



HIV / AIDS Policy in Workplace

January 2025

© Copyright Accelya Holding World S.L. and its subsidiaries (hereinafter jointly referred as Accelya Group). All rights reserved.

Contents in this document are confidential and proprietary to Accelya Group. No part of this document should be reproduced, published, transmitted or distributed in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, nor should be disclosed to third parties without prior written approval from Accelya Group.

accelya



1. HIV / AIDS Policy in Workplace

The objective is to demonstrate Accelya's dedication to promoting awareness and prevention of HIV/AIDS, as well as fostering an inclusive and non-discriminatory workplace environment for both existing and prospective employees affected by HIV/AIDS.

1.1. Workplace Awareness and Prevention

To effectively manage the risk of HIV / AIDS infection in the workplace, Accelya will implement the following measures:

- a) Awareness: Accelya will raise awareness amongst employees to keep them well-informed about the precautions to prevent the transmission of HIV / AIDS.
- b) Creating a Positive Environment: Accelya will foster a positive and supportive environment that promotes inclusivity, understanding, and appropriate behavior towards employees affected by HIV/AIDS. Discrimination, stigmatization, or any form of negative treatment towards infected employees will not be tolerated.

1.2. Non-Discrimination and Equal Opportunity

Accelya strictly prohibits any form of discrimination, prejudice, or unfavorable treatment based on an individual's actual or perceived HIV status. This includes but is not limited to:

- Recruitment practices
- Job Assignments
- Working Conditions
- Compensation
- Career advancement opportunities

All employment decisions will be based on merit, qualifications, and job performance, without regard to an individual's HIV status.

An infected employee will be allowed to continue to work in his or her job unless medical conditions interfere with the specific job he or she is doing. On account of health conditions, the employee may be transferred to another comfortable position.

Accelya recognizes the importance of maintaining confidentiality and privacy for employees and any information will be treated with utmost confidentiality, disclosed only on a need-to-



know basis, and in compliance with applicable laws and regulations. Employees are expected to respect and maintain the privacy of their colleagues' HIV status.

1.3. Grievance Management

Employees who experience discrimination or unfair treatment based on their HIV status can raise grievances through Accelya's established Grievance Handling Mechanism as per the Code of Conduct. This involves reporting the grievance any complaints to the Complaints Officer and full confidentiality will be maintained throughout the process. Accelya will conduct prompt and impartial investigations, taking appropriate measures to address the grievance, such as disciplinary actions and preventive measures.

