



WI-1-1-017

**TECHNICAL UNIVERSITY OF MOMBASA**

*A Centre of excellence*

# HIV & AIDS POLICY



TUM is ISO 9001:2015 Certified



# TECHNICAL UNIVERSITY OF MOMBASA

---

## HIV & AIDS POLICY

---

## TABLE OF CONTENTS

<b>ABBREVIATIONS AND ACRONYMS .....</b>	<b>iii</b>
<b>DEFINITIONS.....</b>	<b>v</b>
<b>EXECUTIVE SUMMARY .....</b>	<b>viii</b>
<b>1.0 INTRODUCTION .....</b>	<b>1</b>
1.1 Vision .....	1
1.2 Mission.....	1
1.3 Core Values .....	2
1.4 Motto.....	2
1.5 Policy Statement/Guiding Principles and Objectives .....	3
1.5.1 Statement of Purpose.....	3
1.5.2 Guiding Principles .....	3
1.5.3 Policy Objectives .....	3
1.6 Legislative and Administrative Requirements .....	4
1.7 Scope/ Applicability .....	4
<b>2.0 COMPONENTS OF THE POLICY.....</b>	<b>5</b>
2.1 HIV & AIDS Mainstreaming among Students.....	5
2.1.1 Admission of Students to TUM .....	5
2.1.2 Voluntary Counselling and Testing .....	5
2.1.3 Bursaries, Sponsorship and Loans.....	5
2.1.4 Accommodation in University Hostels .....	5
2.1.5 Discontinuation from the University .....	5
2.1.6 Confidentiality .....	6
2.1.7 Stigma and Discrimination .....	6
2.1.8 Safety Measures.....	6
2.2 HIV & AIDS Mainstreaming among Staff Members.....	6
2.2.1 Recruitment and Promotion.....	6
2.2.2 Sick Leave.....	7
2.2.3 Working Hours.....	7
2.2.4 Counselling Services.....	7
2.2.5 Medical Benefits .....	7
2.2.6 Work Performance, Reasonable Accommodation and Relief Services .....	7

2.2.7	Training and Development .....	8
2.2.8	Occupational Safety and Health .....	8
2.2.9	Retirement on Medical Grounds .....	8
2.2.10	Terminal Benefits .....	9
2.2.11	Testing, Confidentiality and Disclosure .....	9
2.2.12	Stigma, Discrimination and Rights.....	9
2.3	Intervention Strategies and Prevention of HIV and AIDS .....	9
2.3.1	Minimum Internal Requirements .....	11
<b>3.0</b>	<b>IMPLEMENTATION OF THE POLICY.....</b>	<b>12</b>
3.1	Functions, Roles and Responsibilities. ....	12
3.1.1	Vice-Chancellor .....	12
3.1.2	All Authorized Officers.....	12
3.1.3	All Line Managers.....	12
3.1.4	Aids Control Unit (ACU) .....	13
3.1.5	TUM Students and Staff.....	14
3.1.6	Grievances, Concerns and Recourse. ....	14
<b>4.0</b>	<b>MONITORING, EVALUATION, AND REVIEW.....</b>	<b>15</b>
4.1	Policy Monitoring and Evaluation.....	15
4.2	Policy Review.....	15

## ABBREVIATIONS AND ACRONYMS

ACU	Aids Control Unit
AIDS	Acquired Immunodeficiency Syndrome
BMI	Body Mass Index
CEO	Chief Executive Officer
DPSM	Directorate of Public Service Management
GBV	Gender-Based Violence
GIPA	Greater Involvement of People Living with HIV AIDS
HAPC	HIV and AIDS Prevention and Control
HBHTC	Home-Based HIV Testing and Control
HIV	Human Immunodeficiency Virus
HLM	High-Level Meeting
HOD	Head of Department
HTC	HIV Testing Counselling
IEC	Information, Education and Communication
ILO	International Labor Organization
KAIS	Kenya AIDS Indicator Survey
KASF	Kenya AIDS Strategic Framework
KNASP	Kenya National AIDS Strategic Plan
MCDAs	Ministries, Counties, Departments and Agencies
MDP	Ministry of Devolution Planning
M&E	Monitoring and Evaluation
MIR	Minimum Internal Requirements
NACC	National AIDS Control Council
PAS	Principle Administrative Secretary
PEP	Post - Exposure Prophylaxis
PLWHA	People Living with HIV and AIDS
PITC	Provider Initiated Testing and Counselling
PS	Principal Secretary
PSCK	Public Service Commission

