

---

## **STATEMENT ON HIV AND AIDS WORKPLACE POLICY**

### **Brief Overview**

Pivara Skopje AD is completely committed to ensuring wellbeing to all its employees. The Company recognizes the fact that its employees may be exposed to risk of HIV and AIDS and that the actual percentage of persons affected by HIV and AIDS in some countries is still unknown due to the absence of social and medical assistance systems for treating infected individuals.

The present Policy has been drafted in order to recognize these issues, and reduce the risk of infection of both the employees and their families, and to provide assistance within our possibilities, in cooperation with the local authorities and organizations through programs aimed at educating and raising the awareness about HIV and AIDS.

### **Objective/purpose:**

- To create awareness regarding the HIV/AIDS issue through educating our staff and providing fully confidential counseling and advices in order to make sure that any infected employees are treated with dignity and respect.
- To provide guidelines on issues related to testing, examination, confidentiality and non-discrimination upon employment.

### **Confidentiality**

The HIV status of all employees shall be kept strictly confidential. Medical records of persons infected with HIV shall be considered strictly confidential information.

The access of medical staff to such information within the Company shall be strictly limited and it may only be published if legally required to do so and based on employees' consent.

### **Voluntary Disclosure**

Employees infected with HIV virus or affected by AIDS are not bound to inform the Company. In an event an employee informs his/her manager or the Human Resources Department representative on his/her HIV and AIDS status, the manager shall provide support and shall take the required time to listen to the employee, emphasizing key problems. If Human Resources Department representative is not aware of the situation, the manager shall contact him/her to provide guidelines and resources that would remedy the situation and would meet employees' needs, only with employees consent. Individual instances shall be managed on case-by-case basis, in order to balance the needs of employees and those of the business.

### **Medical Testing**

---

---

The Company shall not ask Pivara Skopje's applicants and employees to disclose personal information related to their HIV and AIDS status, unless legally required to do so.

Employees who want to establish their HIV and AIDS status may undergo voluntary testing.

### **Counseling**

Where there is no counseling available, the Company shall make available to all its employees all related information and educational programs. Where possible and appropriate, this service and program shall be expanded to include Company employees' family members.

Moreover, we shall seek assistance from the support community and group counseling. Information about these resources may be requested in full confidence from the HR Manager.

### **Reasonable Placement and Workplace Safety**

Pivara Skopje AD shall take all necessary measures to ensure reasonable working conditions to employees affected by HIV and AIDS. This may involve workplace rearrangement, introducing special equipment, break options, medical examinations schedules, flexible sick leave, part-time employment and arrangements for returning to work, all in compliance with applicable local legal requirements.

HIV positive employees are free to continue working and shall be treated the same as others employees when it comes to training, promotion, reassignment to other position, discipline etc. The provisions of the existing Company's policies and procedures related to sick leave and impairments/disability shall apply in the cases of chronic diseases.

The Company shall not use positive HIV and AIDS diagnosis as a ground for dismissal of any employee.

In event employees affected by AIDS are not capable of pursuing their workplace tasks and when all additional employment options for extending sick leaves, including extended sick leave, have been exhausted, employment may be cancelled pursuant to the Law on Prevention and Protection against Discrimination, the Labour Relations Law and Company's policies and procedures.

### **Reduction and Management of Risks**

Pivara Skopje AD is constantly focused on ensuring healthy and safe working environment, through prevention, providing and maintaining protective equipment and first aid kits.

### **Anti-Discrimination Procedures, Appeals and Disciplinary Actions**

If employees believe that they have been victim of discrimination due to their AIDS diagnosis, they can call on Company's appeals procedure.

---

---

Pivara Skopje AD shall take corrective and disciplinary activities against those who have harassed or discriminated against an employee who is affected by HIV and AIDS, directly or indirectly.

### **Sharing of Information**

For the Company to be in good position to respond to workplace health needs and to support future plans in the area of human resources planning, it needs to have realistic assessment of the number of persons in the Company affected by HIV and AIDS, based on voluntary participation in such assessment. Information obtained in this manner shall be kept confidential and individual identities shall not be revealed.

### **Policy Revision**

If required, the present Policy shall be revised and complemented, or if any development related to it requires such revision.

---