

## SAJJAN INDIA LIMITED

### POLICY ON HIV AIDS AND TB

Adopted: June 1, 2024

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#### 1. PREAMBLE AND OVERVIEW

Sajjan India Limited (“**Sajjan**”) recognizes the importance of promoting a safe and inclusive workplace environment for all employees, including those affected by Human Immunodeficiency Virus (“**HIV**”), Acquired Immune Deficiency Syndrome (“**AIDS**”) and Tuberculosis (“**TB**”). Sajjan is committed to adhering to all applicable laws and regulations pertaining to HIV, AIDS and TB in all our workplaces, including the Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017 and the rules and policies issued thereunder.

This policy outlines the guidelines that will be applicable for the management of employees/job applicants, presumed or infected or engaged with care of person with HIV/AIDS or TB and the measures that will be taken by Sajjan to prevent discrimination and protect confidentiality of such persons.

#### 2. GUIDELINES

Sajjan India as an **equal opportunity employer**, shall not insist on compulsory HIV, AIDS, or TB testing or screening of job applicants during the pre-employment medical test or anytime during the course of their employment without the prior written consent and pre-test counseling of the job applicant / employee.

**No discrimination** shall be allowed against an employee infected with HIV, AIDS, or TB with regard to job application, promotions, training, transfers, or any other privilege or employment benefit applicable within the same job classification. All employees shall be entitled to fair treatment, opportunities for career advancement, and access to benefits regardless of their HIV, AIDS, or TB status.

**Employment Continuation:** HIV, AIDS, or TB infection would not be a cause for termination of employment as Sajjan acknowledges the desire to work and ability of employees with HIV, AIDS, or TB. Such employees shall be allowed to work as long as they are able to perform their duties in accordance to the job requirements, **with reasonable accommodation**.

**Confidentiality:** Sajjan shall not require any employees/job applicants to disclose their HIV, AIDS, or TB status or any other related information, except, on a purely voluntary basis. In the event such information is disclosed by an employee / job applicant, it shall be kept strictly confidential and Sajjan shall take suitable measures to ensure prevention of unintended or unwanted disclosure and breach of confidentiality of the data.

Sajjan will not tolerate any form of **stigmatization, discrimination or harassment** of employees/job applicants on the basis of their actual or perceived HIV, AIDS, or TB status and shall promote solidarity, care and support for the employees with HIV, AIDS, or TB.

Sajjan will raise **awareness** of HIV, AIDS, or TB related issues by conducting appropriate training sessions and educating stakeholders about prevention, transmission, treatment, and dispelling myths and misconceptions about HIV, AIDS, or TB.

Sajjan will develop and **facilitate linkage** with the government's schemes, public or private diagnostic centers for referral of HIV, AIDS, or TB presumptive patients.

### **3. GRIEVANCE REDRESSAL**

Any grievance or concern related to stigmatization or discrimination of HIV, AIDS, or TB infected employees may be reported to the nominated Complaints Officer- **Deshraj Banal- Lead-CSR** at [deshraj.bansal@sajjan.com](mailto:deshraj.bansal@sajjan.com) / 9805097589. A Compliance Committee has been formed that will conduct an investigation in an objective and independent manner and accordingly take necessary action. The Complaints Officer shall ensure confidentiality of any reported grievance or concerns and shall comply with adequate data protection measures.

### **4. HIV AIDS AND TB WORKPLACE COMMITTEE**

The HIV and TB and workplace committee will oversee the planning and implementation of TB and workplace activities to minimize impact of HIV and TB among workers, their families and community. The Committee will ensure the equitable approach to the implementation and integration of prevention, treatment and care activities with employees, their families, possibly among the vendors/suppliers and community.

#### **Roles & Responsibilities:**

- Work to start/strengthen organization's response to HIV and TB in the workplaces.
- Develop workplace HIV and TB program plan and mobilize management support including required resources for implementation. Mobilize stakeholders to undertake HIV and TB activities
- Initiate process and help in finalizing organization's workplace policy on HIV and TB
- Organize HIV and TB awareness activities at workplace and community
- Address negative attitudes towards people with HIV and TB and increase awareness among the employees about HIV and TB
- Ensuring availability and display of relevant IEC materials at strategic locations.
- Develop and Facilitate linkage with the government's schemes, public or private diagnostic centers for referral of HIV and TB presumptive patients so that employees, particularly the contractual workers may avail the benefits. Wherever possible, offer TB screening and testing facilities at the workplace and organize periodic voluntary HIV and TB screening at workplace. Ensure that list of local testing and treatment services for HIV and TB in Government and private sector is made available to all workers and their families.
- Develop a mechanism to monitor and standardize reporting on implementation of policy and program
- Periodic update to management on activities undertaken, proposed plans and required approvals.
- Document and disseminate good practices and learnings.

