

**Secretariat**

\_\_\_ November 2007

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**Secretary-General's bulletin****HIV/AIDS in the Workplace Orientation Programme**

The Secretary-General for the purpose of further raising basic HIV/AIDS awareness among UN Secretariat staff members in line with the policy on HIV/AIDS in the workplace (ST/SGB/2003/18), promulgates the following:

**Section 1****Purpose**

The purpose of the present bulletin is to establish that the Orientation Programme for staff on HIV/AIDS in the Workplace is now mandatory for all staff.

**Section 2****HIV/AIDS in the Workplace Orientation Programme**

2.1 The HIV/AIDS in the Workplace Orientation Programme was developed in collaboration with UN system organizations. It aims to assist staff members in making informed decisions on HIV/AIDS-related issues. The Programme introduces the booklet *Living in a World with HIV and AIDS: Information for employees of the UN System and their families* which can be downloaded from <http://unworkplace.unaids.org/> and covers essential HIV/AIDS-related information concerning transmission, prevention, care and treatment. Additionally, the session provides information about the UN's policies, initiatives and services related to HIV/AIDS in the workplace. It also promotes a culture of tolerance and understanding with regard to the HIV/AIDS pandemic and people living with and affected by HIV/AIDS.

2.2 New York-based staff members may obtain further information from the Staff Counsellor's Office. Staff members in Offices away from Headquarters should contact their local Learning Managers.

**Section 3****Implementation**

3.1 All staff at all levels are required to participate in the HIV/AIDS in the Workplace Orientation Programme. Upon successful participation, a certificate of

SG's on HIV/AIDS  
Letter SG from Alicia Barceña  
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signed on 16/1

completion is issued, which shall be retained by the staff member and a copy placed in his/her official status file.

3.2 Heads of departments and offices are responsible for ensuring that participation in the HIV/AIDS orientation sessions is undertaken by themselves, their staff and others who are under their responsibility.

#### **Section 4**

##### **Final provisions**

The present bulletin shall enter into force on 1 December 2007.



Ban Ki-moon  
Secretary-General