



University of Fort Hare  
Together in Excellence

**INSTITUTIONAL REGULATORY CODE (IRC)  
(Policies, Procedures, Rules ect.)**

**To be completed by initiator of policy/policy owner:**

<b>1. POLICY TITLE</b>	<b>HIV/AIDS INSTITUTIONAL POLICY</b>
<b>2. FIELD OF APPLICATION:</b>	All staff and students
<b>3. COMPLIANCE OFFICER(S):</b>	RTP: HIV/AIDS Unit
<b>4. STAKEHOLDER CONSULTATION</b>	Campus Health Services, SHE, Department HIV/AIDS Unit, HR Department Unions Legal Department Deans Forums, SRC
<b>5. DESIGNATION OF POLICY OWNER:</b>	RTP: HIV/AIDS Unit
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**POLICY HISTORY (To be completed by policy owner)**

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***For office use only***

<b>SUBJECT</b> (Broad policy field)	
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# UNIVERSITY OF FORT HARE POLICIES AND PROCEDURES

## HIV/AIDS

### TABLE OF CONTENTS

	<b>Page</b>
<b>Abbreviations</b>	<b>3</b>
<b>1. Definitions-HIV, AIDS, Preamble</b>	<b>3</b>
<b>2. Legal Framework</b>	<b>7</b>
<b>3. Objectives</b>	<b>7</b>
<b>4. Scope of Applicability</b>	<b>8</b>
<b>4.1 Non-Discriminatory Commitment</b>	<b>8</b>
<b>4.2 Confidentiality</b>	<b>8</b>
<b>4.3 Testing</b>	<b>9</b>
<b>4.4 Promotion of a safe environment</b>	<b>9</b>
<b>5. Safe Working Environment and Emergencies</b>	<b>9</b>
<b>5.1 Emergency situations</b>	<b>10</b>
<b>5.2 High Risk areas and treatment</b>	<b>10</b>
<b>5.2.1 Exposure to blood and fluids</b>	<b>10</b>
<b>5.2.2 Exposure to infections</b>	<b>10</b>
<b>5.2.3 Sports</b>	<b>11</b>
<b>6. Students and Staff Interactions</b>	<b>11</b>
<b>7. Education</b>	<b>11</b>
<b>8. Care and Support</b>	<b>12</b>
<b>9. Monitoring and Evaluation</b>	<b>12</b>
<b>10. Implementation</b>	<b>13</b>

## Abbreviations

<b>AIDS</b>	Acquired Immune Deficient Syndrome
<b>ART</b>	Anti-Retroviral Therapy
<b>ARV</b>	Anti-Retroviral
<b>DOE</b>	Department of Education
<b>DOH</b>	Department of Health
<b>DOL</b>	Department of Labour
<b>DVC</b>	Deputy-Vice Chancellors
<b>HE</b>	Higher Education
<b>HEAIDS</b>	Higher Education HIV and AIDS Programme
<b>HEI's</b>	Higher Education Institutions
<b>HEQC</b>	Higher Education Quality Control
<b>HESA</b>	Higher Education South Africa
<b>HICC</b>	HIV and AIDS Institutional Co-ordinating Committee
<b>HIV</b>	Human Immunodeficiency Virus
<b>HR</b>	Human Resource
<b>HSRC</b>	Human Resources Research Council
<b>KPA</b>	Key Performance Areas
<b>M&amp;E</b>	Monitoring and Evaluation
<b>MIS</b>	Management Information System
<b>MOE</b>	Ministry of Education
<b>NGO</b>	Non-Governmental Organizations
<b>NSP</b>	National Strategic Plan
<b>OHSA</b>	Occupational Health & Safety Act
<b>PMS</b>	Performance Management Systems
<b>SANAC</b>	South African National AIDS Council
<b>SHE</b>	Safety, Health and Environmental
<b>SRC</b>	Student Representative Council
<b>STI</b>	Sexually Transmitted infection
<b>TB</b>	Tuberculosis
<b>TOR</b>	Terms of Reference
<b>UN</b>	United Nations
<b>VC</b>	Vice-Chancellor
<b>VCT</b>	Voluntary Counselling and Testing
<b>WHO</b>	World Health Organization

## **1. Definitions**

### **1.1 HIV**

Human Immunodeficiency Virus (HIV) is a virus that produces progressive damage to the immune system of the human body and is spread only when contaminated body fluid enters the bloodstream of a non-infected person.

### **1.2 AIDS**

Acquired Immunodeficiency Syndrome (AIDS) is a syndrome that presents itself as a number of diseases caused by infection with the HIV virus.

