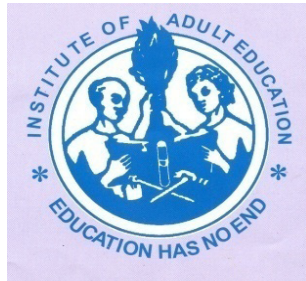


INSTITUTE OF ADULT EDUCATION



HIV and AIDS POLICY

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Prepared by:

Institute of Adult Education

Bibi Titi Mohamed Street

P.O. Box 20679

Dar es Salaam

Tanzania.

Fax: 255 - 22 - 2150836

Tel: 255 - 22 - 2150838

Email: info@iae.ac.tz

Website: www.iae.ac.tz

Preface

HIV and AIDS has profound social and economic effects which impact severely on enterprises, workers and their families. In addition to the immediate impact of illness and death of employees at the workplace, enterprises may be affected indirectly by HIV and AIDS through diverse impacts on the overall working environment.

In countries where the pandemic is advanced, studies have found that HIV and AIDS has a major internally and external impact on enterprises. Internally, it is manifested in increased labour costs due to absenteeism, bereavement, medical, labour leave turnover, reduced productivity, breakdown in worker morale, illness, and training and mentoring of replacement staff.

Furthermore, the fundamental rights of workers infected by the AIDS virus or affected by HIV and AIDS are compromised with respect to the pervasive discrimination and stigmatization that such workers might face.

The trend in the National Survey from 2003 to date portrays that the reproductive age group (15 – 49 years) which is also the most productive age group socially and economically has been mostly affected. Though the overall national prevalence shows a slight decline, the workforce continues to be the most highly affected.

It is against this background that the Institute worked towards the development of this HIV and AIDS policy. The policy will provide a framework for the Institutes' strategy to reduce the spread and mitigate

the impact of HIV and AIDS on the workforce. It is expected that the policy will take time before it becomes more responsive to the plight of persons infected and affected by the AIDS virus. This document will be widely circulated among stakeholders within the Institute.

I highly recommend that this document be circulated to all stakeholders committed to the protection of the rights of the Institutes workforce infected with the AIDS virus or affected by HIV and AIDS.

Prof. Elifas Bisanda

Chairperson Council

Institute of Adult Education

Executive Summary

The Institute of Adult Education recognizes and acknowledges that the HIV and AIDS epidemic in Tanzania is on the threshold of an exponential increase in the country. Therefore, various efforts have been made by the Institute for the purpose of developing a working and learning environment, become free of discrimination stigmatization of HIV, and where people living with HIV and AIDS are assured that their rights are upheld and protected and finally to become a HIV and AIDS free zone.

The efforts that are made to facilitate participation of workers and students in reducing the spread of the infection and minimize the impact the disease have positive effects in decimating the infection of HIV and AIDS at the Institute of Adult Education. Much still needs to be done by the Institute in the closure of HIV and AIDS infection.

List of Abbreviation

HIV:	Human Immuno-deficiency Virus
AIDS:	Acquired Immune Deficiency Syndrome
VCT:	Voluntary Counselling and Test
PLWHA:	People Living with HIV and AIDS
PABA:	People Affected by AIDS
IEC:	Information, Education and Communication
IAE:	Institute of Adult Education

Table of Contents

Preface	iii
Executive Summary	v
List of abbreviation	vi
Table of Contents	vii
1.0 INTRODUCTION	1
1.1 HIV and AIDS Situation at the Institute of Adult Education	1
1.2 The Rationale of the Institute’s HIV and AIDS Policy	2
2. POLICY VISION, MISSION, OBJECTIVES AND PRINCIPLES	4
2.1 Vision	4
2.2 Mission	4
2.3 Policy Goal	4
2.4 Policy Objectives	4
2.5 Guiding Principles	5
3. POLICY ISSUES AND STATEMENTS	7
3.1 Policy General Statement of Intent	7
3.2 Policy Specific Issues and Statements	7
3.2.1 Prevention of transmission of HIV and AIDS.....	8
3.2.1 Care and Support Services.....	9
3.2.3 Stigmatization and discrimination	10
3.2.4 Voluntary Counselling and Testing (VCT) Services	10
3.2.5 Peer Education.....	11
3.2.6 Collaboration, Networking and Partnership	13
4. RIGHTS AND RESPONSIBILITIES OF THE STUDENTS AND STAFF 13	
4.1 Rights of the Staff	13

