



UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION

DUCE HIV/AIDS AND NON-COMMUNICABLE DISEASE POLICY

FEBRUARY, 2022

FOREWORD

This Policy sets out a framework for protecting the Dar es Salaam University College of Education community against HIV/AIDS infections, promoting healthy life styles necessary for keeping the community safe against Non-Communicable Diseases (NCDs) and mitigating the impact of HIV/AIDS and NCDs. The Policy was developed from the University of Dar es Salaam (UDSM) HIV/AIDS and NCDs Policy, which was reviewed in July 2020. The Policy committed the UDSM management and community in general to the fight against the HIV/AIDS pandemic and the increasing incidences of NCDs among staff and students. Considering that cases of HIV/AIDS and NCDs have been increasing in work places, the Government of Tanzania issued Circular No. 2 of 2014 and its Guidelines on how to address HIV/AIDS and NCDs in public institutions. DUCE, as a public institution, was mandated to develop a policy relevant to its context and needs in order to respond to the Government's call and to the UDSMHIV/AIDS and NCDs Policy. It is in this context that this HIV/AIDS and NCDs Policy intends to provide DUCE community with services and support in different health needs relevant to the policy focus. DUCE management is committed to support its community members as part of its responsibilities to ensure good working environment for staff and supportive learning conditions for students. This Policy is, therefore, critical to laying down procedures for providing HIV/AIDS and NCDs support services to DUCE community with a view to finding individualised solutions or coping strategies relevant to emerging challenges. Success in the implementation of this Policy shall, however, depend on effective participation of all DUCE community members in order to achieve the intended goals. It is, therefore, my hope that this Policy will serve as a benchmark for helping DUCE staff and students overcome the challenges associated with HIV/AIDS and NCDs for personal and institutional well-being and success.

Prof. Stephen Oswald Maluka

Principal

February, 2022

ACKNOWLEDGEMENT

The development of the Dar es Salaam University College of Education HIV/AIDS and NCD Policy involved consultations with a wide range of stakeholders from within and outside the College. The stakeholders included the College management, staff and students as well as different Government officials. My sincere appreciation goes to the team which worked tirelessly in developing this Policy. The team members included: Dr Mabula Nkuba, Dr Ramadhani Kigume, Ms. Stella Mossi, Mr. Lameck Makoye, Mr. Nestory Edson and Dr Ester Mrina. I also wish to thank the Deputy Principal (Academic), Dr Christina Raphael, for her invaluable input in the document, especially in the aspects related to academic issues. Moreover, I extend my appreciation to all other stakeholders for their contributions in the development of the Policy, which was largely informed by the existing UDSM HIV/AIDS and NCD Policy. It is my sincere hope that this Policy will assist in mitigating the challenges related to HIV/AIDS and NCDs among staff and students. It is also expected that the Policy will make a significant contribution towards achieving the College Objectives of ensuring good and supportive working and learning environment for DUCE community members.

Dr Method Samwel Semiono
Deputy Principal (Administration)

Dar es Salaam
February, 2022

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LIST OF ABBREVIATIONS AND ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
CVRs	Chronic Respiratory Diseases
CVDs	Cardiovascular Diseases
DUCE	Dar es Salaam University College of Education
DUP	Dar es Salaam University Press
HIV	Human Immunodeficiency Virus
LMICs	Low- and Middle-Income Countries
NCDs	Non-communicable Diseases
TACAIDS	Tanzania Commission for AIDS
THMIS	Tanzania HIV/AIDS and Malaria Indicator Survey
THTU	Tanzania Higher Education Trade Union
UDSM	University of Dar es Salaam
VCT	Voluntary Counselling and Testing

CHAPTER ONE

INTRODUCTION AND BACKGROUND

1.1 Introduction

HIV/AIDS and Non-Communicable Diseases (NCDs) are most prevalent in low and middle-income countries (LMICs); and remain among the major public health problems worldwide to date. While significant attention has been paid to prevention, treatment and care of HIV/AIDS, NCDs have received less attention despite their high morbidity and mortality rates. This Policy addresses issues related to HIV/AIDS and NCDs at the Dar es Salaam University College of Education (DUCE). The Policy is the customisation of a similar Policy currently implemented at the University of Dar es Salaam.

1.2 Background Information

The Dar es Salaam University College of Education (DUCE) was established as a Constituent College of the University of Dar es Salaam (UDSM) in September 2005 to address the acute shortage of graduate teachers and experts in the education sector. The College started with 213 members of Staff and 524 students. By March 2021, the number had increased to 515 members of staff and 5, 298 students. Since its inception, the College has made great achievements towards establishment and consolidation of undergraduate and postgraduate teaching, research and public services.