### **Proposed Composition of HIV and TB and Workplace Committee**

The Committee would have representative and members from senior management including Human Resource, Medical Unit, Production, Security, CSR and welfare officers. A cured TB patient/TB Champion will also be included in the committee and try to have gender balance.

No	Name	Role & Designation	Responsibility
1	Desh Raj Bansal	Senior Manager, CSR	Complaint officer (CSR Representative)
2	Vidya Chatterjee	Senior Director, Quality Assurance	Member (Female Representative)
3	Neeraj Srivastav	Senior Manager, Human Resources- Ankleshwar	Member (HR Representative)
4	Lalit Kumar	Senior Manager, Administration- Ankleshwar	Member (Security Representative)
5	Hardik Surati	Manager, Compliances	Member (Welfare Representative)
6	Dharmesh Patel	Assistant Manager- Research & Technology	Member (R &T Representative)
7	Dr. Devang Yadav	Senior Manager, OHC	Member (OHC Representative)
8	Sampada Salunkhe	Director, Administration & Facilities - R&T, Rabale	Member (Female Representative R&T)
9	Shweta Chaskar	Manager, Human Resources - R&T, Rabale	Member (Female Representative R&T)
10	Rajeshwar Malik	Director, Human Resources - Corporate Office	Member (HR Representative)
11	Dr Anup Shinde	Director, OH/IH	Technical Advisor

#### **5. ROLES OF EMPLOYEES OR CO-WORKERS**

- As a co-worker it is the responsibility of the person to not discriminate against colleagues on the basis of HIV and TB status.
- Employees also have to ensure that the HIV and TB status if known to them is not disclosed to anyone without informed consent of the HIV and TB positive person.
- If they are witness to any form of discrimination against person on the basis of HIV and TB status, they should discourage such behavior and advise the person to file a complaint with Complaints Officer at the organisation level or Ombudsman at the State level.
- Employees cannot disclose the personal details including name and address of the person living with HIV to anyone including the employer, family members, other employees or media agencies.

#### **6. ROLE OF EMPLOYEE INFECTED WITH HIV/TB**

- Person infected with HIV and TB, if discriminated, should file a complaint either with Complaints Officer at establishment where the person is working at or with the Ombudsman at State or District level
- Person infected with HIV and TB has a duty to prevent transmission of HIV and TB.
- Every person, who is HIV positive or suffering with TB and has been counselled in accordance with the guidelines issued or is aware of the nature of HIV and TB its transmission, shall take all reasonable precautions to prevent the transmission of HIV and TB to other persons.
- The person should adopt strategies for the reduction of risk or informing in advance his HIV status before any sexual contact with any person or with whom needles are shared with.

## **7. ROLE OF THE MANAGEMENT**

- Managers and supervisors will be trained to handle employee concerns related to HIV/AIDS and TB sensitively.
- Ensuring that the policy is communicated effectively and consistently enforced throughout the organization.
- Review and Revision: This policy will be reviewed regularly to ensure its relevance and effectiveness. Any necessary revisions will be made to align with changes in legislation or organizational needs.
- Compliance: All employees are expected to comply with this policy. Violations may result in disciplinary action, up to and including termination.

## **8. ROLE OF THE COMPLAINTS OFFICER**

- The designated Complaints Officer must receive training to efficiently carry out their responsibilities, with assistance available from relevant authorities.
- Confidentiality regarding the identity of complainants and protected persons must be maintained, with strict data protection measures in place.
- The office of the Complaints Officer should establish methods for receiving complaints electronically and provide necessary facilities for handling complaints.
- Establishments must organize annual workshops and awareness programs to educate employees about the Act and the grievance redressal mechanism, including the role of the Complaints Officer.