

Coca-Cola HIV/AIDS Policy

▪ Philosophy

People have always been the heart and soul of The Coca-Cola Company. Coca-Cola Africa is committed to the future of the African Continent, to the well-being of its people and communities, and to its economic development. The HIV/AIDS pandemic, which has Africa firmly in its grip, poses a threat to Africa's progress towards sustainable development. As The Coca-Cola Company, we exist to benefit and refresh everyone who is touched by our business. This is a promise that extends to the social, civil and health related issues prevalent in the world today.

Coca-Cola Africa undertakes to create an environment across all our Regions where our associates, customers and consumers are not vulnerable to HIV/AIDS. Through education and the dissemination of information, we hope to influence attitudes, change behaviours and help in the prevention of this disease.

- Coca-Cola Africa is committed to treating individuals directly and indirectly affected by the HIV/AIDS epidemic with respect and integrity; these are core values of our Company. The Company will not tolerate any form of prejudice or discrimination against affected associates in this regard.
- Coca-Cola Africa will make every effort to respond to the needs of our associates and their families with the same level of commitment we have shown in the building and nurturing of relationships with our constituents in the world around us.
- Coca-Cola Africa will continue to maintain a working environment that is healthy, safety conscious and respectful of confidential information provided to the Company as a means to helping associates receive counselling and/or medical assistance.

▪ Guiding Principles

The HIV/AIDS policy of Coca-Cola Africa is within the framework of the International Labour Organisation's (ILO) code of practice on HIV/AIDS and the world of work. Below are the guiding principles and procedures of the Company's specific program on HIV/AIDS in our workplace.

Confidentiality

- Coca-Cola Africa will strictly uphold the confidentiality of all information on the HIV status and condition of associates. Thus, we will ensure that management of all information relating to an associate's counselling care, treatment and receipt of benefits, will respect the privacy of each associate.
- Coca-Cola Africa will strive to create a climate that will allow for and encourage voluntary disclosure of an individual's positive HIV status.

Non Discrimination

- Coca-Cola Africa supports voluntary testing and therefore will not at any point require new or existing employees to be screened or tested for HIV/AIDS unless it is so required under the legal standards of the countries in which the Company conducts its business. In such instances, the Company will follow the requirements of the local laws and will treat all affected associates with the integrity and respect they deserve and no different to any other associates.

Reasonable Accommodation

- Coca-Cola Africa believes in the principles of reasonable accommodation. Therefore, associates with HIV/AIDS will be free to continue with their work responsibilities if they are able to maintain an acceptable level of performance, and pose no health risk to themselves or to their co-workers. Recognising the seriousness and severe economic, social and psychological impact on the associate and their families, the Company will endeavour to exercise consideration that will enable employees to better cope with these challenges.

Education Awareness

- Coca-Cola Africa believes that education and information are essential to prevention and treatment of HIV/AIDS. Thus, it will endeavour to provide relevant education on AIDS prevention, care and support, which will be developed and implemented in collaboration with staff representatives. Such a program may be available to families of associates, if they so wish. In addition, the Company will work together with associates in helping reduce ignorance and stigma in the wider communities.

Occupational Benefits

- Coca-Cola Africa is committed to providing occupational benefits that are non-discriminatory, sustainable and supportive of all associates. Coca-Cola Africa is currently working on a program to provide cover for prophylactic treatment and other early intervention treatments as required by medical professionals.
- All eligible associates of Coca-Cola Africa are covered for infectious and life-threatening illnesses as prescribed by the contracted Healthcare Provider.

Community Involvement and Advocacy

- In keeping with The Coca-Cola Promise concerning corporate citizenship and in co-ordination with our Public Affairs departments, the Company will identify community outreach opportunities that can be offered on a voluntary basis to associates with full Company sponsorship and support. We will establish and foster partnerships and linkages with governments and Non-Governmental Organisations (NGOs) for the implementation of our HIV/AIDS programs.

■ Procedures

Confidentiality

- The HIV status of any individual will be kept strictly confidential. Medical records of associates with HIV will be considered as confidential information.

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- Access to such information is strictly limited to medical personnel within the Company and may be disclosed only if legally required and with the consent of the employee concerned.

Voluntary Disclosure

- An employee who is infected with the HIV virus or suffers from AIDS is not obliged to inform the Company.
- If an associate discloses to his or her manager or Human Resources representative information on their physical condition, such as HIV/AIDS:
- The manager will be supportive and listen to the associate, noting key concerns and schedule a follow-up meeting.
- The manager will advise the associate to contact Medical Services so that they are aware of the situation and are able to provide the associate with the necessary support.
- If the Human Resources representative is not aware of the situation and permission has been secured, the manager will contact the Human Resources representative immediately for guidance and resources to help address the associate's needs.
- Every instance will be handled on a case basis to balance the needs of the associate with the needs of the business.
- Co-workers will not be asked to reveal personal information about fellow co-workers.

