



# Supporting candidates and employees living with HIV

Sponsored by



Abridged content for sample purposes



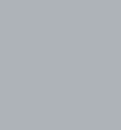
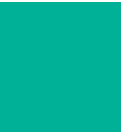


# In this guide:

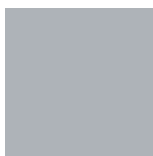
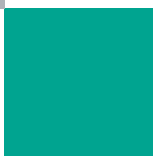
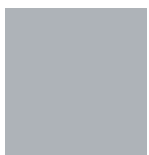
<b>Making adjustments – top tips</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
<b>Language</b>	<b>6</b>
<b>What is HIV?</b>	<b>9</b>
<b>Internal and external sources of help</b>	<b>11</b>
<b>Employing people with HIV</b>	<b>12</b>
<b>Making adjustments</b>	<b>14</b>
<b>Supporting candidates</b>	<b>16</b>
<b>Application forms</b>	<b>17</b>
<b>Interviews, tests and assessment centres</b>	<b>17</b>
<b>Supporting employees</b>	<b>18</b>
<b>Sickness absence and rehabilitation</b>	<b>20</b>
<b>Health and safety</b>	<b>23</b>
<b>Travelling and working overseas</b>	<b>24</b>
<b>About us</b>	<b>26</b>

# Making adjustments – top tips





# Introduction



**This guide aims to give a general introduction to how HIV might impact someone at work and provide good practice tips on how to support them.**

Diagnosis, treatment and cultural perceptions of HIV vary between countries. Similarly, legal requirements will also differ: in some countries, HIV may not be legally recognised as a disability whereas in other countries, people with HIV may be protected by local legislation.

## **Language**

### **Talking about HIV**

Language can be important in creating an open and inclusive workplace for people living with HIV.

There is no single term that everyone prefers to describe a person with HIV. Many people prefer the 'person first' language of 'a person living with HIV'.

Some people may use phrases such as 'suffering from HIV'. In this guide we refer to people, candidates or employees living with HIV, taking the viewpoint that people 'live' with their disability or long-term condition and do not always feel that they are 'suffering' from it. It is however recommended to always use the language that the person living with HIV uses to describe themselves and to avoid placing 'labels' on employees.

## Talking about disability

In this guide, we use the term 'disabilities' as used by the United Nations Convention on the Rights of Persons with Disabilities (UN CRPD) [1] ratified by over 175 countries. The UN CRPD Article 1 provides a definition for 'persons with disabilities':

**“Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.”**

In practice, this could include people with a wide range of impairments or conditions such as dyslexia, diabetes, cancer or HIV, to name just a few.

---

[1] United Nations Convention on the Rights of Persons with Disabilities: [un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html](https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities.html)

## Talking about adjustments

Adjustments (in some countries referred to as 'accommodations') remove or reduce the effect of the barriers experienced by candidates and employees with disabilities.

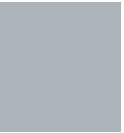
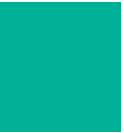
Examples of adjustments might include providing a ramp as an alternative to stairs or an electronic version of paper document so that an employee with a visual impairment can use screen reader software to access the information. Working hours and locations can be made flexible, and managers can agree different ways to communicate with their employees e.g. over the phone, via email, face-to-face or in writing.

These are small changes that can remove barriers that stop someone from doing their job and can support good performance. In this guide, we refer to these types of changes as 'adjustments'.

**Working hours and locations can be made flexible.**







# What is HIV?



**The Human Immunodeficiency Virus (HIV), as defined by its name, is a virus that weakens the immune system. It does so by attacking type of immune system cell, called CD4 or T cells, which have an essential role in fighting infections and diseases. The virus is found in blood, semen, breast milk and vaginal and anal fluids. HIV cannot be transmitted through sweat, saliva, breath or urine.**

There is currently no cure for HIV. However anti-retroviral treatment (ART), where available, is now so effective that the virus can be suppressed to the point that it cannot be passed on [2]. Access to treatment varies between countries, where treatment is available, it can allow people who have HIV to have the same life expectancy as the general population.

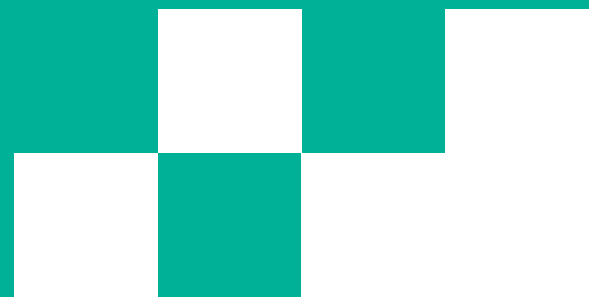
Acquired Immune Deficiency Syndrome (AIDS) is the most advanced stage of the HIV infection, when someone has HIV and an “AIDS-defining” disease. Life-threatening conditions can develop when the immune system can no longer fight them.

---

[2] Towards elimination of HIV transmission, AIDS and HIV-related deaths in the UK; Public Health England, November 2017

**Content has been removed  
for sample purposes. Pages  
11 to 26 are available in the  
full booklet.**

**© 2019 This publication and the information contained  
therein are subject to copyright and remain the property of  
Business Disability Forum. They are for reference only and  
must not be reproduced, copied or distributed as a whole  
or in part without permission.**





# Contact us

**Business Disability Forum  
Nutmeg House  
60 Gainsford Street  
London  
SE1 2NY**

**Tel: +44-(0)20-7403-3020**

**Fax: +44-(0)20-7403-0404**

**Email: [enquiries@businessdisabilityforum.org.uk](mailto:enquiries@businessdisabilityforum.org.uk)**

**Web: [businessdisabilityforum.org.uk](http://businessdisabilityforum.org.uk)**

**Business Disability Forum is committed to ensuring that all its products and services are as accessible as possible to everyone. If you wish to discuss anything with regard to accessibility, please contact us.**

**Company limited by guarantee with charitable objects.  
Registered Charity No: 1018463.  
Registered in England No: 2603700.**