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APPENDIX 1

SEMI-STRUCTURED INTERVIEW (WORKING WOMEN)

INTERVIEW SCHEDULE FOR HIV AND AIDS INFECTED AND AFFECTED WORKING WOMEN

Section A – Biographical Information

- 1. How old are you?
- 2. What is your race group?
- 3. What is your job level?

Section B

Difficulties experienced by women infected or affected by HIV and AIDS

4. HIV AND AIDS is a disease that is not clearly talked about in the communities and workplace. Kindly share with me your personal difficulties, feeling and experiences in your workplace as an HIV infected or affected woman?

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.....

.....

5. Have you ever missed work due to HIV and AIDS related difficulties? If so how did that make you feel?

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6. What will make it easier for you to cope with your difficulties relating to HIV and AIDS in your workplace?

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Section C - The role of EAP

EAP is a confidential Programme that offers help to employees when they have personal or work related problems.

7. Have you ever used EAP for HIV and AIDS related difficulties?

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8. What role (if any) does EAP play in supporting HIV and AIDS infected and/or affected women in your company?



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.....
.....
.....

9. How does EAP address your needs as an employee who is HIV infected? **Applicable to those infected only.**

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.....
.....
.....

10. How does EAP address your needs as an employee who is HIV and AIDS affected? **Applicable to those affected only.**

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11. What kind of experiences (positive and /or negative) have you had in using EAP in your company?

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12. What impact did the experiences you outlined (under 11 above) have on your overall perception of EAP in your company?

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13. What improvements (with specific reference to HIV and AIDS) would you like to see in the running of EAP for women in your company?

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.....
.....

14. Any additional comments?

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.....
.....
.....

Thank you for taking the time to respond to these questions

APPENDIX 2

STRUCTURED QUESTIONNAIRE (EAP PRACTITIONERS)

THE ROLE OF THE EAP IN ADDRESSING THE DIFFICULTIES EXPERIENCED BY WORKING WOMEN RESULTING FROM THE IMPACT OF HIV AND AIDS.

QUESTIONNAIRE TO EAP PRACTITIONERS

Permission for your participation in this study has been granted by the EAPA President. The researcher guarantees all participants that information collected will solely be used for the purpose of this study. You are guaranteed that the information will not be used in a manner that will be damaging to you or your company. It will solely be used to enhance programme management. You are therefore requested to answer the questionnaire with honesty, and to the best of your knowledge.

It will take you about twenty minutes to complete this questionnaire. The questionnaire is divided into 5 sections. Please complete the appropriate section by marking your response with an X in the space provided.

Thank you, for your time in completing this questionnaire.



PARTICIPANT INFORMATION:

<p>1. Respondent number</p>	<p>For Office Use</p> <table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																																
<p>SECTION A</p> <p>2. How old are you?.....years</p> <p>3. Position</p> <table border="1"> <tr><td>HIV & AIDS coordinator/manager</td><td>1</td></tr> <tr><td>EAP coordinator/practitioner/consultant</td><td>2</td></tr> <tr><td>Human resources officer</td><td>3</td></tr> <tr><td>EAP private practitioner/affiliate</td><td>4</td></tr> <tr><td>Other, specify</td><td>5</td></tr> <tr><td> </td><td> </td></tr> </table> <p>4. Level</p> <table border="1"> <tr><td>Senior manager</td><td>1</td></tr> <tr><td>Middle management</td><td>2</td></tr> <tr><td>Specialist</td><td>3</td></tr> <tr><td>Affiliate</td><td>4</td></tr> <tr><td>Other, specify</td><td>5</td></tr> </table> <p>5. Gender</p> <table border="1"> <tr><td>Male</td><td>1</td></tr> <tr><td>Female</td><td>2</td></tr> </table> <p>6. EAP Model</p> <table border="1"> <tr><td>In-house</td><td>1</td></tr> <tr><td>Out-sourced</td><td>2</td></tr> <tr><td>Mixed</td><td>3</td></tr> </table>		HIV & AIDS coordinator/manager	1	EAP coordinator/practitioner/consultant	2	Human resources officer	3	EAP private practitioner/affiliate	4	Other, specify	5			Senior manager	1	Middle management	2	Specialist	3	Affiliate	4	Other, specify	5	Male	1	Female	2	In-house	1	Out-sourced	2	Mixed	3
HIV & AIDS coordinator/manager	1																																
EAP coordinator/practitioner/consultant	2																																
Human resources officer	3																																
EAP private practitioner/affiliate	4																																
Other, specify	5																																
Senior manager	1																																
Middle management	2																																
Specialist	3																																
Affiliate	4																																
Other, specify	5																																
Male	1																																
Female	2																																
In-house	1																																
Out-sourced	2																																
Mixed	3																																
<p>7. What is your religious affiliation</p> <table border="1"> <tr><td>Christian</td><td>1</td></tr> <tr><td>African believe</td><td>2</td></tr> <tr><td>Islam</td><td>3</td></tr> <tr><td>None</td><td>4</td></tr> <tr><td>Other, specify</td><td>5</td></tr> <tr><td>Not sure</td><td>6</td></tr> </table> <p>8. How long have you been offering EAP?.....years</p> <p>9. What are your HIV and AIDS work experiences?.....years</p> <p>SECTION B: THE ROLE OF EAP This section investigates the role of EAP with regard to women with HIV and AIDS in the workplace</p> <p>10. What kind of EAP services do you offer?</p> <table border="1"> <tr><td>counselling</td><td>1</td></tr> <tr><td>coordination</td><td>2</td></tr> <tr><td>Case management</td><td>3</td></tr> <tr><td>Training</td><td>4</td></tr> <tr><td>Other, specify</td><td>5</td></tr> </table> <p>11. What is the HIV and AIDS % in your workplace?</p>		Christian	1	African believe	2	Islam	3	None	4	Other, specify	5	Not sure	6	counselling	1	coordination	2	Case management	3	Training	4	Other, specify	5										
Christian	1																																
African believe	2																																
Islam	3																																
None	4																																
Other, specify	5																																
Not sure	6																																
counselling	1																																
coordination	2																																
Case management	3																																
Training	4																																
Other, specify	5																																



12. Does your workplace have HIV and AIDS programme?

Yes	1
No	2
Uncertain	3

13. If you answered 'yes' above, what does your HIV and AIDS workplace programme offer to manage HIV AND AIDS?

	Yes	No	Uncertain
Counselling	1	2	3
Education	1	2	3
Gender equity awareness	1	2	3
Training	1	2	3
Disease management	1	2	3
None	1	2	3
Other, specify			

14. Who conducts or facilitates the HIV and AIDS trainings / workshop?

EAP practitioner/consultant	1
Private HIV and AIDS consultant	2
HIV and AIDS manager/coordinator	3
None	4

These questions probe the visibility of EAP with regards to HIV and AIDS

	Strongly disagree	Disagree	Uncertain	Agree	Strongly agree
15. HIV & AIDS policy is integrated with other wellness policies and programmes.	1	2	3	4	5
16. There is an established HIV & AIDS committee.	1	2	3	4	5
17. EAP plays a major role in HIV & AIDS prevention and support programmes.	1	2	3	4	5
18. Management sees the HIV & AIDS workplace programme as part of their responsibilities.	1	2	3	4	5
19. The relevant unions are actively involved in HIV & AIDS workplace programme.	1	2	3	4	5

21. The Percentage of HIV and AIDS in your company is highest among?

Males	1
Females	2
Both	3

22. Does EAP address the needs of women who are **HIV infected** through the following?

	Yes	No
Counselling	1	2
Education workshops	1	2
Support group	1	2
Reasonable accommodation regarding leave and work time	1	2
Refer for services	1	2
Other, specify	1	2

If you answered yes for other, please specify what kind?

.....
.....

23. Does EAP address the needs of women who are **HIV affected** through the following?



	Yes	No
Counselling	1	2
Education workshops	1	2
Support group	1	2
Reasonable accommodation regarding leave and work time	1	2
Refer for services	1	2
Other, specify	1	2

If you answered yes for other, please specify what kind?

.....

.....

24. Does your company have an approved HIV and AIDS policy?

Yes	1
No	2
Uncertain	3

25. Does your HIV and AIDS programme give specific reference to gender issues?

Yes	1
No	2
Uncertain	3

26. Are HIV and AIDS activities communicated throughout the company?

	Yes	No
EAP office	1	2
Workshops	1	2
Notice boards	1	2
Education and training	1	2
email	1	2
Pamphlets	1	2
Posters	1	2
Use of People living with AIDS	1	2

27. Are you satisfied with the utilization of the HIV and AIDS programme in your workplace?

Yes	1
No	2
uncertain	3

28. After assisting women infected and affected with HIV and AIDS, what are their responses when asked whether they would recommend EAP to anyone?

Yes	1
No	2
Uncertain	3

SECTION C:

This section probes the difficulties experienced by HIV and AIDS infected and affected working women

29. What are the difficulties experienced by women **infected with HIV**?

	Yes	No	Uncertain
Lack of care and support in the workplace	1	2	3
Lack of care and support at home	1	2	3
Lack of understanding by Managers	1	2	3
Lack of awareness	1	2	3
Lack of education	1	2	3
Stigma	1	2	3
No provision of antiretrovirals	1	2	3
Other, specify			



30. What are the emotional difficulties experienced by women **infected** with HIV?

	Yes	No	Uncertain
Depression	1	2	3
Loneliness	1	2	3
Rejection	1	2	3
Denial regarding their status	1	2	3
Fear of dying	1	2	3
Other, specify			

31. What are the difficulties experienced by women **affected** with HIV and AIDS?

	Yes	No	Uncertain
Mental health issues (depression, bereavement, etc)	1	2	3
Insufficient care and support in the workplace	1	2	3
Lack of care and support at home	1	2	3
Lack of understanding by managers	1	2	3
Lack of awareness	1	2	3
Lack of education	1	2	3
Stigma	1	2	3
Rejection	1	2	3
Other, specify	1	2	3

32. How do women with HIV in your workplace deal with difficulties related to their illness?

Stay home	1
Go to the gym	2
Consult EAP for counselling	3
Consult traditional healer	4
Consult spiritual leader	5
Do not know	6

33. How do women infected and affected by HIV and AIDS access EAP?

Face to face counselling on site	1
Office off site, but still in walking distance	2
Public transport to EAP centre	3
Telephone contact	4
Home visits by the EAP practitioners	5

34. Do employees voluntarily accept the use of EAP?

Yes	1
No	2
Uncertain	3

35. Do **HIV infected** women generally use EAP in your workplace?

Yes	1
No	2

36. Do women **affected** by **AIDS** generally use EAP in your workplace?

Yes	1
No	2

37. What type of referral is mostly noted by EAP regarding women infected and affected by HIV and AIDS?

Voluntary (self referral)	1
Informal referral (friend or family member)	2
Mandatory referral (management)	3



38. Do women with HIV & AIDS have trust and confidence in the EAP?

Yes	1
No	2
Uncertain	3

39. If you answered no, what are the reasons indicated by women regarding their answer?

EAP has no confidentiality	1
EAP practitioner lacks empathy	2
No advocacy for the employees infected and affected with HIV & AIDS	3
Do not know	4