Medical Testing

- The Company will not require new job applicants and Coca-Cola associates to disclose HIV/AIDS related personal information.
- Employees who wish to determine their HIV/AIDS status may arrange to be tested voluntarily, subject to the completion of informed consent documentation and pre and post-test counselling at Company expense.

Counselling (EAP)

- The Company will make available supplementary information and education programs to all associates via an Employee Assistance Program (EAP). Where possible and appropriate, this service and programs will be extended to family members of associates.
- EAP programs will also include Pre-test and Post-test counselling for associates considering taking an HIV/AIDS test. This service will be extended to the family members of associates who are concerned about HIV/AIDS related illnesses and conditions.
- We will also seek assistance from established community support and counselling groups. Information for these resources can be requested

confidentially from the Human Resources Manager, Employee Relations, or EAP representative.

Reasonable Accommodation and Job Security

- Coca-Cola Africa will take measures to extend reasonable accommodation to associates with HIV/AIDS related illnesses. This could include re-arrangement of working time, special equipment, opportunities for rest breaks, time off for medical appointments, flexible sick leave, part-time work and return to work arrangements.
- Associates who are HIV positive but healthy are free to continue to work and will be treated like any other associate with regard to training, promotion, transfer, discipline and other social welfare. Provisions under the existing Company Policies and Procedures regarding sick leave and impairment/disability will be applicable as instituted in instances of chronic ill health.
- The Company will not dismiss an associate purely on the basis of his/her HIV/AIDS status.
- Where an employee with an AIDS related condition is too ill to continue to work and where alternative working arrangements, including extended sick leave, have been exhausted, the employment relationship may cease in accordance with anti-discrimination, labour laws and the Company Policies and Procedures.
- An associate's HIV/AIDS status as with other chronic conditions, will not in any manner influence Company practice, in so far as the existing Policies and Procedures are applied including those pertaining to Promotion and Benefit entitlement.

Education and Training

- The Company will initiate basic HIV/AIDS training to inform, educate and train all employees about HIV/AIDS prevention, care and support and the Company's policy on HIV/AIDS.
- The Company's HIV/AIDS training will include measures to reduce discrimination and stigmatisation against people living with or affected by HIV/AIDS and advice on staff benefits and entitlements.
- The Company will establish regional HIV/AIDS Steering Committees made up of senior managers, HR representatives, medical staff, union representatives and other interested employees, who will engage external experts to provide associates with the new information and insights; as well as organise monthly awareness and prevention campaigns on an on-going basis. These will ideally take place every quarter and on AIDS Awareness Day, Health Day etc.
- In regional and divisional offices, the Company will place information materials on safe sexual practices, prevention of Sexually Transmitted Diseases, and overall health promotion, including information on alcohol and

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drug abuse. In addition, condoms will be provided in all toilets within the Company premises to encourage safer sexual practices.

- The Company will encourage and facilitate use of voluntary HIV/AIDS testing and counselling services.

Occupational Benefits

- Coca-Cola Africa will continue to treat HIV/AIDS in the same manner with which other illnesses have been treated in terms of employee benefit policies, group health and life assurance, leave of absence and other related disability benefits.
- In instances whereby the Healthcare Provider(s) and insurers have restriction on specific infections, life threatening diseases and HIV/AIDS benefits, the Company will engage into negotiations to provide extra cover for associates excluded by the schemes.
- Coca-Cola Africa is currently working on a program to provide cover for prophylactic treatment and other early intervention treatments as required by medical professionals.
- In terms of the Company Provident Fund, and subject to local laws and rules of local Pension/Provident Funds, HIV/AIDS will continue to be handled in the same manner as any other case of ill-health retirement.

Risk Reduction and Management

- Coca-Cola Africa will work to ensure a safe and healthy working environment, including the application of Universal Precautions and the provision and maintenance of protective equipment and first aid.
- We will make available to all associates condoms, counselling support and referral services. Where cost considerations make this difficult, the Company will seek support from government and other outside institutions and organisations.

Community Involvement/Advocacy

- In keeping with Coca-Cola Promise concerning corporate citizenship and in co-ordination with our Public Affairs departments, the Company will identify community outreach opportunities that can be offered on a voluntary basis to associates with full Company support.

Non-discrimination Grievance and Disciplinary Procedures

- Where an associate perceives discrimination to be occurring as a result of his/her HIV/AIDS status, that individual shall have recourse to the Company's grievance procedure.
- Coca-Cola Africa will take the corrective and disciplinary actions necessary against associates found to be involved in the stigmatisation, harassment or discrimination against associates directly or indirectly affected with HIV/AIDS.

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Information Sharing

- In order to ensure the Company is in a good position to respond to the health needs of its workforce and to assist its efforts in future manpower planning, it may undertake means to obtain a realistic assessment of the HIV situation in the company. Such assessment will be undertaken in a participatory manner, and information will be kept confidential.
- The Company ensures such information will not disclose the identity of individuals.
- Coca-Cola Africa will communicate regularly within the company about the HIV/AIDS program and its development.

Policy Review

- This policy will be reviewed and updated as and when the need arises or when developments relating to it necessitate policy review.