RBM	Results-Based Management
SDGs	Sustainable Development Goals
STIs	Sexually Transmitted Infections
TOR	Terms of Reference
VC	Vice-Chancellor

## DEFINITIONS

**“Affected”** means a person who is feeling the impact of HIV and AIDS through sickness or loss of relatives, friends or colleagues or a person whose life is changed in any way by HIV & AIDS due to the broader impact of the epidemic.

**“AIDS”** means a condition characterized by a combination of signs and symptoms resulting from depletion of the immune system caused by the infection with Human Immunodeficiency Virus (HIV).

**“Authorised Officers”** means senior managers who have been appointed to undertake specified duties and includes Deputy Vice-Chancellors, Registrars, Procurement Manager and Finance Officer.

**“Care”** means Promotion of a person’s wellbeing through medical, physical, psychological, spiritual and other support.

**“Comprehensive Care”** means a range of services offered to HIV positive persons including; treatment, clinical, physical, nutritional and psychological support.

**“Counselling”** means the provision of professional assistance and guidance in resolving personal or psychological problems.

**“Confidentiality”** means the right of every person, employee or job applicant to have his/her medical information including HIV status kept secret.

**“Discrimination”** means treating others differently or denying them their rights because of their HIV status, gender and colour, among others. Discrimination is actually acted out and occurs when we separate ‘US’ from ‘THEM’.

**“Evaluation”** means the assessment of the impact of a programme at a particular point in time.

**“HIV”** means the virus that causes AIDS.

**“HIV Screening”** means direct HIV testing as well as indirect measures (assessment of risk-taking behaviours or asking questions about tests already taken or about medication).

**“HIV Testing”** means a medical test to determine a person’s HIV status.

**“Incidence of HIV”** means the number of people getting new HIV infections every year.

**“Infected”** means a person who is living with the virus that causes AIDS.

**“Line Manager”** means a person who directly manages staff and students. They include Deans, Heads of Departments and Heads of Sections.

**“Maisha”** means a word synonymous with the prevention of HIV and AIDS in Kenya.

**“Maisha Certification”** means a compliance and accountability mechanism for delivery of the Maisha Performance Contract target for the MCDAs.

**“Monitoring”** means Continuous assessment of a programme.

**“Pandemic”** means an epidemic occurring simultaneously over a wide area and affecting many people.

**“Policy”** means a statement setting out a department’s or organization’s position on a particular issue.

**“Post Exposure Prophylaxis”** means immediate treatment given to a person who is presumed to have been exposed to HIV.

**“Prevalence of HIV”** means the number of people with HIV at a particular point in time often expressed as a percentage of the total population.

**“Prevention”** means a programme designed to combat HIV infection and transmission.



**“Programme”** means a plan of action that includes planning, resource allocation, implementation, monitoring and evaluation.

**“Sexual Harassment”** means the act of persistently making unwelcome sexual advances or request against the wish of the person.

**“Stigma”** means a spontaneous mark of disgrace or labelling due to an attribution individual may have that makes one feels disrespected, unloved or devalued.

**“Support”** means Service and assistance that is provided to help a person cope with difficult situations and challenges.

**“Treatment”** means a medical term describing the steps taken to manage an illness.

**“Reasonable”** means accommodating any change to a job, work environment, or the way things are done that allows a person living with HIV to apply for a job, perform job functions, or enjoy equal access to benefits available to other persons within the University.

**“Voluntary Counselling and Testing”** means a provision that enables people to willingly undergo a medical test to know their HIV - status in order for them to plan their lives and make informed decisions.

**“Vulnerability”** means predisposing factors for HIV and AIDS due to circumstances that are beyond ones’ control.

**“Risks”** means predisposing factors for HIV and AIDS due to one’s personal choice of behaviours and practices.

**“University”** means Technical University of Mombasa.

**“University Programme”** means an intervention to address a specific issue within the University.

## **EXECUTIVE SUMMARY**

Technical University of Mombasa recognises the prevalence of HIV & AIDS in the workplace, particularly in institutions of higher learning. It, therefore, identifies the need to have the policy to govern how the University responds to such cases as well as how the University shall manage the epidemic within the confines of its campuses.

This policy, therefore, identifies the legislative and administrative framework in place concerning HIV & AIDS. It defines objectives in which the policy relies on to ensure non-discrimination of persons living with HIV & AIDS. It provides for the procedures that the University shall put in place to prevent discrimination among staff and students. It outlines strategies that the University shall rely on when handling affected members of staff and the student fraternity. It also provides for sensitisation of the University community on matters to do with the pandemic.

## **1.0 INTRODUCTION**

Technical University of Mombasa (TUM) was under the Universities Act No. 42 of 2012 and University Charter, 2013. Core among her mandate is to undertake technological, professional and scientific education and training to disseminate knowledge while ensuring access, equity, quality and relevant education.

HIV & AIDS was declared a National epidemic in 1999, and since then, substantial progress has been made through sensitizing people on the need to protect themselves from the disease as well as how they can prevent and protect themselves as well as their loved ones from contracting the disease. According to the National AIDS Control Council report of 2018, the adult (15-49 years) HIV prevalence in Kenya is estimated at about 4.9% and approximately 1.5 million people are living with HIV.

This policy aims to provide guidelines for the management of HIV & AIDS at the University and to define the University position on HIV & AIDS. It covers key areas such as legal and regulatory framework, guiding principles policy statements and management of the human resource, strategies, minimum internal requirements, implementation structure, monitoring and evaluation. This policy shall be cited as Technical University of Mombasa HIV & AIDS Policy. The Policy is guided by the following:

### **1.1 Vision**

A Technical University of Global Excellence in Advancing Knowledge, Science and Technology.

### **1.2 Mission**

To advance knowledge and its practical application through teaching, research and innovation to serve both industry and the community.

### 1.3 Core Values

The Council, Senate, Management, staff and students of TUM shall endeavour to institutionalize and inculcate values fostering a strong corporate culture while promoting quality service delivery, cohesion in our diverse community and achieving the targeted goals. These will be realized by espousing the following values:

- i) *Excellence.* We strive for excellence in quality teaching, learning and research, and customer focus by continuously assessing ourselves, applying our own and international benchmarks.
- ii) *Integrity and Professionalism.* We expect high standards of integrity, ethics and respect from one another across the institution and honour collegiality and a climate of critical professionalism among staff and students.
- iii) *Equity.* We are committed to equity, diversity and fairness, and seek to nurture and build on our diverse cultural heritage
- iv) *Teamwork.* We place a high premium on teamwork and shared responsibility working with each other and with external groups in ways that are mutually beneficial.
- v) *Creativity, innovativeness and environmental sustainability.* We embrace innovative problem solving and promote creative value-based solutions. We cultivate a socially secure, responsive and sustainable green environment.

### 1.4 Motto

*Jiddu Tajidu* (Endeavour and Achieve)

## **1.5 Policy Statement/Guiding Principles and Objectives**

### **1.5.1 Statement of Purpose**

TUM anticipates that individuals and organizations it deals with shall receive required assistance and information pertaining to access to HIV & AIDS prevention and care services. The overriding principle is to encourage and promote the prevention, and detection of HIV & AIDS, and to provide assistance to persons exposed to HIV & AIDS.

### **1.5.2 Guiding Principles**

The following guiding principles form the basis for specific provisions in this Policy.

- i) Recognition of HIV & AIDS as an institutional issue;
- ii) Non-Discrimination;
- iii) Gender Responsiveness;
- iv) A safe and healthy environment for optimal health, wellbeing and productivity;
- v) Social Dialogue;
- vi) HIV Testing or Screening and Labour Practices;
- vii) Confidentiality regarding personal data relating to HIV/AIDS status;
- viii) Prevention of New HIV Infections;
- ix) Treatment, Care and Support to Employees Living with HIV;
- x) Forging Strategic Partnerships; and
- xi) Greater Involvement of People Living with HIV (GIPA).