4.2	Rights of the Students	14
4.3	Responsibilities of Staff and Students	15
5.	IMPLEMENTATION STRUCTURES.....	16
5.1	Mass Education and Women Development Department	16
5.1.1	Counselling Unit.....	17
5.1.2	Institute HIV and AIDS Committee	20
6.	POLICY MONITORING, AND EVALUATION	22

CHAPTER ONE

I.0 INTRODUCTION

1.1 HIV and AIDS Situation at the Institute of Adult Education

The Institute of Adult Education as a higher learning institution in Tanzania recognizes and acknowledges that the HIV and AIDS pandemic in Tanzania is on the threshold of an exponential increase in the country. To know the HIV and AIDS status at the Institute, a seminar on HIV and AIDS to IAE workers in the Eastern zone was conducted in 2009. In the seminar 35 workers were willingly tested and accepted their status. Out of these 33 (19 men and 14 women) were negative and two (one man and one woman) were positive. The results indicated that prevalence rate was 5% for men and 6.7% for women. However, number of IAE workers in the Eastern zone who were represented was too small compared to the total number of workers in the zone. Consequently, the institute is committed to accepting the challenge of stemming its tide and impact on the Institute's community and the nation at large through measures known to be cost effective, socially acceptable and scientifically sound.

This policy guideline takes into cognisance the available information regarding the epidemiology and impact of HIV and AIDS and is therefore the Institute's response to the problem of HIV and AIDS in the Institute of Adult Education and its surroundings. It is an integrated effort to gather, process, report and use information and knowledge about HIV and AIDS to influence the behaviour, decision-making, action plans and research in the area of HIV and AIDS within the Institute and its environment.

The Institute is therefore, through this policy committed to ensuring that its HIV and AIDS interventions actively address the ravages of the epidemic and help both staff and students to deal with its impact and the Institute will support provision of some of these services where resources are available. A counselling unit under Mass Education Department has been established to respond to the Institute's efforts to fight HIV and AIDS at work place.

Furthermore, this policy is the Institute's commitment to the development of a working and learning environment that is free of discrimination, stigmatization of HIV, and where people living with HIV and AIDS are assured that their rights are upheld and protected.

The Institute is further committed to applying the same statues, policies, procedures and regulations to students and employees or applicants with HIV and AIDS as it applies to other persons.

The fundamental principle at the Institute is that of a comprehensive approach to HIV and AIDS with educational and preventive interventions as the foundational activities to safeguard the interests of the Institute community.

1.2 The Rationale of the Institute's HIV and AIDS Policy

The devastating effects of HIV and AIDS cannot be over emphasized. In the light of the situation analysed above, there are a number of justifications to why IAE has to have the HIV and AIDS policy. Clearly, HIV and AIDS is an issue which needs special attention. It is a threat that our staff and students suffer from continuous labour loss, increasing absenteeism, and losing experienced skilled staff that are essential for the Government to

deliver services to the public. The policy supports national efforts to reduce the spread of infection and minimize the impact of the disease.

Having this policy the Institute will be able to ensure a consistent and equitable approach to the prevention of HIV and AIDS among employees and their families, and to the management of the consequences of HIV and AIDS, including the care and support to employees living with HIV and AIDS. The policy has been developed and will be implemented in consultation with employees at all levels. It is in compliance with existing laws on discrimination, working conditions, and safety and health. The policy will be implemented in line with MoEVT HIV and AIDS Work Place Policy.

CHAPTER TWO

2. POLICY VISION, MISSION, OBJECTIVES AND PRINCIPLES

2.1 Vision

To become a HIV and AIDS free zone.

2.2 Mission

Becoming a leading agency in establishing, promoting and abiding by policy organized intervention programme strategies, services and activities among the Institute community for enabling effective action to combat HIV and AIDS at workplace.

2.3 Policy Goal

To increase availability and use of timely, reliable HIV and AIDS information at IAE through shared agreement on goals and coordinated responses to HIV and AIDS issues in order to mitigate and achieve a reduction in prevalence and promote care for those affected by HIV and AIDS.

