching" another employee's time card; removing or destroying any time-keeping record without authorization;

4.4.7 Damaging, destroying, removing without authority, or failing to return any property (physical or intellectual) belonging to the company, fellow employees, customers, or anyone on company property;

4.4.8 Fighting, horseplay, practical jokes, or other unsafe conduct that could endanger any employee, contractor, customer, vendor or visitor to the company;

4.4.9 Violence, threats of violence, intimidation, bullying, or coercing any employee, contractor, customer, vendor or visitor to the Company, including by use of abusive or vulgar language;

4.4.10 Engaging in any harassment or discrimination against a co-worker, customer, or vendor;

4.4.11 Engaging in illegal activities or conduct that poses a health or safety hazard, including smoking in non-smoking areas;

4.4.12 Soliciting or accepting gratuities from customers or vendors;

4.4.13 Holding unauthorized gatherings in work areas during working time, or admitting unauthorized persons into the work place, unless allowed to do so by law;

4.4.14 Releasing without authorization Confidential Information as defined in this handbook;

4.4.15 Violation of any company rule, practice, or policy, including any policy in this handbook; and

4.4.16 Unsatisfactory performance of job duties.

4.4.16 Any other forms of misconduct not necessarily stated in this handbook but is generally unacceptable in a work environment

As already noted, the above is not a comprehensive list of all types of impermissible conduct and performance, and nothing in this handbook (including this policy) alters the at-will employment policy.

4.5 **Code of Business Ethics and Conduct (“Code”).**

All employees are expected to act in accordance with the highest standards of business ethics both on and off Company premises, to avoid any appearance of impropriety, and to observe all applicable laws and regulations while conducting business on the company’s behalf.

5 HEALTH AND SAFETY POLICY

All employees have a stake in keeping the workplace safe, pleasant, and free of hazards of any kind. We rely on you to help make the company a friendly, secure place to work.

5.1 Introduction

The purpose of the health and safety policy is to set out the company's goal of providing and maintaining a healthy and safe working environment for employees by eliminating or minimizing hazards that can cause accidents at the workplace. This policy will guide and direct employees to take reasonable steps to work safely and prevent injury and accidents to themselves and others.

5.2 Policy Summary

As an employer, the Company considers its employees to be its most valuable assets and accepts the responsibility to protect them by providing and maintaining as far as practical, a healthy and safe environment at the workplace. Achieving a healthy and safe workplace is a collective task between the company and the employees. Therefore, employees must collaborate with the company in minimizing any risk that might jeopardize the health and safety of all employees, service users and others who may be affected by the company's activities at the workplace.

5.3 Objectives of the Policy

The company is committed to ensuring a safe and healthy work environment for all employees based on the following objectives:

5.3.1 To maintain, as far as practical, the offices, facilities, systems and equipment that are safe and without risk to the health of employees, service users and others who have access to the company's facilities;

5.3.2 To take steps to eliminate or mitigate, any hazard or potential hazard to the safety or health of employees;

5.3.3 To provide clear instructions and information including adequate training, to ensure that employees are competent to do their work;

5.3.4 To implement emergency procedures, including evacuation in case of fire or other significant incidents;

5.3.5 To provide such information, instructions, training and supervision as may be necessary to ensure, as far as practical, a healthy and safe working environment for all employees; and

5.3.6 To ensure that all employees are competent to do their tasks and to provide them with adequate training to ensure health and safety.