### **1.5.3 Policy Objectives**

The objectives of the HIV & AIDS Policy are to:

- i) Provide guidance to all matters pertaining to HIV & AIDS policy;
- ii) Ensure participation of all university stakeholders in the fight against HIV & AIDS;
- iii) Ensure that there is no stigma for persons living with HIV & AIDS;

- iv) Contribute to the delivery of Kenya AIDS Strategic Framework, 2014/15-2018/19 results and targets;
- v) Set minimum internal requirements (MIR) to HIV & AIDS at TUM;
- vi) Establish structures and rights-based approaches for responding to HIV & AIDS at TUM;
- vii) Guide the management, staff and students on their rights and obligations regarding HIV & AIDS;
- viii) Provide a framework for demonstration by all staff, students and other stakeholders at TUM; and
- ix) Provide screening and counselling services within the university.

### **1.6 Legislative and Administrative Requirements**

The following but not limited to legal instruments and institutional policies shall be applicable to this policy:

- i) The Constitution of Kenya, 2010;
- ii) The HIV & AIDS Prevention and Control Act, 2012;
- iii) The Sexual Offence Act, 2006;
- iv) The Employment Act, 2012;
- v) The University Act, 2012;
- vi) The Persons with Disability Act, 2003;
- vii) Technical University of Mombasa Charter, 2013;
- viii) Technical University of Mombasa Statutes, 2019;
- ix) Technical University of Mombasa Students Handbook, 2016; and
- x) Technical University of Mombasa Human Resource Manual, 2017.

### **1.7 Scope/Applicability**

This policy shall apply to TUM Council, Staff, Students and their families, and other stakeholders.

## 2.0 COMPONENTS OF THE POLICY

This policy focuses on the following areas: HIV and AIDS mainstreaming among the students, HIV & AIDS mainstreaming among the staff, intervention strategies, and prevention of HIV & AIDS.

### 2.1 HIV & AIDS Mainstreaming among Students

TUM has an obligation to address the challenges posed by HIV & AIDS among the student fraternity. This part of the Policy addresses the specific strategies applicable to students as follows:

#### 2.1.1 Admission of Students to TUM

No student shall be required to undergo an HIV test or to disclose his or her HIV status prior to admission as a student.

#### 2.1.2 Voluntary Counselling and Testing

HIV Counselling and testing services shall be provided to students from the University VCT Centre. No student shall be forced to undergo a test without consent.

#### 2.1.3 Bursaries, Sponsorship and Loans

HIV & AIDS statuses of students shall not be a criterion used in granting loans, scholarships or bursaries that are directly or indirectly disbursed by the University.

#### 2.1.4 Accommodation in University Hostels

TUM shall not use one's HIV status to determine admission to its hostels.

#### 2.1.5 Discontinuation from the University

No student shall be discontinued from the University on the basis of their HIV & AIDS status.

### **2.1.6 Confidentiality**

The results from the University VCT shall remain confidential between the student and the person authorized to give the results. The HIV status of the student shall not be disclosed to any other party (including parents, guardian or sponsor) without the informed consent of the student concerned.

### **2.1.7 Stigma and Discrimination**

TUM shall ensure that students have a right to a supportive and safe learning environment in which Persons Living with HIV & AIDS are accepted and not stigmatized.

### **2.1.8 Safety Measures**

TUM students shall have a right to a safe learning environment in which exposure to HIV is minimized through the provision of safety devices where applicable.

## **2.2 HIV & AIDS Mainstreaming among Staff Members**

TUM is committed to addressing the challenges posed by HIV & AIDS in the workforce, both at organizational and individual levels. This part of the Policy addresses the human resource management aspects as follows:

### **2.2.1. Recruitment and Promotion**

Real or perceived HIV status shall not be used as a basis for discrimination, preventing the promotion, continued employment, deployment, appointment, recruitment or pursuit of equal opportunities in the public service. However, while fulfilling the requirement that all newly appointed persons undergo medical examination for purposes of deployment, the provisions of the relevant legislation on medical examination shall apply.