1.4 Policy Objectives

- i) Develop the Institute's framework and standards for HIV and AIDS information systems;
- ii) Adapt and implement effective awareness strategies for prevention and control, care and support for the infected employees, students and their families;
- iii) Identify appropriate strategies and available institutional facilities for necessary interventions on HIV and AIDS related issues;
- iv) Create employee and students friendly policy environment

to facilitate care and support of individuals infected and affected by HIV and AIDS within the Institute;

- v) Put in place mechanisms that will reduce the risk of HIV and AIDS infection to the Institute community;
- vi) Mobilize the Institute to participate in HIV and AIDS activities and programmes; and
- vii) Mobilize resources for the Institute to participate in HIV and AIDS activities and programmes.

2.5 Guiding Principles

- 1) The IAE has equal opportunities to all employees and will not discriminate any employee on the basis of HIV status;
- 2) HIV status will not be taken into consideration when assessing suitability for student admissions or posts, including promotions and transfers, and other assignments. Decisions on individuals' suitability will be made on merit alone;
- 3) IAE expects and requires all staff and students to support this policy through appropriate behaviour. Acts of discrimination against, or harassment towards, an HIV positive colleague, on the grounds of his or her HIV status, will be considered a disciplinary offence;
- 4) The IAE requires all staff and students to take reasonable care of their own health and safety at work and that of colleagues and other people they work with;
- 5) The IAE recognises the duty of confidentiality towards employees or students who are HIV positive. The HIV status of an employee or student is personal medical information. It will not be shared with others without the employee's or student's prior written consent;

- 6) The IAE understands that people with HIV or AIDS may have special needs in the workplace. Every reasonable effort will be made to accommodate those needs, within the limits of what is practical in any given situation. Every effort will also be made to offer continuing employment and studies to those who are HIV positive, as long as they remain able to work safely and to acceptable standards of performance and attendance; and
- 7) The IAE will pursue a policy of basic HIV and AIDS awareness, through the provision of information to all staff and students, both to help prevent the spread of the virus, and to promote better understanding of its causes and consequences.

CHAPTER THREE

3. POLICY ISSUES AND STATEMENTS

3.1 Policy General Statement of Intent

The policy provides a direct guidance to worker-student alliance groups and involvement in identifying appropriate HIV and AIDS interventions and implementing the opted strategies through a long collaboration with and commitment by all stakeholders. A more intimate approach would be to engage to the Institute's community members themselves in changing own sexual behaviour and becoming proactive participants in intervening against HIV infection transmissions and AIDS.

3.2 Policy Specific Issues and Statements

3.2.1 Prevention of transmission of HIV and AIDS

Issue: Inadequacy of proper knowledge on the nature and spread of HIV and AIDS.

Issue Justification:

Experiences from IAE informal/peer groups indicate that, most of the IAE workers and students have limited knowledge safe sex, transmission and prevention of HIV and AIDS, and general life skills in the fight against the scourge.

Policy Statement:

The Institute shall ensure ongoing HIV and AIDS education and training on the transmission, prevention and practice of safe sex at different levels.

Specific objectives:

- a) To create and sustain an increased awareness of HIV and AIDS through advocacy, information, education, and communication for behaviour change at all levels; and
- b) To prevent further transmission of HIV and AIDS through promoting safer sex practices.

3.2.1 Care and Support Services

Issue: Inadequate counselling, care, nutritional and psychological support for PLWHA.

Issue justification:

Given that no effective curative therapy exists for HIV and AIDS, proper management of the condition must include a strong emphasis on compassion, care and support for the persons infected and affected by HIV and AIDS. However, currently the counselling Unit does not have a professional guidance and counselling personnel who can provide adequate psychological support and counselling for PLWHA, hence victims sometimes hastate to declare their status.

Policy statement:

The Institute shall provide accessible, affordable and sustainable quality care for those infected and affected by HIV and AIDS and also empower and enable them to live positively despite the ailment.

Specific objectives:

- a) To provide counselling and social support services for PLHAs and their families;

- b) To provide adequate treatment and medical care through an improved health care system which aims at enhancing quality of life; and
- c) To ensure availability of essential drugs the treatment of opportunistic infections.

3.2.3 Stigmatization and discrimination

Issue: Prevalence of stigma and discrimination of PLWHA.

Issue justification:

There is likelihood of stigma and discrimination of people living with HIV and AIDS at the Institute. The situation makes PLWHA not to declare their status.

Policy Statement:

The Institute shall commit itself to protecting the human rights and dignity and creates a balance between the rights and responsibilities of those infected and affected.