The College has three faculties, namely Faculty of Education, Faculty of Humanities and Social Sciences and Faculty of Science. The College also maintains a modern library facility which offers reading services to students and staff, among other duties. The College has made great achievements in terms of teaching, research and provision of public services. This has been facilitated by enormous College investment in its human resources and good working environment. Besides academic units, the College has Administrative sections, which include Administration and Human Resource Management, Finance and Accounts, Planning and Development, Estates Management, Student Services, Medical Services, Auxiliary Police and Gender Unit.

Essentially, DUCE efforts to combat HIV/AIDS can be traced back to 2005, when the College was established. Various efforts have been made to create awareness of HIV/AIDS through sensitisation seminars. For example, the College formulated a guideline and formed a Committee for HIV/AIDS and NCDs in 2019 in response to the Ministry directives. These organs have been instrumental in coordinating HIV/AIDS and NCDs activities as evidenced by establishment of Voluntary Counselling and Testing (VCT) services at the College. Similarly, staff and students peer educators have been appointed under the same guideline; and the Students' Health Clubs are currently in operation under the same guideline. Therefore, this Policy framework envisages strengthening efforts for effective management of the current practices in support of the UDSM 2020 HIV/AIDS and NCD Policy.

1.3 HIV/AIDS and NCDs Situation at DUCE

The assessment of HIV and AIDs situation involves two levels; the first level focuses on the risk patterns of the population with respect to three aspects, namely knowledge, attitudes and behaviours related to HIV and AIDS. The second level pertains to the prevalence and infection rates of HIV and AIDS, usually determined epidemiologically. On the other hand, the assessment of NCDs focuses on knowledge, attitudes and practices regarding tobacco use, alcohol consumption, diet, and physical activities. The risk factors are normally assessed against four major NCDs, namely diabetes, cardiovascular diseases, hypertension and chronic respiratory diseases. A recent study conducted by Maluka and Sangeti (2021) informs knowledge, attitudes and practices among DUCE students and staff in relation to HIV/AIDS and NCDs.

1.3.1 HIV and AIDS-Related Knowledge, Attitudes and Behaviours

The knowledge level about HIV and AIDS at DUCE is generally high and comparable to the knowledge level among the general Tanzanian population. For example, the general knowledge about HIV/AIDS was high for both students (84.6%) and staff (84.5%) (Maluka & Sangeti, 2021). Nevertheless, knowledge about some specific HIV and AIDS issues was low. For example, high proportion of respondents believed that saliva could transmit the HIV virus.

The study also revealed that attitudes towards various issues related to HIV and AIDS were generally positive among the majority of students and staff. For example, the absolute majority of students (87.2%) and staff (86.8%) had positive attitudes towards people living with HIV/AIDS. However, one third of students (34%) had negative attitudes towards the use of condoms. Furthermore, 40.2% of students and 38.9% of staff demonstrated discriminatory stigma against HIV/AIDS.

Regarding sexual behaviours, the study revealed that the majority of students were characteristically risky. For example, the absolute majority of students (85.9%) had sexual partners during this survey. Specifically, two thirds of students (61.0%) had one sexual partner while 30.8% had had multiple partners in the past 12 months preceding the study. Moreover, the vast majority of students (87.7%) had engaged in sexual intercourse, 65.0% had had sex with one partner while 35% had had sex with more than one partner in the past 12 months. These figures are slightly higher than the national average whereby 16 percent of women and 29 percent of men reported having had more than two sexual partners during the Tanzania HIV/AIDS and Malaria Indicator Survey (THMIS 2007-2008). This implies that sexual behaviours with respect to non-marital relationships are generally riskier among students than among the general Tanzanian population. It is surprising to note that more than a half of students (51.1%) did not use condoms during the last sexual intercourse. Interestingly, the vast majority of students (76.3%) were willing to use condoms, if availed to them.

1.3.2 Risk Factors Associated with NCDs among DUCE Community

The study showed that a very small proportion of students (1.6%) and staff (3.1%) consume tobacco products. On average, respondents reported that they smoke around two (2) cigarettes every day. Furthermore, 8 (57%) of smokers reported that they smoke inside their houses.

It was also reported that almost all students (99%) and staff (100%) take fruits and vegetables at least once per week whereby, students and staff take fruits on the average of three (3) and six (6) days per week respectively. The findings revealed further that students and staff take vegetables on the average of four (4) and five (5) days per week respectively. Based on the findings, the intake of fruits and

vegetables among DUCE community is insufficient to keep them healthy and free from health risks. As regards consumption of salt and salty sauce, it was discovered that 493 (86%) of students and 135 (70.3%) of staff add salt or salty sauce to their meals. Moreover, 68 (11.8%) of students and 63 (32.8%) of staff reported that they do not consume soft drinks which are characteristically sugary. Similarly, 49 (8.5%) of students and 22 (11.5%) of staff reported that they do not use sugar in their tea or coffee.