### **2.2.2 Sick Leave**

Sick leave shall be provided as stipulated in the relevant service regulations. However, additional sick leave days shall be decided on a case-by-case basis at the discretion of the authorized officers/accounting officers.

### **2.2.3 Working Hours**

Official working hours shall continue to apply for all TUM employees as stipulated in the relevant service regulations. However, reasonable accommodation in the form of flexible working hours for employees infected or affected by HIV will be applied based on voluntary confidential disclosure. The employees' voluntary disclosure of HIV status will be kept strictly confidential.

### **2.2.4 Counselling Services**

TUM shall provide Counselling Services to People Living with HIV & AIDS experiencing psychological challenges at their workplace.

### **2.2.5 Medical Benefits**

TUM shall establish a comprehensive Medical Insurance Cover to provide medical benefits for TUM Staff and their dependents. Access to HIV & AIDS treatment shall be included in the cover.

### **2.2.6 Work Performance, Reasonable Accommodation and Relief Services**

Management shall take measures to reasonably accommodate employees infected and affected by HIV. Where an employee is temporarily unable to perform their current jobs due to ill health or caregiving responsibility for an immediate family member, relief services, alternative work arrangements, time off for a medical appointment, flexible working hours and/ or extended sick leaves shall be provided as may be appropriate.

### 2.2.7 Training and Development

TUM policy on training shall apply to all TUM Staff. In addition, TUM shall:

- i) Educate and sensitize all its employees on HIV & AIDS-related issues;
- ii) Mainstream HIV & AIDS in all training programmes curricula and undertake regular reviews to respond to the dynamics of HIV & AIDS;
- iii) Ensure HIV & AIDS-related training is integrated into institutional training plans and projections.

### 2.2.8 Occupational Safety and Health

- i) The working environment shall be safe and healthy, to prevent transmissions at the workplace. The University shall undertake safety and health measures at the workplace, initiate work practice controls, provide personal protective equipment, ensure environmental control measures, post-exposure prophylaxis and other safety measures, to minimize the risk of contracting HIV & AIDS.
- ii) TUM shall take measures to ensure that prevention, safety and health are provided for in accordance with relevant standards. Concrete steps shall be taken to minimize occupational HIV & AIDS infection, appropriate first-aid equipment shall be readily available to deal with spilt blood or any other body fluids, and staff shall be trained on safety steps to be taken following an accident.
- iii) Occupational Health and Safety Services and workplace mechanism shall address HIV and AIDS. However, the presence of a person living with HIV & AIDS should not be considered a health hazard.

### 2.2.9 Retirement on Medical Grounds

The service regulations on retirement on medical grounds shall continue to apply and where an employee is medically unfit to continue working, TUM shall hasten the process of retirement for the benefit of the employee and with due regard to the relevant service regulations.

### **2.2.10 Terminal Benefits**

TUM shall facilitate speedy processing of terminal benefits and both TUM and its employees shall ensure the next of kin records are updated regularly.

### **2.2.11 Testing, Confidentiality and Disclosure**

- a) TUM rejects HIV testing as a prerequisite for recruitment, access to training and promotion. However, TUM shall promote and facilitate access to voluntary confidential HIV testing for all employees.
- b) HIV & AIDS is a complex and sensitive issue and disclosure of HIV status shall be on a voluntary basis. Such disclosure of HIV status shall be handled in a discreet, private and confidential manner and in line with the prevailing legislation. However, employees shall be encouraged to be open about their HIV status and TUM shall endeavour to create a work environment in which employees will feel safe to disclose their HIV status.

### **2.2.12 Stigma, Discrimination and Rights.**

- i) TUM acknowledges that stigma and discrimination undermine employees' welfare, safe healthy work environment and HIV prevention efforts, which depend on openness, trust and respect for basic rights. Employees living with HIV shall be protected against stigma, discrimination, victimization or harassment.
- ii) It is an offence for any person to discriminate against another on the basis of actual, perceived or suspected HIV status. Employees shall not refuse to work or interact with fellow employees who are HIV positive.

## **2.3 Intervention Strategies and Prevention of HIV and AIDS**

This policy is aligned with the Maisha Performance Contract Guidelines for MCDAs and Maisha Certification System. The interventions shall include:

- i) Adoption and implementation of this policy on HIV & AIDS;

- ii) Male and female condom promotion, distribution and training on use and disposal to students, staff and other stakeholders;
- iii) Creation of comprehensive HIV & AIDS knowledge among students, employees, their immediate family members including peer education and establishing functional Maisha shelves in institutional resource centres at the university. This shall include education and training on the modes of HIV transmission, the use of condoms and on the importance of confidentiality and maintaining a stigma and discrimination-free environment to support a culture of HIV prevention;
- iv) Conduct a baseline survey on students and staff knowledge levels on HIV & AIDS and implement the survey recommendations;
- v) Facilitation of students, employees and employees immediate family members and other stakeholders to access HIV Testing Counselling services;
- vi) Sensitization of students and staff to reduce stigma and discrimination towards PLHIV;
- vii) HIV treatment literacy and promotion of positive health and dignity at TUM.
- viii) Putting in place non-discriminatory workplace benefits such as comprehensive medical insurance/or NHIF cover for all employees;
- ix) Referrals of students and staff for facility-based HIV services such as Post Exposure Prophylaxis, Voluntary Medical Male Circumcision, Antiretroviral therapy, Prevention of Mother to Child Transmission of HIV Counselling and Testing ;
- x) Linkages for students and employees' wellness and psycho-social assistance for HIV & AIDS, GBV, post-traumatic stress disorders, alcohol, drugs and substance abuse, nutrition, physical exercise and other addictive behaviours including glucose, cholesterol, blood pressure and BMI checks;
- xi) Putting in place non-discriminatory mechanisms on gender equality, empowerment of women and the prohibition of gender-based violence at TUM;
- xii) Utilization of corporate mandates to influence HIV & AIDS policies and programmes; and

- xiii) Strengthening institutional health facilities, where available to provide comprehensive HIV services through the integration of related services.

### **2.3.1 Minimum Internal Requirements**

The implementation of the HIV&AIDS prevention interventions shall be anchored on Minimum Internal Requirements (MIR) that TUM will put in place. The following measures shall, therefore, be put in place by the University:

- i) Provisions of students and staff with education and training on modes of transmission and measures to prevent exposure and infection including personal protective equipment and post-exposure prophylaxis where required;
- ii) Establish an AIDS Control Unit Committee constituted and operational with at least 5 members and with 40% membership drawn from senior and middle-level management;
- iii) Establish/reconstitute and operationalize an HIV & AIDS Control Unit with 40% of the membership drawn from the senior and middle levels of management;
- iv) Annual work plans for the implementation of HIV & AIDS interventions above targeting staff, their immediate family members and clients developed and submitted to NACC at the beginning of each Financial Year. Allocate a budget for the HIV activities targeting staff, their immediate family members and clients;
- v) Submit a work plan for the implementation of the indicator and annual HIV budget to NACC in the first quarter;
- vi) Collect and disseminate routine information on absenteeism, mobility and mortality for purpose of Human Resource Planning and; and
- vii) Submit quarterly reports to NACC using the Maisha I and II manual or online reporting tools.

### 3.0 IMPLEMENTATION OF THE POLICY

TUM shall ensure that students and staff needs and concerns are fully addressed in order to help create a culture of prevention of HIV & AIDS.

#### 3.1 Functions, Roles and Responsibilities.

All authorized/accounting officers at TUM are responsible and accountable for the implementation of this policy.

##### 3.1.1 Vice-Chancellor

The Vice-Chancellor shall:

- i) Have the overall responsibility in the implementation of this policy;
- ii) Facilitate the development, implementation and review of HIV & AIDS policy;
- iii) Appoint the Aids Control Unit (ACU); and
- iv) Advice ACUs on Human Resource aspects required to implement this policy.

##### 3.1.2 All Authorized Officers

The Authorized Officers shall:

- i) Provide leadership and advocacy for mainstreaming HIV & AIDS into the core functions of the institution;
- ii) Mobilize resources, provide the ACU with a line budget and ring-fence the funds allocated for HIV activities; and
- iii) Build high-level strategic alliances and partnerships with key stakeholders to promote the implementation of mainstreaming programs.