Specific Objectives:

- a) To establish a mechanism which will enhance appropriate measures to be taken against any student/staff who wilfully undermines the safety, privacy and dignity of another person on the basis of their known or perceived HIV status; and
- b) To increase awareness on HIV issues among IAE staff and students.

3.2.4 Voluntary Counselling and Testing (VCT) Services

Issue: Limited knowledge on the importance of Voluntary Counselling and Testing (VCT).

Issue Justification:

Despite of several sensitization seminars conducted by the Institute of Adult Educ and Women Development, reports indicate that still, there is low motivation among IAE community members to undergo VCT. This implies that most of them have limited knowledge on the importance of VCT services.

Policy Statement:

The Institute shall use trained counsellors both in house and from outside to provide voluntary counselling and testing (VCT) following the proper procedures.

Specific Objectives:

- a) To promote early diagnosis of HIV infection through voluntary testing with pre and post test counselling; and
- b) To plan for counselling training and ensure that counselling in HIV and AIDS abides by a common code of practice.

3.2.5 Peer Education

Issue: Dysfunction of trained team of peer educators.

Issue Justification:

Currently, the Institute has a team of peer group educators selected from each department. This team is very essential

for spreading information and spearheading the fight against HIV and AIDS, particularly in their peer and age groups. However, since its inception, the team seems to be dysfunctional due to lack of clear guideline on how they should work.

Policy Statement:

The Institute shall enforce the function of peer educators by being provided with job description on how to address HIV and AIDS at workplace.

Specific Objectives:

- a) To establish appropriate structure for providing peer education; and
- b) To promote sharing of HIV and AIDS experiences, issues and problems through peer education among IAE workers and students.

3.2.6 Collaboration, Networking and Partnership

Issue: There is no clear mechanism for collaboration, networking and partnership.

Issue Justification:

There are relevant national, state and local government and community initiatives working on HIV and AIDS prevention and control to respond to the epidemic, such as TACAIDS. There is therefore the need for collaboration, networking and partnership between IAE and such agencies. This would facilitate capacity building programmes, information and research.

Policy Statement:

The Institute shall establish a clear mechanism to enhance networking with all relevant national, state and local agencies.

Specific objectives:

- a) To facilitate collaboration and partnership;
- b) To facilitate collaborative research, partnership, development and delivery of HIV and AIDS education; and
- c) To enhance sharing of information and best practices within higher learning institutions and other relevant agencies.

CHAPTER FOUR

4. RIGHTS AND RESPONSIBILITIES OF THE STUDENTS AND STAFF

4.1 Rights of the Staff

- a) No employee or applicant shall be required to undergo a compulsory HIV test or disclose his or her HIV status;
- b) The Institute shall not use the HIV status to deny employment in whatever form to an applicant;
- c) The HIV status shall not be used to deny any employee opportunity for staff development or promotion;
- d) Employees shall have the right to be provided with safety precautions against contracting HIV in their work environment;
- e) The Institute shall provide a safe working environment to all staff with a view to minimising exposure to HIV;
- f) All staff shall be sensitized on a continued basis on all aspects of the HIV and AIDS pandemic;
- g) No employee shall be suspended, or stigmatised on account of his/her HIV status. The HIV and AIDS status shall not be used as a criterion for retrenchment or retirement UNLESS that person is NO LONGER PHYSICALLY AND MENTALLY FIT to continue his/her work. The disability and incapacity procedures shall be applied in this case; and
- h) Any transfer of a staff member on the basis of their HIV status shall be done in consultation with the client and his/her relatives, and in the best interests of such staff member.

4.2 Rights of the Students

- a) No student of the Institute shall be required to carry out a compulsory HIV test at any time during his/her training in the Institute. Where such test is carried out voluntarily, the student has a right to keep it confidential;
- b) No prospective student shall be compulsorily required to undergo an HIV test as part of his/her pre registration process. No prospective student shall be compulsorily required to declare his/her HIV status prior to admission;
- c) The Institute shall not use HIV and AIDS status in considering granting of loans, bursaries and scholarships;
- d) No student shall have his/her studies terminated on grounds of his/her HIV and AIDS status UNLESS that student is NO LONGER PHYSICALLY OR MENTALLY FIT to continue his /her studies;
- e) The Institute shall provide an environment in which exposure to HIV is minimized;
- f) A student who has failed to successfully fulfil his/her previous academic requirements as a direct result of being affected or infected with HIV and AIDS, and has accordingly been academically excluded from the Institute, shall have the same rights as all other students who have been excluded on academic grounds; and
- g) A student who has failed to fulfil his/her academic or financial requirements results of being affected or infected with HIV and AIDS and, as a consequence been denied financial assistance by the Institute, shall have the same rights as all other students who have been denied financial assistance.