With regard to alcohol consumption, only 75 (13.1%) of students and 70 (36.5%) of staff reportedly consume alcohol such as lager, wine and spirits. The findings revealed further that 36 (47.3%) of the students and 14 (20%) of the staff who consume alcohol demonstrate harmful behaviour.

As for physical activities, 345 (60.1%) of students and 110 (57.3%) of staff walk or ride bicycles for at least 10 minutes consecutively every day. There was a significant difference between male (76%) and female (24%) students ($p=0.000$). However, there was no significant difference between male (59%) and female (41%) staff ($p=0.055$). In addition, 234 (40.8%) of students and 99 (51.6%) of staff reported that they run or participate in games and sports such as football, netball or basketball at least one day in a week. This suggests that a significant portion of the DUCE community lacks knowledge of the recommended physical activities necessary for keeping them healthy and free from health risks.

1.3.3 Knowledge, Attitudes and Practices of DUCE Community Regarding NCDs

Generally, there was a high level of knowledge about NCDs as the vast majority of staff (95.8%) and students (99.5%) had heard about diabetes. Similarly, 89.0% of students and 98.4% of staff had heard about hypertension. More than two thirds of students (69.9%) and three quarter of staff (80.7%) had heard about CVDs. Furthermore, 93.9% of students and 97.9% of staff had heard about chronic respiratory diseases (CRDs).

However, findings depicted very low levels of knowledge about risk factors, early symptoms and preventive measures. For example, the knowledge about risk factors associated with diabetes was below 42.9% for students and 50.7% for staff.

Similarly, both students and staff had low knowledge of the early symptoms of diabetes. The average score of knowledge level for students and staff was 31.6% and 37.6% respectively.

1.3.4 Summary

The situation analysis indicates that DUCE community is at the great risk of HIV infections based on various risk indicators that need attention in terms of intervention. Firstly, comprehensive knowledge about HIV/AIDS among students is low, which is surprising given the high education levels of students. Secondly, though attitudes towards HIV/AIDS are relatively positive, the HIV risk perception is quite low, which makes the majority of the community members susceptible to HIV infections. Thirdly, sexual behaviours among students are characteristically risky, as evidenced by high level of multiple sexual partnership and low condom use.

Furthermore, while there was generally high level of knowledge about NCDs, knowledge levels were very low for risk factors, early symptoms and preventive measures. In addition, a very small portion of respondents declared that they were informed about the selected NCDs and associated problems. It is, therefore, important for DUCE to set up necessary interventions to respond to HIV /AIDS and NCDs.

CHAPTER TWO

RATIONALE, VISION, MISSION, OBJECTIVES AND PRINCIPLES OF THE POLICY

2.1 Introduction

The HIV/AIDS pandemic is a national threat, and the prevention of its spread is among the top priorities of the government. Given that background, the UDSM has made efforts since June 2006 to develop an HIV/AIDS Policy so as to ensure that the UDSM community is protected against HIV/AIDS. Having achieved appreciable developments in HIV/AIDS prevention in the country and the UDSM, the need for a policy which addresses both HIV/AIDS and NCDs was realised. To that end, the UDSM HIV/AIDS and NCD Policy of July 2020 was developed by reviewing the previous one. DUCE, as a constituent college of the UDSM, finds it necessary to develop its own HIV/AIDS and NCD policy from the UDSM policy.

2.2 Rationale

The motive behind the adoption of the 2020 UDSM HIV/AIDS and NCD Policy is to respond to the growing needs of DUCE community in terms of healthy and conducive working environment. The DUCE management believes that this is possible through a framework which can guide the community members on how different health services can be obtained and, hence the need for the HIV/AIDS and NCD Policy.

This policy serves to demonstrate DUCE response to the HIV/AIDS pandemic as part of its mission and core business, to provide a framework within which actions can be taken, and to confirm the rights, roles and responsibilities of all DUCE stakeholders. The policy also seeks to demonstrate DUCE commitment and concerns by taking positive steps in terms of prevention, treatment, care, support and management. The policy also enjoins the DUCE community to make use of the capacity and available resources in response to HIV/AIDS and NCDs. Moreover, the policy intends to provide partner organisations and agencies with a framework within which to support DUCE community in the fight against HIV/AIDS and NCDs.

