

1. PURPOSE

1.1. TATA Advanced Systems Limited (“Company”) recognizes the seriousness of the HIV/ AIDS epidemic and its impact on the workplace. The Company supports national efforts to reduce the spread of infection and minimize the impact of the disease. This Policy will comply with the relevant Central/ State legislations & other guidelines issued by the Government.

1.2. Company does not discriminate or tolerate discrimination against employees or job applicants on any grounds, including HIV status. While Company recognizes that there are circumstances unique to HIV infection, this policy rests on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. It takes into account the fact that employees with HIV may live full and active lives for a number of years. The Company's commitment to maintaining a safe and healthy work environment for all employees is based on the recognition that HIV is not transmitted by casual contact.

2. General

- i) Rights of employees who are HIV-positive: HIV-positive employees will be protected against discrimination, victimization or harassment. Normal company disciplinary and grievance procedures shall apply equally to all employees, as will the provision of information and education about HIV and AIDS.
- ii) Employment opportunities and termination of employment: No employee to suffer adverse consequences, whether dismissal or denial of appropriate alternative employment opportunities, merely on the basis of HIV infection
- iii) Testing: Company rejects HIV testing as a prerequisite for recruitment, access to training or promotion. However, the company promotes and facilitates access to voluntary confidential testing with counselling (VCT) for all employees
- iv) Confidentiality: The Company recognizes the sensitive issues that surround HIV/ AIDS and undertakes to handle matters in a discreet and private manner. Where an employee with HIV has revealed his or her status to management, the Company will keep the identity of such person confidential. However, in line with the Company philosophy on the virus, the employee will be encouraged to be open about his or her HIV status.

3. Awareness Raising and Education

- i) Appropriate awareness and education programs will be conducted to inform employees about AIDS and HIV which will enable them to protect themselves and others against infection by HIV
- ii) The company recognizes the importance of involving employees and their representatives in the planning and implementation of awareness, education and counselling programs, especially as peer educators and counsellors

4. Implementation and Monitoring

- i) A designated Spoc will act as the Complaints Officer who is responsible to dispose all the complaints under this policy and The Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (Prevention and Control) Act, 2017. The name and contact number of the Complaints Officer shall be conspicuously displayed at each location

- ii) The Complaints Officer will handle all complaints filed under this Policy. Form for filing the complaints under the Policy is attached in Annexure 1. Where a complaint cannot be made in writing the Complaints Officer will render reasonable assistance to the complainant to file the complaint in writing
- iii) The Complaints Officer will also inform the complainant of their right to approach the State Ombudsman
- iv) The complaint has to be made within three months from the date that the person making the complaint became aware of the alleged violation of the Act in the establishment. This period may be extended if the Complaint Officer is satisfied of circumstances causing the delay in filing complaint
- v) Investigation into the incident and decision making should be done within the prescribed timelines
- vi) In case of violation of this Policy, suitable measures will be adopted against the accused
- vii) Complaints Officer will ensure confidentiality of identity of the complainant
- viii) The Complaints Officer will maintain a record of all complaints received under this Policy and share with the Management on a periodic basis.

4. Communication & Review

- i) This policy, and related information on HIV and AIDS, will be communicated to all Company employees and the wider public using the full range of communication methods available to the company and its network of contacts
- ii) The Company ensures that all the new recruits and the current employees are communicated the text of the HIV and AIDS Policy of the company
- iii) This policy will be reviewed periodically and revised as necessary in the light of changing conditions

5. AMENDMENT RECORD SHEET

Date	Revision No.	Section No.	Change Summary
01-April-2020	00	All	Initial Release
18-Nov-2022	01	All	Revised Release

Annexure 1 – Format to file a complaint under the Policy

1. Date of Incident:

2. Place of Incident:

3. Description of incident:

4. Person/ institution responsible for the incident:

5. Signature/ Thumb Impression of Complainant:
Name:
Date:
Mobile No./email/Fax/Address:

(For Official Use only) Complaint Number: