

## **Workplace Assessment Tool**

Managers and labor leaders can use this assessment tool to determine whether their organization has the resources it needs to respond to HIV/AIDS at work, and assess existing policies and programs.

### **Assessment**

Please answer the following questions with Yes, No, or I don't know. Consider your perspective both as a manager/supervisor and employee/worker.

### **HIV/AIDS Policy**

1) Does your workplace have a stand-alone policy addressing HIV/AIDS?

Yes

No

I don't know

2) Does your workplace focus on the essential functions of a job when hiring or providing performance reviews?

Yes

No

I don't know

3) Does your workplace allow individuals with a disability, including HIV/AIDS, to set a flexible work schedule in order to accommodate their medical appointments?

Yes

No

I don't know

### **Manager/Labor Leader Training**

1) As a manager/shop steward, are you familiar with the cost and value of implementing an HIV education program?

Yes

No

2) As a manager/shop steward, if a worker/employee reveals that he/she is living with HIV, do you know what your responsibilities are to maintain his/her privacy?

Yes

No

3) As a manager/labor leader, do you know what laws protect people with HIV/AIDS in the workplace?

Yes

No

## **Employee/Worker Education**

1) As an employee/worker, are you aware of the ways HIV/AIDS is and is not transmitted?

- Yes
- No

2) As an employee/worker, are you aware of how the government protects individuals with HIV/AIDS in the workplace?

- Yes
- No

3) As an employee/worker, are you familiar with the laws that protect the privacy of individuals living and working with HIV?

- Yes
- No

## **Employee/Worker Family Education**

1) Are you and/or the management of your organization familiar with the latest statistics about which communities are hardest hit by HIV?

- Yes
- No

2) Does your workplace offer any programs teaching parents how to talk to children about sensitive issues such as sex and sexuality?

- Yes
- No
- I don't know

3) Are you comfortable with talking to your children about avoiding risky behaviors?

- Yes
- No

## **HIV-Related Community Service and Volunteerism**

1) Does your company/workplace participate in any HIV/AIDS-related community service?

- Yes
- No
- I don't know

2) Are you familiar with the benefits of a company being corporately responsible?

- Yes
- No

## Scoring

### Questions with “Yes”

12-14 questions with “Yes”

Congratulations! Your workplace has a solid foundation for developing policies and programs that address HIV/AIDS employment issues.

10-11 questions with “Yes”

Your workplace has a good start to developing policies and programs that address HIV/AIDS employment issues.

9 or fewer questions with “Yes”

Your workplace is unprepared to address HIV/AIDS workplace-related issues or perhaps you are unaware of what your workplace HIV/AIDS policies are.

We encourage you to share this assessment tool and your responses with your HR director, shop steward, and/or your CEO to begin a discussion about the HIV/AIDS programs and policies in your workplace. Compare the existing components in your workplace with those of the ideal program recommended below and use the resources to explore opportunities for improvement.

## Five Components of an Ideal Program

The 14 questions you answered were organized into sections based on the five components an ideal HIV/AIDS workplace program, as identified by BRTA/LRTA: HIV/AIDS Policy, Manager/Labor Leader Training, Employee/Worker Education, Employee/Worker Family Education, and HIV-Related Community Service, Volunteerism and Philanthropy.

The five components can be implemented individually, but a workplace HIV/AIDS program works best when all components are implemented as a group. They are relevant to large and small businesses, labor unions, and other organizations, domestic and international. These components can be used to structure a specific HIV/AIDS prevention program or can be incorporated into a larger overall health and wellness program.

## Additional Resources

For additional information and resources about developing a workplace HIV/AIDS program, other ways that HIV/AIDS affects the workplace, and tools you can use, go to the following sections on the BRTA/LRTA Web site:

- [Impact of HIV/AIDS](#) (Information on the impact of HIV/AIDS in business, labor and communities, including business case studies and labor unions)
- [HIV/AIDS Education](#) (Training information for managers, supervisors, and labor leaders, HIV/AIDS Education information for employees/workers and their families, and educational materials)

- Business of Excellence (Tools and information for businesses to begin the path toward becoming a Business of Excellence, including: Risk Assessment Tool, Leadership Commitment, Educating Your Workforce, Employee and Family Involvement, Partnership, Volunteerism and Outreach, and Effectiveness and Sustainability)
- HIV & AIDS Laws & Policy (Information about the laws that are relevant to HIV/AIDS in the workplace, including ADA, OSHA, FMLA, HIPAA, and COBRA and a Workplace Policy Builder Tool)
- Philanthropy (Philanthropic case studies, the Impact of Corporate HIV/AIDS Philanthropy and links to Philanthropic Resources)
- Resources (Business Sector Resources, Labor Sector Resources, a national resource map, Frequently Asked Questions, Useful Links and Additional Resources)