2.3 Vision of the Policy

To scale down new HIV/AIDS infections, prevalence of NCDs and mitigate their impact.

2.4 Mission of the Policy

To ensure a healthy DUCE community and enabling environment through adequate access to HIV/AIDS and NCD services by providing appropriate support systems using qualified health service providers and state of art techniques and technologies.

2.5 Objectives

2.5.1 General Objective

This Policy provides a framework for HIV/AIDS and NCD interventions with a view to protecting DUCE community members against HIV infections, promoting a healthy life style to curb NCDs and mitigating the impact of AIDS and NCDs.

2.5.2 Specific Objectives

- a) To provide a basis for preventing DUCE community members from HIV/AIDS and NCDs risks.
- b) To provide a framework for strengthening provision of HIV/AIDS and NCDs care and support services to DUCE community members;
- c) To provide guidelines on the required human resources and organisational structures in the implementation of HIV/AIDS and NCD Policy.
- d) To provide guidelines for appropriate treatment, care and support for the DUCE community members living with and affected by HIV/AIDS and NCDs.
- e) To provide guidelines for relevant approaches to the implementation of HIV/AIDS and NCDs care and support services.
- f) To set up a framework whereby different HIV/AIDS and NCDs programmes can be established at the college.
- g) To provide a framework for mitigating the impact of HIV/AIDS and NCDs among the DUCE community.

- h) To establish a basis for creating and maintaining linkages and collaboration with the stakeholders involved in the provision of HIV/AIDS and NCD support services.

2.6 General Principle

The policy subscribes to the principle that HIV/AIDS and NCDs should be taken seriously since they may consequently affect DUCE community members. In that regard, DUCE shall create and maintain a safe and healthy working environment for all community members to support this policy and demonstrate appropriate working behaviours. In addition, the College will facilitate HIV/AIDS and NCDs workplace programmes to educate community members on preventive measures and sustain the lives of the community members living with HIV/AIDS and those suffering from NCDs. It is the responsibility of the Management to make sure that all community members understand the Policy, and participate fully in its implementation, monitoring and evaluation. This will reduce stigma and discrimination, and maintain confidentiality and gender equality.

2.6.1 Stigma and Discrimination

Decent work for all implies Zero new infections, Zero stigma and discrimination and Zero HIV/AIDS and NCDs-related deaths. Stigma is an act of identifying, labelling or attributing undesirable qualities targeted towards those who are perceived as being shamefully different and deviant from social norms. Therefore, in the spirit of decent work and respect of human rights and dignity of persons infected by HIV or affected by AIDS or NCDs, there shall be no discrimination against workers on the basis of real or perceived health status.

2.6.2 Confidentiality

DUCE recognises the sensitivity of HIV/AIDS and NCDs and, therefore, these matters will be handled diversely and privately. DUCE recognises that all DUCE community members living with HIV/AIDS and NCDs are entitled to legal right to privacy. Therefore, in case a DUCE community member reveals his/her status regarding HIV/AIDS and NCDs, the management ought to keep the individual identity confidential.

Moreover, there is no justification to ask job applicants or workers to disclose their HIV/AIDS and NCDs personal information; nor should any worker be obliged to reveal such information about fellow workers. Access to personal data related to a worker's HIV/AIDS and NCDs status should also be bound by the rule of confidentiality consistent with the Human Resource Policy. However, in line with the Government policy and circulars on openness, DUCE community members will be encouraged to be open about their HIV/AIDS and NCD status for possible support.

2.6.3 Gender Equality

HIV/AIDS and NCDs affect both men and women. However, biological, socio-economic and cultural reasons make women more vulnerable to the pandemics. Gender discrimination coupled with the earlier outlined factors exacerbates women's working conditions. Therefore, gender equality and more women empowerment may reduce the prevalence of HIV/AIDS and NCDs among women and, more importantly, enable them to cope with HIV/AIDS or NCDs and their consequences. To strengthen this, there shall be zero tolerance for any form of sexual harassment within DUCE surroundings.

2.6.4 Obligations of Service Providers

Service providers have both positive and negative impact on the DUCE community. Therefore, the impact of HIV/AIDS and NCDs should be seriously taken into account before, during and after their engagement in different service provision. Considering this stance, all service providers are obligated to enforce the implementation of this policy among employees.

CHAPTER THREE POLICY ISSUES, OBJECTIVES AND STATEMENTS

3.1 Introduction

Policy issues and statements are guided by the fourth National Multi-sectoral Strategic Framework for HIV and AIDS (2018/2019-2022/2023) (United Republic of Tanzania, 2018), the Tanzania NCDs Strategic Plan 2016-2020 (United Republic of Tanzania, 2016) and the DUCE Five-Year Rolling Strategic Plan (2020/2021-2024/2025) (DUCE, 2020). Policy issues include prevention of HIV/AIDS and NCDs, treatment, care and support services, enabling environment, impact mitigation, employment of staff and admission of students. They also entail confidentiality and disclosure, research, obligations and responsibility of staff and students as well as mobilisation of resources.