## **2. Preamble**

HIV/AIDS remains the primary threat to South Africa's economic, social and political development. The epidemic is maturing and infection rates still put South Africa squarely in the category of high prevalence countries (Chetty & Michel, 2005). The country has the fastest growing HIV/AIDS epidemic in the world, with more people infected than in any other country (UNAIDS, 2004). The Nelson Mandela/HSRC study of HIV/AIDS (2002) revealed that South Africa, as a country, has the largest number of people living with HIV/AIDS in the world: 14.4% of all people living with HIV/AIDS live in South Africa. The study estimated that of the 5.6 million South Africans living with HIV/AIDS, the highest prevalence is among those aged 15 - 49 years with major differences for males and females. Among South African women aged 25 - 39, the estimated HIV prevalence in 2002 was 17.7 %, much higher than 12.8% among males. The epidemic has been increasing steadily as follows: 22.4% in 1999, 24.5% in 2000, 24.8% in 2001 and 26.5% in 2002 (Department of Health, 2003a). The antenatal survey which was conducted in 2002 estimated that one in five South Africans aged 15 – 49 is HIV-positive; of the 10% of 15 - 24-year-olds who are infected, 77% are young women; by the year 2005, 6 million South Africans will be infected with HIV and there will be almost 1 million children under the age of 15 whose mothers will have died of AIDS (Department of Health, 2003b). Dorrington, Bradshaw, Johnson and Budlender

(2004) estimated that just over 5 million people of a total 46 million South Africans were HIV+ in mid 2004, giving a total population prevalence rate of 11%. They also concluded that the highest prevalence was among those aged 15 - 49 years with major differences for males and females. Incidence for the total South African population was 1.3% and the total number of orphans was 1 126 000. New AIDS cases during 2004 totalled 525 000. Total deaths during 2004 were 701 000; of these non-AIDS deaths were 389 000 and AIDS deaths 311 000, and accumulated AIDS deaths mid-year were 1 212 000. The University of Fort-Hare recognizes the extreme seriousness of HIV infection and AIDS, and in view of the implications of HIV/AIDS both within the institution and within the wider society, it is committed to formulating and implementing a policy and to deal with the problem.

The main campus of the University of Fort Hare is situated in the fertile Tyhume valley, some 120 km due west of the city of East London. It lies adjacent to the town of Alice, the capital of the new Nkonkobe Municipality. The University and Alice are served by road and rail links. Alice is a small town in a rural setting, lying within the former Ciskei. Nearest population centres are Fort Beaufort (20km), Hogsback (30 km), Middledrift (20 km), Dimbaza (40 km) and King William's Town / Bhisho (60 km). The University has two satellite campuses: one located in Bhisho (Bhisho Campus) and one some 5 km north of Bhisho (All Saints Campus), whilst the East London campus, roughly 60 km further east, is situated in the city centre of East London, between Fleet Street and the harbour. Bhisho campus is equidistant between East London and Alice. It is located in the seat of the provincial government, and it has developed a reputation in public service related courses. It is a modern campus focusing on part time and distance courses including the innovative public service development. Strength is also present in courses in public administration and finance, and the well-rated Fort Hare Institute of Government (FHIG).

The Bhisho campus is also home to two major Fort Hare training projects, the Public Financial Services Agency (PFSA) providing a five year R100 million training programme in financial management and administration, and the Transversal Training Programme, providing a five year R60 million training programme in public

administration and management. Both projects focus on provincial government staff and are closely linked to the public administration and finance courses provided on campus.

Our East London is based in the largest non-metropolitan city in South Africa, with a diverse mix of students and the urban facilities that make it easier to attract best students and staff.

The East London campus has a well established academic base in the four faculties of humanities and Social Sciences, Management and commerce, education and law, with academic excellence in the highly rated primary education degree, diploma and certificate, a strong reputation in commerce, research capacity in the Institute for Fort Hare Social and Economic Research (FHISER) and the Johnson and Johnson Leadership Institute providing management development courses. This campus also offers a considerable number of short courses designed to meet local needs. Many students are part time and distance.

The University is fully committed to promoting the constitutional rights of every person on campus and will not allow discrimination against students or staff members who are, or who are perceived to be HIV positive or who have AIDS.

The University attaches great importance to education as a tool to fight HIV/AIDS. Education is essential to provide support and information about HIV/AIDS, to promote human rights awareness and self-esteem, and to fight discrimination and stereotypes on HIV/AIDS.

Given the nature and devastating effect of HIV and AIDS, and its impact on society, and having regarded that HIV/AIDS is still surrounded by ignorance, prejudice, discrimination and stigma, the University affirms the need to define its institutional policy of African Rural University developing an HIV competent community who will meaningfully, participate in a sustainable socio- economic political development of society.

