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## **Secretary-General's bulletin**

### **HIV/AIDS in the Workplace Orientation Programme**

The Secretary-General, for the purpose of further raising basic HIV/AIDS awareness among United Nations Secretariat staff members in line with the policy on HIV/AIDS in the workplace (ST/SGB/2003/18), promulgates the following:

#### **Section 1**

##### **Purpose**

The purpose of the present bulletin is to establish that the HIV/AIDS in the Workplace Orientation Programme is now mandatory for all staff.

#### **Section 2**

##### **HIV/AIDS in the Workplace Orientation Programme**

2.1 The HIV/AIDS in the Workplace Orientation Programme was developed in collaboration with United Nations system organizations. It aims to assist staff members in making informed decisions on HIV/AIDS-related issues. The Programme introduces a booklet entitled *Living in a world with HIV and AIDS: information for employees of the United Nations system and their families*, which can be downloaded from <http://unworkplace.unaids.org/> and covers essential HIV/AIDS-related information concerning transmission, prevention, care and treatment. Additionally, the booklet provides information about the United Nations policies, initiatives and services related to HIV/AIDS in the workplace. It also promotes a culture of tolerance and understanding with regard to the HIV/AIDS pandemic and people living with and affected by HIV/AIDS.

2.2 New York-based staff members may obtain further information from the Staff Counsellor's Office. Staff members in offices away from Headquarters should contact their local learning managers.

#### **Section 3**

##### **Implementation**

3.1 All staff at all levels are required to participate in the HIV/AIDS in the Workplace Orientation Programme. Upon successful participation, a certificate of completion is issued, which shall be retained by the staff member and a copy placed in his or her official status file.



3.2 Heads of departments and offices are responsible for ensuring that they, their staff and others who are under their responsibility participate in the HIV/AIDS in the Workplace Orientation Programme.

**Section 4**

**Final provisions**

The present bulletin shall enter into force on 1 December 2007.

(Signed) **Ban** Ki-moon  
Secretary-General

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