3.2 Prevention of HIV/AIDS and NCDs

Evidence shows that HIV/AIDS is still prevalent in Tanzania. Similarly, the rate of NCDs has been increasing at an alarming rate in the country. Due to the fact that HIV/AIDS and NCDs are also prevalent in working places in Tanzania in general, and DUCE in particular, there is a need to put in place relevant preventive measures. Therefore, DUCE shall continue to set up appropriate prevention education programmes and activities aimed at protecting College community members against HIV/AIDS and NCDs.

3.2.1. Policy Objective

To scale up HIV/AIDS and NCDs prevention.

3.3.2 Policy Statement

To realise the policy objective, DUCE shall:

- a) Enhance prevention of HIV/AIDS and NCDs through provision of accurate information on HIV/AIDS and NCDs to the College community members.
- b) Eliminate misconceptions and misinformation on HIV/AIDS and NCDs among College community members and integrate them into DUCE health care system.

- c) Enhance early detection of HIV/AIDS and NCD risk factors by carrying out regular assessment of the same.
- d) Strengthen laboratory services for HIV/AIDS and NCD testing and diagnosis (through HIV blood screening for HIV anti-bodies, hepatitis and syphilis for people donating blood and cardiovascular disease (CVD) screening).
- e) Enhance the capacity of DUCE health workers for effective management of HIV/AIDS and NCDs.

3.2.3. Strategies

The College shall:

- a) Provide access to essential and necessary HIV preventive measures such as condoms and post exposure prophylaxis services.
- b) Create DUCE community awareness, advocacy and communication on HIV/AIDS and NCD risk factors.
- c) Increase DUCE staff and students' participation in HIV/AIDS and NCD awareness campaigns.
- d) Improve DUCE participation in international and national calendar days and other relevant commemoration days for the purpose of raising awareness of HIV/AIDS and NCDs.
- e) Promote healthy life styles among DUCE community members through physical exercises and healthy dieting.

3.3 Treatment, Care and Support Services

Treatment, care and support services are essential in promoting the wellbeing of the DUCE community members living with HIV/AIDS and NCDs.

3.3.1. Policy Objective

To provide quality treatment, care and support services to the DUCE community members living with HIV/AIDS and those affected by NCDs.

3.3.2. Policy Statement

To realise the policy objective, DUCE shall:

- a) Undertake vigorous HIV/AIDS and NCD testing campaigns so that all DUCE community members become aware of their status and start appropriate treatment.
- b) Ensure that the College Dispensary is adequately equipped to provide treatment, care and other supportive services for the DUCE community members living with HIV/AIDS and those affected by NCDs.
- c) Ensure adequate referral and linkage systems with other appropriate health care facilities and institutions.
- d) Facilitate setting up of support groups for the staff and students living with HIV/AIDS and those affected by NCDs.

3.3.3 Strategies

The College shall:

- a) Provide a wide range of clinical and psychosocial services related to HIV/AIDS and NCDs, including, but not limited to, counselling, testing, treatment and care services.
- b) Allocate a budget for treatment, care and support for the DUCE community members living with HIV/AIDS and those affected by NCDs.

3.4 Enabling Environment

For sustainability purposes, HIV/AIDS and NCD programmes and activities need to be mainstreamed within the institutional strategic framework.

3.4.1 Policy Objective

To mainstream HIV/AIDS and NCD issues in DUCE institutional strategic frameworks.

3.4.2. Policy Statement

To realise the policy objective, DUCE shall:

- a) Ensure safe, secure and peaceful learning and working environment for people living with and those affected by HIV/AIDS and NCDs that is free from prejudice, discrimination and stigma.
- b) Ensure that HIV/AIDS and NCD programmes and activities are mainstreamed in the core business of the College.

- c) Provide appropriate support to academic departments to mainstream and integrate HIV/AIDS and NCD issues in the curricula.
- d) Set up a sustainable coordination system to address HIV/AIDS and NCD prevention and control at the College.

3.4.3 Strategies

The College shall:

- a) Continue to demonstrate leadership and commitment to preventing and mitigating the impact of HIV/AIDS and NCDs.
- b) Mainstream HIV/AIDS and NCDs programmes and activities in the core business of the College.
- c) Set up a coordination system to address HIV/AIDS and NCDs prevention and control at the College.