The policy is aimed at managing and mitigating the effects of HIV/AIDS through all aspects of its core functions of teaching of learning research and community engagement.

### **3. Legal Framework**

The policy is applied according to existing legislation in South Africa includes, but not limited to:

1. The Constitution of South Africa Act No 108 of 1996
2. The Employment Equity Act No 55 of 1998
3. The labour Relations Act No 66 of 1995
4. The Occupational Health and Safety Act No 85 of 1993
5. The Compensation for Occupational Injuries and Disease Act No 130 of 1993

### **4. Objectives**

The extensive consultations undertaken and the analysis of these responses identified three objectives that form the core of this Policy Framework. These objectives provide direction for action and for the setting of priorities and furthermore, are supported by three enabling pillars. These objectives and pillars are complementary and intertwined, ideally implemented in a co-ordinated fashion for maximum effectiveness and synergy.

The three objectives are:

1. To provide strong, committed, *internal* (institutional) and *external* (*societal*) leadership through the institutions' role of producing graduates, stimulating academic discourse and disseminating new knowledge.
2. To create a healthy and safe environment within institutions that is based on ethical principles, legal norms and human rights.
3. To establish a sector response to the impact of HIV and AIDS that is co-ordinated, comprehensive and integrated.

## **5. Scope of Applicability**

For the purpose of this policy, the University community includes students; employees of the University include staff and contracted and casual Service Providers to the University, visitors and surrounding community.

Programmes on HIV/AIDS as provided below:

### **1. Non-Discriminatory Commitment**

- No members of the University community shall be unfairly discriminated against in general or in particular on the grounds of having HIV/AIDS, or being perceived as having HIV/AIDS.
- No member of the University community with HIV/AIDS or who is perceived to have HIV/AIDS, may, for this reason be denied employment, academic admission, access to University programmes, facilities, events, bursaries, services or any benefits provided to University employees or students.
- The University is fully committed to treating the members of the University community who have HIV/AIDS in a dignified, humane and life-affirming manner. In this context, a life-affirming manner emphasizes the potential for continued utilization of a range of positive options for an individual after diagnosis.
- The University will not, therefore, introduce compulsory screening procedures for students or staff to test for HIV during any stage of their time with the University.

### **2. Confidentiality**

- Member of the University community with HIV/AIDS have the legal right to confidentiality about their HIV status.
- Members of the University community are under no obligation to inform the University of their Status, however, it should be noted that under certain circumstances individuals may be required under law to disclose their status. Interest parties should refer to University's Code of Good Practice document for further information.



- Confidentiality regarding all medical information of members of the University community is maintained unless disclosure is legally required.
- If a member of the University community informs any other person of his/her status, this information shall not be disclosed to any other person/s without the individual's written and express consent. A breach of confidentiality in this respect could be subject to disciplinary measure.

### **3. Testing**

- The University endorses written information consent for individual testing, accompanied by confidential pre-and post-test counselling.
- The University encourages students and staff to be aware of their HIV status so that they can make appropriate decisions for themselves.
- The University is committed to providing appropriate free testing and counselling services to its community.
- No test for HIV/AIDS will be conducted in the course of any other medical examination or testing without the without the written informed consent of the individual.

### **4. Promotional of a safe environment**

- A member of the University community who is HIV positive will be treated as well person.
- A member of the University community with full-blown AIDS will be treated as any other person with a chronic disease.
- No students or staff contract with the University will be terminated on the grounds that the individual is HIV positive or has full-blown AIDS

### **5. Safe Working Environment and Emergencies**

- The University has an obligation to provide and maintain a safe environment, and to minimize risk, to its community.

## **5.1 Emergency situations**

- The University believes that universal precautions should be adopted by all individuals likely to be involved in administering first aid.
- The university undertaking to provide fully equipped first-aid kits to all divisions/departments/residences and to educate all first aid officials in universal precautions techniques will inspect these first-aid kits regularly.

## **5.2 High Risk areas & treatment**

### **5.2.1 Exposure to blood and fluids**

- All bloods and tissue products should be treated as potentially infectious.
- Students and staff in laboratories should be encouraged to use their own blood/saliva/urine for practical classes and research.