5.4 Responsibilities Of Human Resources

The Human Resources Department is responsible for:

5.4.1 Ensuring the effective implementation and maintenance of this policy across the company and taking reasonable steps to safeguard the health and safety of employees and others that may be affected by the company's activities;

5.4.2 Ensuring that health and safety issues are considered an integral part of business and supervising the provision of protective gear like face masks and gloves when necessary to safeguard the health of employees;

5.4.3 Ensuring that employees receive training, adequate information and supervision to avoid hazards and contribute positively to their own health and safety at work;

5.4.4 Reporting on matters relating to the management of health and safety to the Chief Executive Officer and briefing the Board where appropriate;

5.4.5 Ensuring that periodic workplace inspections and risk assessments are carried out and recorded, and any unsafe conditions found are subsequently removed or adequately controlled;

5.4.6 Providing instructions, arrangements and advice to employees on steps to be taken to minimize the risk of infection when an epidemic or pandemic alert is issued; and

5.4.7 Promoting effective communication between the company and employees concerning health and safety matters.

5.5 Responsibilities Of Employees

All employees shall:

5.5.1 Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work;

5.5.2 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;

5.5.3 Co-operate with the Human Resources Department or any other relevant person to comply with health and safety policies, procedures and other risk control measures;

5.5.4 Use any equipment, machinery, safety device or system of work in accordance with any training or instruction provided to ensure safe use;

5.5.5 Wear any appropriate safety equipment and use appropriate safety devices as applicable;

5.5.6 Immediately report all unsafe/unhealthy situations that comes to their attention to the Human Resources Department for investigation;

5.5.7 Immediately report any accidents, incidents or other dangerous occurrences known to the employee to the Human Resources Department, regardless of whether persons are injured or not;

5.5.8 report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Human Resources Department; and

5.5.9 Not attempt to repair equipment unless suitably trained and authorized.

5.6 Disciplinary Consequences

Any breach of this Policy and other health and safety rules may result in disciplinary action against the offending employee. Such action may extend to the termination of employment.

5.5 First Aid At Work

The company shall:

5.6.1 Take reasonable steps to ensure that immediate assistance is given to employees suffering from any emergency or injuries associated with the company's activities; and

5.6.2 The company shall provide a first aid box at the workplace which shall be available and accessible for the treatment of injured employees at the workplace. The first aid box shall contain suitable first aid equipment.

5.6 Provision of Protective Clothing/Equipment

5.6.1 The company shall provide personal protective clothing/equipment where necessary for the face, eyes, ears, hands, feet, legs and body.

5.6.2 The Company shall endeavor to take reasonable measures to prevent the transmission of infection and safeguard employee health.

5.7 Emergency/Evacuation Plan

5.7.1 The company shall conduct training on emergency evacuation measures to be undertaken in case of fire, gas, floods, bomb threats, robbery and other dangerous situations.

5.7.2 Emergency telephone numbers of the police, the fire department and ambulance services shall be made available to all employees.

pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

6.4.5 Employees are not to publish, post or release any information that is considered confidential or non-public. If there are questions about what is considered Confidential, employees should check with the Human Resources Department and/or supervisor.

6.4.6 Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized Company spokespersons or the Company's legal representative.

6.4.7 If employees encounter a situation while using social media that relates to the Company and threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.

6.4.8 Employees should get appropriate permission before they refer to or post images of current or former employees, members, vendors, patients, customers, suppliers, office properties, office location and indoor surroundings. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

6.4.9 Social media use should not interfere with the employee's responsibilities at the Company. The Company's computer systems are to be used for business purposes only. When using the Company's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, Company blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

6.4.10 Subject to applicable law, after-hours online activity that violates the Company's Code of Conduct or any other company policy may subject an employee to disciplinary action or termination.

6.4.11 If employees publish content after-hours that involves work or subjects associated with the Company, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the positions, strategies or opinions of Africa Health Holdings Limited or any of its affiliates or subsidiaries."

6.4.12 It is highly recommended that employees keep the Company related social media accounts separate from personal accounts, if practical.