4.3 Responsibilities of Staff and Students

- a) Every member of the Institute community shall have an individual responsibility to protect himself/herself against the infection;
- b) Those living with HIV and AIDS have the added obligation to ensure that their behaviours do not pose a threat of infection to other persons;
- c) Medical personnel living with HIV and AIDS must practice their professions in such a manner that eliminates the risk of transmission to their patients or colleagues;
- d) Staff and students have the responsibility not to discriminate in whatever form against or stigmatize infected members of the Institute community;
- e) Unless medically justified, no staff or student may use his/her HIV and AIDS status as a reason for failing to carry out his/her responsibilities such as statutory work obligations, assignments, attendances at lectures, field trips and sitting for examinations; and
- f) All staff and students will be encouraged to go for Voluntary confidential Counselling and Testing (VCT). The Institute may implement special VCT programmes to provide scientific information to monitor and assess the impact of the Institute's HIV and AIDS plan in order to help with the improvement of existing intervention programmes. Such testing will be implemented within current ethical legal rules and guidelines.

CHAPTER FIVE

5. IMPLEMENTATION STRUCTURES

5.1 **Mass Education and Women Development Department**

Mass Education and women Development Department shall be responsible for coordinating and supervising all HIV and AIDS programmes and the implementation of this policy. In collaboration with other departments and units, the department shall be responsible for HIV and AIDS Education Advocacy and Awareness creation. The Mass Education Department is aimed at creating awareness to employees about the problems that put them at risk of HIV and AIDS infections. This will be through educating the Institute community by using various means of communication such as HIV and AIDS seminars/workshops, drama, songs, poems, fora, etc. It is believed that employees and students will take action and build skills and self confidence needed to empower them make positive decisions.

The Department shall continue to prioritize prevention interventions as key to mitigating the impact of the pandemic through initiatives and activities which inform staff and students on HIV and AIDS issues. This will include workplace programmes for staff, provision and promotion of VCT for staff and students in all places increasing accessibility of condoms and make referrals to other agencies treating sexual transmitted infections.

The department through Counselling Unit will be responsible to prepare information, education and communication materials relating to HIV and AIDS and shall be made available to students and staff through the students HIV and AIDS Support desk. Staff members and students will be encouraged to become involved in HIV and AIDS initiatives and activities at the Institute and in their communities.

All new students and employees will be invited to participate in awareness campaigns during orientation and induction days and the Institute will maintain, as part of its website, information on HIV and AIDS activities, and links to local and international organizations. Important international and national calendar days such as HIV and AIDS day on 1st December each year and other relevant commemorative days will be used to raise HIV and AIDS awareness and provide AIDS education.

5.1.1 Counselling Unit

To mitigate the impact of the HIV and AIDS epidemic in the community, the Institute has put in place an efficient and effective Counselling Unit within Mass Education and Women Development Department, taking into consideration the need for confidentiality and privacy. Also, linkages shall be formed with other health care delivery systems to assist in treatment of opportunistic infections. The Institute shall provide a budget line for the Counselling Unit with sufficient counsellors who are up-to- date in current counselling skills. Among other things, the counselling unit shall be responsible for providing information on existing organisations such

as People Living with HIV and AIDS Virus (PLHIV) and People Affected by AIDS (PABA) to staff and students, and encourage them to participate in their activities. It shall also provide information and enlightenment to the affected on the progression and prognosis of the disease that will enable them to accept and support the infected.

The Counselling Unit is also responsible for developing programs that educate employees to improve knowledge on HIV and AIDS, promote condom use and other safer sex practices. The unit also offers referral, First Aid services and Voluntary Counselling and Testing (VCT), pre and post test clubs services. The unit coordinates the peer education programme which aims at educating fellow workers on HIV and AIDS. The unit will also use the mass media facility provided by IAE to reach out to workers and community around, and in other regional centres not located in Dar es Salaam. Other services to be in place are HIV and AIDS communication through hotline and email services, income generating activities that intend to support people living with HIV and AIDS and outreach programme so as to reach staff and students their families and the community around.

