



SVATANTRA MICRO HOUSING FINANCE CORPORATION LTD

HIV / Aids Workplace Policy (w.e.f. December 1st, 2025)

1. Objective:

At Svatantra Micro Housing Finance Corporation Ltd. (SMHFC), we recognize the seriousness of the HIV/AIDS epidemic and its implications on social, economic, and human rights. As an organization committed to equal opportunity, this policy aims to establish clear guidelines for fostering a workplace where every employee, regardless of their actual or perceived HIV status, is respected and supported.

2. Applicability:

This policy is applicable to all SMHFC Employees.

3. Definitions

- **Human Immunodeficiency Virus (HIV):** A virus that attacks and weakens the body's immune system, making it difficult to fight infections and certain cancers.
- **Acquired Immunodeficiency Syndrome (AIDS):** A condition caused by the most advanced stage of HIV infection, characterized by a significant weakening of the immune system, leading to life-threatening infections and illnesses.

4. Policy Guidelines:

a. Non-Discriminatory Practices:

- **Employment and Hiring:** SMHFC will not require compulsory HIV testing or screening of job applicants during pre-employment medical tests or at any stage during employment unless it is done with informed written consent.
- **Equal Opportunities:** There will be no discrimination against employees with HIV/AIDS in terms of job application, promotion, training, transfers, or any other employment benefits. The SMHFC ensures that HIV infection is not a reason for the termination of employment. Employees with HIV/AIDS will be allowed to work as long as they can perform their duties effectively.

b. Confidentiality and Voluntary Disclosure:

- Employees and job applicants are not required to disclose their HIV status unless they choose to do so voluntarily. SMHFC ensures that any disclosed information regarding HIV/AIDS status is kept strictly confidential.

c. Stigma and Discrimination:

- SMHFC does not tolerate any form of stigma or discrimination against employees based on their actual or perceived HIV status. The SMHFC promotes a culture of solidarity, care, and support for employees living with HIV/AIDS.

d. Grievance Redressal:

- Employees who experience or witness stigmatization or discrimination related to HIV/AIDS are encouraged to fill in the Employee Grievance Redressal form. HR will thoroughly investigate such reports and take necessary corrective actions.

e. Education and Awareness:

- SMHFC is committed to raising awareness about HIV/AIDS among its employees. Regular training and educational sessions will be conducted to inform employees about HIV prevention, transmission, and treatment. We aim to create a work environment where employees are knowledgeable and supportive of their colleagues living with HIV/AIDS.

5. Implementation:

SMHFC and the HR department are responsible for the effective implementation of this policy. This includes the development of appropriate training programs, communication strategies, and support systems to ensure that the policy is understood and upheld across all levels of the organization.

SMHFC will collaborate with external organizations, when necessary, to provide additional support and resources to employees living with HIV/AIDS, ensuring they have access to the medical care and support services they need to maintain a productive and healthy work life.