6.5 Equal Employment Opportunity and Diversity.

We are committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the

diverse communities in which we live. Employment policies and decisions on employment and promotion are based on merit, qualifications, performance, and business needs. The decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner—without regard to age, race, color, national origin, gender (including pregnancy, childbirth or medical condition related to pregnancy or childbirth), gender identity or expression, religion, physical or mental disability, medical condition, legally protected genetic information, marital status, veteran status, military status, sexual orientation, or any other factor. No legally protected characteristic will be a factor in decisions regarding any of the following: (1) Recruiting; (2) Hiring, (3) Termination of employment; (4) Discipline; (5) Promotion/demotion; (6) Training; (7) Compensation and Benefits (8) Scheduling; (9) Assignments, or (10) Any other terms or conditions or privileges of employment. Moreover, in accordance with federal and applicable state law, the company will make reasonable accommodations whenever necessary for individuals with known disabilities, provided that such individuals are qualified to perform the essential functions and assignments of the job, with or without accommodation, and provided that any accommodations would not impose an undue hardship on the company. The Company wishes to have timely, good faith discussions with a disabled applicant or employee to determine what accommodations may be appropriate. Any applicant or employee who requires an accommodation during the application process or in order to perform the essential functions of the job should contact a company manager, a Company officer or a Human Resources Representative to request such an accommodation.

If you have any reason to believe that you (or someone else) has not been treated in accordance with this policy, you should immediately inform your manager, any other company manager or officer, or a Human Resources Representative. All managers should immediately report any such matters to the Human Resources Department.

6.6 Open Door Policy.

We have an open-door policy that seeks to encourage employees to participate in decisions affecting them and their daily professional responsibilities. We encourage you to make your concerns, questions, suggestions, and comments known to us. Whether you have a question about any of our policies or programs, or a concern about a decision affecting your job, you can make yourself heard so that your question or concern may be addressed and appropriate steps can be taken toward a resolution.

6.7 Performance Review.

Performance Reviews are an opportunity to ensure everyone's expectations are in agreement, to reinforce lines of communication, and to set goals for further achievement. It's a good time to highlight your strengths, determine areas you may need to improve, and receive input on achieving career objectives. The evaluation of an employee's performance is an ongoing process. Your performance will be reviewed: (a) towards the end of your three (3) months probationary period, which will be termed "End of Probation/Confirmation Appraisal;" (b) every three (3) months, by your immediate supervisor; and (c) bi-annually by the Human Resources Department representative. This

15. HIV/AIDS POLICY

15.1 Introduction.

The Company acknowledges the seriousness of the HIV and AIDS epidemic in the world and particularly across Africa, and its significant impact at the workplace. The Company acknowledges that AIDS is a chronic, life threatening disease with social, economic, and human rights implications. As a global health care company, the Company seeks to minimize these implications through comprehensive and proactive HIV/AIDS workplace programs; and commits itself to providing leadership in implementing such programs. Consistent with the Company pre-existing company-wide policy on non-discrimination, it is the policy of the Company to provide a work environment for its employees that is free from harassment and/or discrimination. Employees who engage in acts of harassment and/or discrimination are subject to corrective action that may include termination of employment. Accordingly, employees' situations related to HIV and AIDS are governed by the following Principles:

- i. Employees infected or affected by or perceived to be infected by HIV or AIDS, will be protected from stigmatization and discrimination. They will enjoy health and social protection in the same manner as other employees who suffer from other life-threatening illnesses.
- ii. HIV screening will not be required either as a condition of recruitment or enrolment unless required by law;
- iii. There is no obligation on employees to inform the Company of their HIV or AIDS status. Nevertheless, the Institution encourages those willing to do so;
- iv. The Company acknowledges that an employee's health information is personal, confidential and that reasonable precautions should be taken to protect information regarding an employee's health condition;
- v. Breach of this policy will be dealt with under the normal disciplinary and grievance procedures of the Company.
- vi. The organization thus commits to put in place policies and programs to support the peaceful existence of employees with HIV or AIDS, as well as the protection of those without it through this policy.

15.2 Objectives.

This HIV and AIDS policy seeks to:

- i. Reduce the rate of HIV infection in the organization in particular and the community at large;
- ii. Protect the rights of all employees infected and affected by HIV or AIDS;

- iii. Reduce the spread of the virus by providing education on HIV and AIDS;
- iv. Ensure prevention and behaviour change to all employees;
- v. Reduce stigma and discrimination associated with HIV and AIDS by creating a supportive environment of compassion and understating for employees infected and affected by the virus;
- vi. Effectively monitor and evaluate the effectiveness of the measures taken to manage HIV and AIDS and its impact to the world of work;
- vii. Enhance HIV and AIDS awareness through training in the organization.