The unit will also be responsible for:

- a) An educational component as provided by the resource library in which relevant simple, short and straight forward information is made available;
- b) A recreational component which provides games like football, netball, volleyball, chess, table tennis, etc;
- c) A comprehensive health education model that included

sexuality education, prevention of STIs and teenage unwanted pregnancy as well as HIV and AIDS;

- d) Conflict resolution and violence prevention services; and
- e) Proper referral system for care and support when the HIV test is positive.

The unit will work closely with the Institute's AIDS committee to ensure that HIV and AIDS activities are well implemented as per policy requirement. The unit is not limited to HIV and AIDS issues it shall also serve as a place of immediate solace for different categories of people such as:

- a) Those who are emotionally traumatised and confused due to their positive status;
- b) Victims of rape;
- c) Victims of partner violence;
- d) Teenage pregnancy victims;
- e) Individuals with suicidal tendencies;
- f) Students who are deregistered and are traumatised,
- g) Students in very poor academic stands and are at crossroads; and
- h) Individuals who feel they are discriminated against and stigmatised based on their positive status HIV/ AIDS related bereavement.

The Institute will facilitate the setting up of support groups for affected and/or infected members of the Institute community. The Counselling Unit is responsible for setting up of the staff and students club where possible palliative care and support for the last stages of the terminal illness. All efforts will be made to refer the individual to an

appropriate environment such as a hospital or home-based care.

5.1.2 Institute HIV and AIDS Committee

The Institute HIV and AIDS committee is responsible for identifying and coordinating HIV and AIDS cases, issues, and rights. Members of the committee shall come from different departments with consideration of gender balance.

The Institute HIV and AIDS committee shall meet twice a year to discuss all matters related to HIV and AIDS proposal and submit for funding, write the quarter and annual reports and submit to the Director of the Institute. However, the committee shall hold meetings whenever there is a need to do so. To the Institute HIV and AIDS Committee, the Counselling Unit will also submit her quarterly and annual reports.

The Institute HIV and AIDS Committee will have the following responsibilities:

- a) Daily follow up of the HIV and AIDS issues at the Institute through daily collection of primary and secondary data and report to the management;
- b) Mobilize resources from different sources aiming at fighting HIV and AIDS at the Institute;
- c) Make follow up of all legal and human right for workers, PLWH and their families in their fair treatment and if support services are offered in a human dignified manner and modalities in the context of acceptable cultural practices;
- d) Make follow up on whether Voluntary Counselling and Testing (VCT) is conducted following proper procedures;

- e) Ensure that peer social groups in place performs their roles and responsibilities as planned;
- f) Ensure that HIV and AIDS campaigns at work place gives positive results in fighting stigma and discrimination, positive behaviour change and prevention interventions at work place;
- g) Responsible for daily HIV and AIDS monitoring and evaluation programs;
- h) Mainstreaming HIV and AIDS in all IAE interventions;
- i) The IAE HIV and AIDS committee shall be responsible for producing an annual report that describes all initiatives undertaken by the Institute in HIV and AIDS prevention, care and support, research and mitigation of impact;
- j) The IAE HIV and AIDS committee shall work closely with the head of Mass Education Department and Dean of Students to ensure that all current and future students and staff are provided with copies of this policy as well as training regarding HIV and AIDS prevention, care and support and impact alleviation.
- k) The IAE HIV and AIDS committee shall be responsible for providing leadership in the development, implementation, monitoring and evaluation of the policy and plan.
- l) The IAE HIV and AIDS committee and the students HIV and AIDS working groups will advise the Director of the Institute in identifying areas of concern that require future intervention.

CHAPTER SIX

6. POLICY MONITORING, AND EVALUATION

The Institutes shall be responsible for monitoring, coordination and evaluation of this policy. The Director of the Institute shall provide information on how this policy is being implemented in order to ensure the policy meet its intended objectives, vision and mission. In addition to the above intention the Institute shall review this policy when there is a need to do so.

All Heads of departments of the Institute shall be familiar with the contents of the HIV and AIDS policy, to ensure its implementation, monitoring and evaluation. Specifically, all Heads of Units, Departments, Faculties and College shall ensure that HIV and AIDS issues have been incorporated into their respective curricula and activities, e.g. departmental association activities, celebration of World AIDS Day.

Relevant offices of the Institute shall ensure that HIV and AIDS Information, Education and Communication (IEC) are incorporated into the orientation package of new students annually. The Counselling Unit shall document the level of participation and patronage of HIV and AIDS counselling services.