### **5.2.2 Exposure to infections**

- Whenever members of the University community are likely to experience a risk of exposure to HIV infection in the course of their duties or studies, the University undertakes to set in place additional procedures for prevention of infection.
- The University will ensure that each division/department/residence undertakes self-assessment to identify any 'High Risk' areas or activities.
- Should any staff member or student accidentally be exposed to potentially HIV infected human body fluids while performing their official duties or studies, they will be entitled to:
  - HIV Testing
  - Pre-and post test counselling
  - Appropriate treatment (anti-retroviral medication)

*Interested parties are referred to the University Health Clinic for further guidelines and information regarding dealing with blood and other body fluids.*

### **5.2.3 Sports**

- The University undertakes to be guided by the regulations of relevant professional sporting bodies.
- It is the responsibility of sports clubs to adhere to their own code of practice or to put into place appropriate procedures for the minimization of risk, consistent with this policy.

## **6. Students and Staff Interactions**

- Members of the University Community, who refuse or are reluctant to work with, study with, or be taught by an individual with HIV infection, will be counseled.
- Refusal to work with, study with. Or be taught by a person with HIV is not accepted as valid excuse for non-compliance with academic or work requirements or other reasonable instructions for University authorities.
- Continued refusal to work with, study with, or be taught by an individual with HIV infection will result in disciplinary action.

## **7. Education**

7.1 The University will promote the mainstreaming HIV/AIDS into the core functions of the University, namely research, education, teaching and community engagement. HIV/AIDS will be mainstreamed into all services provision, support structures and management activities. Staff and student development initiatives will be undertaken in collaboration with students/staff representatives' structures including HEAIDS and the Human Resources Department of the UFH.

7.2 All individuals are potential susceptible to HIV infection, and prevention is attainable through education programmes. The University will ensure that there are sustainable HIV/AIDS education and prevention programmes across all campuses.

## **8. Care and Support**

8.1 Care and support programmes will be available to all staff and supports who are living with HIV/AIDS by the specialized health staff in the Campus Health Services.

8.2 Where appropriate, the University will facilitate access to HIV/AIDS counseling, treatment and managed health care through the appropriate referral to external health providers and non-governmental organizations.

8.3 The University endorses the Government Policy that all Medical Aid schemes include appropriate benefits to deal with HIV and AIDS.

8.4 The University, through the Human Resources Department, undertakes to ensure that all current health disability and pension benefits, and life assurances plans are appropriate to deal with HIV and AIDS and to ensure that members of staff receive suitable benefits, protection and support.

## **9. Monitoring and Evaluation**

HIV/AIDS programmes and services will be subjected to monitoring and evaluation through the office of the HIV/AIDS unit.

Reports will be submitted on an annual basis by the following departments/services

- Students Services-Campus Health Services
- Human Resource (HR)
- Govan Mbeki research unit
- All Facilitates including HEAIDS
- Student Representatives Council (SRC)

*Reports will be included in the Executive Management annual report.*

9.1 A risk assessment will be conducted every alternative year to be able to effectively plan interventions around HIV/AIDS and to assess the vulnerability and risk to the University of Fort Hare.

## **10. Implementation**

- The University will oversee the establishment, functioning and funding of an HIV/AIDS committee and its programmes.
- The Committee will be responsible for the implementation of the University of Fort Hare HIV/AIDS Institutional Policy and HIV/AIDS programmes and activities.

## **Appendix 1**

### **The HIV/AIDS Committee**

#### **Objective**

The objective of this Committee will be to engage in activities and take steps to provide education, counselling and support for the university and wider community concerning HIV/AIDS and related issues in order to:

- Raise the awareness of HIV/AIDS
- Encourage appropriate responses and support towards those who are infected or affected by HIV/AIDS
- Encourage appropriate behavior to limit the chances of becoming infected.

#### **Activities**

To achieve these objectives the Committee, in close cooperation with other campus services and divisions, and with appropriate community resources, may:

- Undertake collaborative research into knowledge and attitudes about HIV/AIDS amongst the university community, their sexual practices and other related issues.
- Undertake a collaborative audit into the services and facilities available to deal with HIV/AIDS within the university and wider community.
- Make representation to appropriate structures in the University for the Provision of amenities and services related to HIV/AIDS.
- Maintain a database of HIV/AIDS related research and other activities being undertaken nationally and internationally.
- Act in an advisory capacity to the university and communicate relevant concerns to the university and wider community.
- Establish procedures to resolve disputes arising in relation to HIV/AIDS.

- Arrange education programmes to raise the awareness amongst the university community about HIV/AIDS related issues and ensuring that these foster a supportive and caring attitude towards those who are infected and affected.
- Make representations to the University for the Inclusion of HIV/AIDS related issues in relevant module curricula.
- Fundraise, prepare budgets for, and administer HIV/AIDS funding
- Recommend changes in regulation an/or codes of good practice to Management.