3.5 Impact Mitigation

People living with HIV/AIDS and those affected by NCDs can, and should continue to serve their families and the College and thus, deserve adequate support and care. It is, therefore, important that DUCE develop an effective support system for the DUCE community members living with HIV/AIDS and those affected by NCDs.

3.5.1 Policy Objective

To develop an effective support system for DUCE community members living with HIV/AIDS and those affected by NCDs.

3.5.2. Policy Statement

To realise the policy objective, DUCE shall ensure:

- a) adequate allocation of funds within its budget for HIV/AIDS and NCD intervention programmes.
- b) adequate human and infrastructural resources for management of HIV/AIDS and NCD programmes and activities.
- c) that the College community members living with HIV/AIDS and those affected by NCDs participate in mitigating their impact.

3.5.3 Strategies

The College shall:

- a) continue implementing National guidelines and circulars on the prevention of HIV/AIDS and NCDs.
- b) allocate funds within its budget to HIV/AIDS and NCD intervention programmes.
- c) deploy human and infrastructural resources for the management of HIV/AIDS and NCD programmes.

3.6 Employment of Staff

People living with HIV/AIDS or affected by NCDs have the right to employment without prejudice, discrimination and stigma on the basis of their status.

3.6.1 Policy Objective

To ensure equal treatment in dealing with all staff, including job applicants living with HIV/AIDS or affected by NCDs.

3.6.2 Policy Statement

To realise the policy objective, DUCE shall:

- a) not consider HIV or NCD status of a prospective employee as a determinant factor for employment;
- b) not dismiss or deny benefits or discontinue the employment of any member of staff on the basis of their HIV/AIDS or NCD status;
- c) encourage students, staff and their families to undergo voluntary confidential counselling and testing for the purpose of providing evidence- based information for monitoring and assessing the impact of College and National HIV/AIDS and NCD interventions; and
- d) not consider HIV/AIDS or NCD status of staff for training, development, promotions and award of other employment benefits;

3.6.3 Strategies

The College shall:

- a) continue implementing appropriate Standing Orders and employment regulations and legal frameworks for members of staff living with HIV/AIDS for all who become medically unfit to continue serving in their positions; and
- b) provide guidance to students, staff and their families to undergo voluntary confidential counselling and testing.

3.7 Admission of Students

The College promotes equal access to education for all qualified candidates seeking admission into various academic programmes.

3.7.1 Policy Objective

To promote equal access to academic programmes for all students seeking admission, including applicants living with HIV/AIDS and those affected by NCDs.

3.7.2 Policy Statement

To realise the policy objective, DUCE shall:

- a) not consider HIV/AIDS or NCD status to determine admission or readmission into academic programmes, nor shall the status be a ground for discontinuation from studies;
- b) not consider HIV/AIDS or NCD status for award of financial aid or other benefits to students;
- c) enforce appropriate regulations for students living with HIV/AIDS and those affected by NCDs who fail to continue with their studies on medical grounds; and
- d) encourage students living with HIV/AIDS or affected by NCDs to attend classes and other academic and social programmes; and abide by all College regulations and rules. HIV/AIDS and NCDs-related illnesses shall be considered under the procedures and regulations guiding medical conditions for students at DUCE.

3.7.3 Strategies

The College shall:

- a) enrol students regardless of their HIV/AIDS and/or NCD status, and provide equal academic opportunities to prospective candidates regardless of their HIV/AIDS and/or NCD status in accordance with the laws of the land; and
- b) adhere to the procedures and regulations guiding medical conditions for students living with HIV/AIDS and NCD-related illnesses.

3.8 Confidentiality and Disclosure

The College values and promotes confidentiality in dealing with issues related to HIV/AIDS and NCDs.

3.8.1 Policy Objective

To strengthen measures against individuals who breach confidentiality; and promote the right to privacy for all DUCE community members.

3.8.2 Policy Statement

To realise the policy objective, DUCE shall:

- a) not require its staff or students to disclose their HIV/AIDS or NCD status unless required by law, but shall treat any disclosure in strict confidentiality while maintaining zero tolerance to prejudice, discrimination and stigma for members who disclose their HIV/AIDS or NCD status;
- b) ensure confidentiality if and when a student or member of staff decides to disclose their HIV/AIDS and NCD status; such information shall not be disclosed to a third party, including the management or supervisors, without a written consent of the individual disclosing such information;
- c) promote and encourage shared confidentiality for the purpose of facilitating necessary assistance for staff and students living with HIV/AIDS or affected by NCDs; and
- d) deal effectively with any breach of confidentiality in HIV/AIDS and NCD status in accordance with DUCE appropriate disciplinary regulations and the country's appropriate legal remedies.