##### 3.1.3 All Line Managers

The line managers shall:

- i) Support the implementation of the policy;
- ii) Show leadership as part of the national campaign to address HIV & AIDS;

- iii) Be educated and informed about HIV & AIDS and continuously support the dissemination of information about HIV & AIDS to all employees;
- iv) Mainstream HIV & AIDS issues at TUM;
- v) Allocate adequate resources for HIV & AIDS activities and programs at TUM; and
- vi) Facilitate the development of the appropriate capacities to respond to HIV issues at TUM.

#### **3.1.4 Aids Control Unit (ACU)**

The ACU Chairperson, secretariat and other members shall:

- i) Coordinate the implementation of this Policy at TUM;
- ii) Plan and budget for HIV& AIDS programs;
- iii) Develop and implement work-plan for HIV & AIDS activities;
- iv) Ensure that the policy on HIV & AIDS is developed, reviewed and implemented;
- v) Compile and analyse data for use by TUM.
- vi) Network with stakeholders and other ACUs for sharing of best practices and lessons learnt;
- vii) Create comprehensive HIV & AIDS knowledge among students and employees;
- viii) Create demand among students and employees for HIV prevention, treatment, care and support services;
- ix) Participate in HIV & AIDS awareness and advocacy activities such as World AIDS Day and International Condoms Day;
- x) Monitor and evaluate the implementation of HIV programs in line with NACC requirements;
- xi) Prepare annual work plans, evidence of annual budgetary allocation and quarterly reports and submit to the Accounting Officer for on word submission to NACC as stipulated in the Performance Contract Guidelines; and

- xii) Ensure the meaningful involvement of people living with HIV & AIDS in ACU operations.

### **3.1.5 TUM Students and Staff**

All students and staff will be sensitized continuously on HIV & AIDS to protect themselves, their families and others from HIV infections and the impact of HIV & AIDS. It is an obligation to all TUM students and staff to comply with this Policy. In addition, all staff and students are required to:

- i) Actively participate and support all HIV & AIDS activities at TUM;
- ii) Know HIV status and act responsibly;
- iii) Maintain their preferred level of disclosure when HIV positive;
- iv) Consider voluntary confidential disclosure of his or her HIV status when called upon to do so; and
- v) Report any grievances and concerns to authorised officers.

### **3.1.6 Grievances, Concerns and Recourse.**

All authorized officers shall establish and maintain communication channels and forum for staff and students to raise grievances and concerns.



## 4.0 MONITORING, EVALUATION, AND REVIEW

### 4.1 Policy Monitoring and Evaluation

Monitoring of the implementation of this Policy shall be performed on an annual basis using both primary and secondary data collection and record-keeping tools. TUM shall generate and maintain a database of information on the implementation of this policy including undertaking knowledge, attitudes, and behaviour and practices baseline surveys to establish data, regular risks, vulnerabilities and impact for evidence-based programming. All surveys shall be carried out in line with prevailing research regulations provisions on research methodologies and ethical considerations.

Manual or online quarterly reports shall be submitted to NACC using the Public Sector Maisha Reporting Tool. Accountability shall be ensured through the performance contracting mechanism and Public Sector Maisha Certification System.

### 4.2 Policy Review

In view of the dynamic nature of the epidemic, this Policy shall be reviewed to reflect emerging issues in the multi-sectorial response to HIV & AIDS in Kenya. The policy will be reviewed after every three years to ensure it remains relevant to the needs of TUM.

**THIS HIV & AIDS POLICY IS EFFECTIVE FROM THIS 15<sup>TH</sup> DAY OF APRIL  
2019.**

SIGNED..........  
COUNCIL CHAIRPERSON

**CONTACT:**

**Technical University of Mombasa (TUM)**  
Tom Mboya Street Tudor,  
P.O. Box 90420-80100,  
Mombasa-Kenya.

**Tel: (254) 41-2492222/3**

**Fax:(254)41-2495632**

**Mobile:(+254)0733 955377 | 020 8095368 | 020 8095371**

**E-mail: [vc@tum.ac.ke](mailto:vc@tum.ac.ke)**

**Website:[www.tum.ac.ke](http://www.tum.ac.ke)**