## Composition

The HIV/AIDS Committee shall consist of the following members:

- **UFH Health Clinic**-1 representative
- **Student Representative Council**-1 representative
- **Senior University Management**- 1 representative
- **Faculty Board Representatives**- 1 representative from each Faculty with the following recommendations:
  - **Faculty of Management, Development and Commerce** representative to be from the Department of Social Work
  - **Faculty of African and Democracy Studies** representative to be from the Department of Theology
  - **Faculty of Science and Technology** representative to be from the Department of Nursing Science (to represent UFH satellite branches)
  - **Faculty of Agricultural and Environmental Science** to identify most appropriate Department/Division
- **Student Counselling**-1 representative (to represent Peer Counselling)
- **Institutional Forum**- 1 representative (to represent all UFH Unions and gender forums)
- **Executive Dean of Students**- 1 representative
- **Residential wardens**- 1 representative
- **Executive Dean of Research**- 1 representative

- **Division of marketing and Communication-** 1 representative
- **Community Partnership Cluster-** 1 representative
- **Oliver Tambo Chair of Human Rights Centre-** 1 representative
- **Human Resources Department** -1 representative

### **Co-option**

The Committee has the powers of cooption as it sees fit.

### **Sub-Committees/Task Teams**

The Committee shall have the power to establish appropriate sub-committees and/or task teams in order to carry out its objectives, and it may co-opt persons to serve on such sub-committees or task teams.

### **Meetings**

Once established the Committee shall decide on the frequency of meetings. These shall be at least once per quarter to coincide with University Council Meetings.

### **Policy Review**

The Committee will review the HIV/AIDS Institutional Policy at least once per academic year or as appropriate.

### **Monitoring**

The Committee will be responsible for monitoring the implementation of the Institutional Policy to include effective feedback and evaluation structures. The Committee is responsible for establishing these structures.

### **Accountability**



The Committee will be accountable to, and report to, the University Council through the Vice-Chancellor, and shall have regular liaison with the Implementation Control Centre.

### HIV/AIDS Programme Suggestions

The following list contains suggestions and proposals of potential HIV/AIDS programmes and activities as suggested by the HIV/AIDS Task team.

#### **Education and Awareness Raising**

- Murals, Posters, Displays
- Marches
- Competitions
- Plays, street drama, music, sporting activities
- Lectures, seminars, workshops, symposiums, conferences, forums, debates
- Pamphlets, newsletters, handbook, brochures
- Open days & awareness days orientation week
- Promotional material- clothing, balloons, badges
- Attending conferences & networking
- Cultural issues
- Children's events
- Political action, petitions & lobbying
- Interlinking issues: rape, violence, sexual harassment, security, human rights
- Candle-lit processions
- Videos/films
- Positive art
- Encourage revelation of status
- Testing campaigns
- Light approach v. lecture approach
- Curricula inclusion & module/ degree development
- Health lifestyle advice- vitamin pills, dietary advice, positive lifestyle booklet

- HIV + speakers

### **Social and support services**

- Testing facilities
- Easy access to condoms
- Counselling
- Peer helpers
- Interlinking issues: rape, violence, sexual harassment, security, human rights
- Political action, petitions & lobbying
- Disputes
- Advise for different group-including legal advice
- Religious Support including Memorial Services and candle-lit processions
- Bereavement Counselling
- Support Groups
- Healing Rituals
- Hotlines
- Encourage revelation of status
- Healthy Lifestyle Advice-Vitamin Pills, Dietary Advice, Positive Lifestyle Booklet
- Voluntary Work
- Shared care Programme

### **Research**

- Lectures, Seminars, workshops, symposium, conferences, forums
- Attending conference & networking

### **Training**

- Lecture, Seminars, Workshop, Symposium, Conference, Forums
- Pamphlets, handbook, brochures

- Counselling
- Peer helpers
- Emergency
- Emergency Procedures
- Interlinking issues: Rape, Violence, Sexual Harassment, security, human rights
- Material Development
- Videos/Films
- Emergency procedures
- HIV+ speakers

## **Resources**

- Different Condoms
- Posters
- Resource centre
- Plastic Gloves
- Anti-retroviral Drugs
- Income Generation
- Condom machines
- Drop-in Centres
- Fundraising & income generation
- Medical Aid
- Texts on HIV/AIDS
- Language translation

## **Appendix 1:           The HIV/AIDS Committee**

### **Objectives**

### **Activities**

### **Composition**

**Sub-Committees/Task Teams**

**Meetings**

**Policy Reviews**

**Monitoring**

**Accountability**

**HIV/AIDS Programme Suggestions**

**Education and Awareness Raising**

**Social and Support Services**

**Research**

**Training**

**Resources**