15.3 Legal Framework.

The legal instruments of the jurisdiction where the Employee is employed shall guide the implementation of the HIV and AIDS Anti-Discrimination Policy.

15.4 Specific Provisions.

The Company reserves the right to:

- i. Know the health status of all Employees;
- ii. Make rules and regulations that it deems appropriate for the general wellbeing and health of the Employees;
- iii. Take actions that are in its judgment, necessary and appropriate to protect persons from exposure to infection if the Company becomes aware of activity that poses a significant risk exposure;
- iv. Determine the employment of any employee as well as his or her ability to continue to carry out official duties;
- v. Indemnity against any liabilities that may arise in the Company's dealings with Employees and related persons in implementing the Company's policy on HIV/AIDS;
- vi. Discipline Employees for any violation of the Company's rules and regulations irrespective of his/her health status;

15.5 Employees rights under this policy include:

- i. Privacy and confidentiality in respect of their HIV and AIDS status and records;
- ii. Not to be subjected to mandatory testing of HIV without prior knowledge and consent from the said employee;
- iii. Information on the results of the HIV test conducted on employees at the Company's Health facility shall be confidential and shall not be disseminated to a third person without the consent of the said Employee involved;
- iv. Employee diagnosed with HIV/AIDS has a right to non-discrimination and non-stigmatization by the Company and other Employees;
- v. Employees of the Company diagnosed and living with HIV/AIDS are entitled to medical care, support services and counselling;
- vi. The continued employment, promotion, as well as other benefits open to other Employees shall not be compromised by the HIV/AIDS status of the employee

- except as stated earlier, the employee can no longer work or participate in other activities due to ill health;
- vii. No employee shall be denied financial benefits as a result of his status or penalised for resignation anomalies because of ill health resulting from HIV/AIDS;
 - viii. Employees have a right to have access to Voluntary Test and Counselling whenever requested for;
 - ix. Employees retain the right to protection from undue exposure to the risk of HIV/AIDS in the working environment;
 - x. The company promotes and facilitates access to Voluntary Confidential Counselling and Testing (VCCT) for all employees;
 - xi. The company recognises the sensitivity of HIV/AIDS and therefore ensures confidentiality. However, the employee will be encouraged to be open about his or her HIV status to his family;
 - xii. The Company recognises the importance of involving employees and their representatives in the planning and implementation of HIV/AIDS awareness programmes;
 - xiii. Reasonable time off will be given for participation, education and training in HIV/AIDS and related issues.

15.6 Non-Discrimination.

- i. The Company shall not discriminate on the basis of actual or perceived HIV status in all employment and learning practices including opportunities for transfer, advancement, compensation, training and continuation of employment. The rights of employees infected with HIV and AIDS should be the same as the rights of employees experiencing other life-threatening chronic diseases.
- ii. The Company will undertake activities to address HIV and AIDS related stigma in the workplace, including employee training and the promotion of an open, accepting, and supportive working environment for employees who choose to disclose their HIV status.

15.7 HIV Testing, Confidentiality And Disclosure.

- i. The Company guarantees confidentiality of any medical information relating to the HIV/AIDS status that any of its representative may have in their possession by virtue of their position in the institution. the Company shall strives to create an environment that allows for and encourages voluntary disclosure of an individual's positive HIV status;
- ii. The Company encourages routine, confidential, voluntary testing and counselling as part of its education and awareness programs;
- iii. HIV screening will not be required either as a condition of recruitment, advancement or for continuation of employment or enrolment unless required by law. However, in the event of the employee being incapacitated to work by illness, The shall deal with the issue as incapacity/ill health according to the labour laws;
- iv. The Company does not require colleagues, their dependents, job applicants or other third parties to undergo HIV testing as a condition of employment or receipt of benefits;