3.8.3 Strategies

The College shall:

- a) observe confidentiality in handling all medical information and documents, particularly identity and status of a staff or student living with HIV/AIDS or affected by NCDs; and
- b) take appropriate DUCE and country disciplinary measures in case of breach of confidentiality in HIV/AIDS and NCD status.

3.9 Research

The College believes in evidence-based information as a tool necessary for planning and implementing effective HIV/AIDS and NCD interventions.

3.9.1 Policy Objective

To strengthen DUCE capacity for HIV/AIDS and NCDs behavioural and biomedical research, survey and surveillance system with a view to providing strategic information for evidence-based planning, monitoring and evaluation.

3.9.2. Policy Statement

To realise the policy objective, DUCE shall:

- a) promote and facilitate empirical and applied research on HIV/AIDS and NCDs in all its academic units;
- b) apply and/or develop appropriate policy guidelines to guide research on HIV/AIDS and NCDs by DUCE community members;
- c) examine the current HIV/AIDS and NCD institutional framework with a view to institutionalising it more effectively into DUCE organisational frameworks; and
- d) undertake both behavioural and biomedical research for the purpose of planning, monitoring and evaluating HIV/AIDS and NCD interventions.

3.9.3. Strategy

DUCE shall plan, monitor and evaluate all research and interventions related to HIV/AIDS and NCDs conducted in DUCE campuses upon clearance by respective government organs.

3.10 Obligations and Responsibilities of Staff and Students

DUCE community members have the responsibility to protect themselves and others against HIV/AIDS and NCDs.

3.10.1 Policy Objective

To strengthen and support the efforts of DUCE community members to protect themselves against HIV/AIDS and NCDs.

3.10.2 Policy Statement

To realise the policy objective, DUCE shall:

- a) ensure all members of the College community are informed about important aspects of HIV/AIDS and NCDs, including prevention, care and support and mitigation of their impact; and
- b) require all staff and students to perform their assigned duties normally, unless justified for exemption on medical grounds by competent authority. Therefore, HIV/AIDS status shall not be an excuse for absence from scheduled duties, unless recommended by competent authority.

3.10.3 Strategy

DUCE shall ensure that all DUCE community members living with HIV/AIDS behave in a manner that does not pose any risk of infection to others. Such members shall be obliged to seek appropriate support that will ensure they remain healthy and productive as much as possible.

3.11 Resource Mobilisation

Effective prevention and management of HIV/AIDS and NCDs require adequate funding.

3.11.1 Policy Objective

To develop a long-term financial sustainability strategy that will expand the scope of sources of financial support for HIV/AIDS and NCD preventive, curative and rehabilitative services.

3.11.2 Policy Statement

To realise the policy objective, DUCE shall:

- a) expand the scope of sources of financial support for HIV/AIDS and NCD services;
- b) diversify sources of financial resources for HIV/AIDS and NCD services;
- c) locate specific funding line for HIV/AIDS and NCDs.
- d) actively mobilise financial resources from internal and external sources for HIV/AIDS and NCD intervention programmes and activities.

3.11.3 Strategy

DUCE shall develop and diversify long-term financial sustainability strategies for implementation of HIV/AIDS and NCD intervention activities.

CHAPTER FOUR

POLICY IMPLEMENTATION

4.1 Introduction

Effective implementation of this policy depends on the mechanisms and plans which shall be set by the DUCE management in order to have a positive effect among DUCE Community members. For successful provision of HIV/AIDS and NCD care and support services, DUCE community members should be adequately involved. It should be noted that this policy shall be implemented in line with Government guidelines as issued from time to time.

4.2 Policy Implementation

Various organs and individuals shall be responsible for implementation of this policy.

4.2.1 DUCE HIV/AIDS and NCD Committee

In implementing this Policy, there shall be an HIV/AIDS and NCD Committee. The Committee members shall represent the College management, College departments and organs. Specifically, the Committee shall comprise nine (9) members and other three (3) invitees, who might be co-opted and invited to meetings depending on the case under discussion as indicated in Table 1.

Table 1: DUCE HIV/AIDS and NCD Committee

SN	Committee member	Role
1	College Principal	Chairperson
2	Manager - Human Resources	Coordinator
3	College Medical In-charge	Secretary
4	Deputy Principal (Administration)	Member
5	Deputy Principal (Academic)	Member
6	Bursar	Member
7	THTU Representative	Member
8	Representative of staff living with HIV/AIDS	Member
9	Representative of staff affected by NCDs	Member
10	Three(3) invitees	Invitees as per subject of discussion

The tenure of the members of HIV/AIDS and NCDs Committee and Peer Educators shall be three years. However, the tenure may be renewed on the recommendations of the HIV/AIDS and NCD Committee.

4.2.1.1 Roles and Responsibilities of the Committee

- a) To receive, discuss and approve annual workplan for HIV/AIDS and NCD interventions.
- b) To convene quarterly meetings to monitor the implementation of the approved workplan.
- c) To facilitate capacity building for peer educators.
- d) To coordinate educational programmes on HIV/AIDS and NCDs.
- e) To receive and discuss implementation reports on HIV/AIDS and NCD interventions from the Coordinator of HIV/AIDS and NCDs on quarterly basis.
- f) To mobilise resources to support HIV/AIDS and NCD interventions.
- g) To oversee the implementation of HIV/AIDS and NCD interventions.

4.2.2 HIV/AIDS and NCD Coordinator

- a) To prepare an annual workplan.
- b) To coordinate implementation of HIV/AIDS and NCD interventions.
- c) To collect, analyse, use and maintain data on HIV/AIDS and NCD interventions.
- d) To coordinate preparation of progress report on HIV/AIDS and NCD interventions and submit the same to the Committee.
- e) To facilitate appointment of peer educators in collaboration with HIV/AIDS and NCD Committee.
- f) To coordinate the activities of peer educators.
- g) To coordinate the services provided to College members living with HIV/AIDS and those affected by NCDs.

4.2.3 DUCE Peer Educators

- a) To sensitise and mobilise DUCE community members to participate in HIV/AIDS and NCD interventions.
- b) To support the Committee in disseminating information as well as distributing educational materials on HIV/AIDS and NCDs to DUCE community members.
- c) To work with the coordinator and ensure availability of HIV/AIDS protective gear at the College.
- d) To prepare and submit to the College HIV/AIDS and NCD Coordinator quarterly progress reports on different activities implemented.
- e) To work with the Committee and the Coordinator in conducting awareness seminars on HIV/AIDS and NCDs for DUCE community members.

4.2.4 DUCE Community Members

- a) To protect and maintain good health through proper diet, eating habits, physical exercises and weight control.
- b) To ensure good working environment for appropriate health.
- c) To ensure proper use of protective gear and working tools with a view to checking the prevalence of HIV/AIDS and NCDs.
- d) To attend and participate in various training related to HIV/AIDS and NCDs.
- e) To participate in sports and games organised by the College and other service providers or stakeholders focusing on the mitigation of the impact of HIV/AIDS and NCDs.
- f) To undertake regular medical checkups at individual level and attend different campaigns organised by the College.
- g) To voluntarily disclose their HIV/AIDS and NCD status to the relevant College personnel for necessary interventions.
- h) To avoid self-stigma and stigma against other DUCE community members living with HIV/AIDS and those affected by NCDs.

CHAPTER FIVE

LEGAL FRAMEWORK, MONITORING AND EVALUATION

5.1 Introduction

This chapter covers the legal framework of the policy, monitoring and evaluation mechanisms as well as review of the policy.

5.2 Legal Framework

This policy shall be approved by the DUCE Governing Board. To support its effective implementation, there shall be operational guidelines for this policy. Moreover, this policy shall be implemented in line with other Government directives, guidelines and policies. It shall also operate in consort with other DUCE policies, guidelines and operational procedures.

5.3 Monitoring and Evaluation

Monitoring and Evaluation of this policy shall be necessary for effective and efficient implementation of different HIV/AIDS and NCD interventions at the College. Therefore, the College management shall ensure that:

- a) monitoring and evaluation plan for HIV/AIDS and NCDs is set and feedback provided. Regular monitoring will be done by the HIV/AIDS and NCD Committee in order to assess the progress of interventions towards realisation of the Colleges targets.
- b) Annual evaluation of the implementation of HIV/AIDS and NCD interventions will be done by the committee in order to assess the impact of the interventions; and ensure availability of reliable data to inform the progress of the programmes and for future plans.

5.4 Reporting

- a) Quarterly reports on HIV/AIDS and NCD support services shall be submitted to the HIV/AIDS and NCD Committee for review and approval.
- b) Quarterly and annual reports shall be submitted to the College Management and to other relevant College bodies for Evaluation.

- c) The College shall submit approved quarterly and annual reports to the President's Office-Public Service Management through the Ministry of Education, Science and Technology, and copy the reports to TACAIDS.

5.5 Review of the Policy

- a) This policy will be reviewed by the HIV/AIDS and NCD Committee and approved by relevant College bodies.
- b) Unless circumstances dictate otherwise, the policy shall be formally reviewed after five years.

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