40. What are the perceptions of infected and affected women regarding EAP support?

Satisfied	1
Not satisfied	2
Do not know	3

41. If you answered satisfied above please answer the following.

	Strongly disagree	Disagree	Uncertain	Agree	Strongly agree
42. There is adequate support for employees, with HIV & AIDS.	1	2	3	4	5
43. The EAP committee has enough knowledge about the needs of women regarding HIV & AIDS.	1	2	3	4	5
44. EAP practitioner has adequate skills and knowledge on HIV & AIDS issues	1	2	3	4	5
45. Women with HIV & AIDS find it easy to disclose their statuses.	1	2	3	4	5
46. The EAP encourages HIV & AIDS disclosure.	1	2	3	4	5

SECTION D: STRATEGIC PLANNING

EAP and HIV/AIDS Management

	Strongly disagree	Disagree	Uncertain	Agree	Strongly agree
47. HIV & AIDS is successfully incorporated.	1	2	3	4	5
48. The EAP has well-defined HIV & AIDS goals.	1	2	3	4	5
49. The EAP has a well-defined program for women infected and affected with HIV & AIDS.	1	2	3	4	5
50. The EAP gives regular feedback to managers about the scourge of HIV & AIDS in the company	1	2	3	4	5
51. There is proper alignment of HIV & AIDS programme and departments	1	2	3	4	5



The Role of Management in HIV and AIDS Programme

	Strongly disagree	Disagree	Uncertain	Agree	Strongly agree
52. Management has sufficient understanding of the HIV & AIDS workplace programme due to EAP.	1	2	3	4	5
53. Management sees the importance of gender issues regarding HIV & AIDS in the workplace programme.	1	2	3	4	5
54. Management are encouraged by the EAP to see the HIV & AIDS workplace programme as part of their responsibilities.	1	2	3	4	5
55. Management has sufficient understanding of the difficulties of women infected with HIV & AIDS experience.	1	2	3	4	5
56. Management has consistently shown on-going commitment to HIV & AIDS programmes for women.	1	2	3	4	5
57. Management constantly reviews human resources policies and practices in relation to HIV & AIDS.	1	2	3	4	5
58. Management reviews human resources policies and practices in relation to gender equity	1	2	3	4	5
59. Management prioritizes HIV & AIDS in the drawing up of departmental budgets.	1	2	3	4	5
60. EAP has established mechanism to monitor the statistics of women infected and affected by HIV & AIDS.	1	2	3	4	5
61. Management stands against discrimination of employees on the basis of HIV status.	1	2	3	4	5

SECTION E: LEADERSHIP

62. Do you think the EAP has the necessary **capacity** to manage the HIV & AIDS programme?

Yes	1
No	2
Do not know	3

63. Do you think the EAP has necessary **resources** to manage the HIV & AIDS programme?

Yes	1
No	2
Do not know	3

64. Which of these best describes your programme needs? (**Tick box of choice for each of the variables**).

	Yes	No	Do not know
skills	1	2	3
Knowledge	1	2	3
Resources	1	2	3
Support	1	2	3
Other, specify			



<p>65. What positive experiences (if any) have you had in offering HIV & AIDS counselling through EAP?</p> <p>66. What negative experiences (if any) have you had, in offering HIV & AIDS counselling through EAP?</p> <p>67. What improvements (with specific reference to HIV & AIDS) would you recommend in the running of EAP for women in your company?</p>	
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Thank you for taking the time to respond to these questions

APPENDIX 3

LETTER OF INFORMED CONSENT (WORKING WOMEN)



Faculty of Humanities
Department of Social Work and Criminology
Fax 012 420-2093 Tel 012 420-2325

INFORMED CONSENT FORM TARGET GROUP:WORKING WOMEN

Participant's Name: Date:

Informed Consent

1. **Title of Study:** *The role of the Employee Assistance Programme (EAP) in addressing the difficulties experienced by working women resulting from the impact of HIV and AIDS.*
2. **Principal Investigator:** Tumi Jantjie, University of Pretoria, Pretoria
3. **Purpose of the study:** To investigate the role of EAP in addressing the problems experienced by working women who are infected and affected by HIV and AIDS in Gauteng.
4. **Procedures:** In this study, you will be asked questions about your age, your work history, family history, health history, your feeling and concerns about EAP services provided at your workplace. The interview will be recorded and will take 45 minutes. This interview will be scheduled at your own convenient time and place.
5. **Risks and Discomforts:** *You may feel uncomfortable being interviewed and may start crying but you will be afforded rest and breaks as much as you want. You will not be pressurized to answer any question that makes you uncomfortable.*
6. **Benefits:** There are no direct medical benefits but you are afforded a chance to talk about your condition with another EAP practitioner. The study will help researcher to gain a better understanding of the role of EAP in HIV and AIDS counselling.
7. **Participant's Rights:** You may withdraw from participating in this study at any time. You are free not to answer any question that makes you uncomfortable. Your refusal to participate will in no way jeopardize your future participation or use of the EAP in your workplace.



- 8. **Confidentiality:** The result of the interview will not be identified by your name or company. The result may be published in professional journal or presented at professional conferences but your identity will not be revealed at any time.

- 9. **Persons to contact:** *If you want to talk to anyone about this research study because you think you have not been treated fairly or think you have been hurt by participating in the study, or you have any other questions about the study, you should call the principal investigator, Tumi Jantjie at 083 7972455 any time during the day or night time or the promoter, Prof L S Terblanche at 012 420 3292.*

I, understand my rights as a researcher subject, and I voluntarily consent to participation in this study, I understand what the study is about and how and why it is being done. I will receive a signed copy of this consent form.

Subject's Signature

DATE

Witness to Consent if Unable to Read or write

DATE

Signature of Investigator

APPENDIX 4

LETTER OF INFORMED CONSENT (EAP PRACTITIONERS)



Faculty of Humanities
Department of Social Work and Criminology
Fax 012 420-2093 Tel 012 420-2325

INFORMED CONSENT FORM TARGET GROUP: (EAP Practitioners)

Participant's Name: Date: 8/09/2005

Informed Consent

1. **Title of Study:** *The role of the Employee Assistance Programme (EAP) in addressing the difficulties experienced by working women resulting from the impact of HIV and AIDS.*
2. **Principal Investigator:** Tumi Jantjie, University of Pretoria, Pretoria
3. **Purpose of the study:** To investigate the role of EAP in addressing the problems experienced by working women who are infected and affected by HIV and AIDS in South Africa.
4. **Procedures:** You will be given a questionnaire about your feelings/attitudes about HIV and AIDS counselling in the workplace. The questionnaire will take 20 minutes to be completed.
5. **Risks and Discomforts:** No known medical risks or discomforts are associated with the completion of this questionnaire.
6. **Benefits:** The results of this study will help the EAP practitioners to understand their expected roles in dealing with HIV and AIDS infected/affected women in the workplace.
7. **Participant's Rights:** You may withdraw from participating in this study at any time.
8. **Confidentiality:** The result of the questionnaire will not be linked to your name or the company where you are employed. The results may be published in a professional journal or presented at professional conferences but your identity will not be revealed at any time.
9. **Persons to contact:** *If you want to talk to anyone about this research study because you think you have not been treated fairly or think you have been hurt by participating in the study, or you have any other questions about the study, you should call the principal investigator, Tumi Jantjie at 083 7972455 any time during the day or night time or my promoter, Prof. L S Terblanche at 012 420 3292.*

I, understand my rights as a researcher subject, and I voluntarily consent to participation in this study, I understand what the study is about and how and why it is being done. I will receive a signed copy of this consent form.

Subject's Signature

DATE

Signature of Investigator



APPENDIX 5

LETTERS TO EAPA AND TSA-BOSOGO CENTRE

14 January 2004

P.O.Box 2455

Rivonia

2128

The EAPA President
Private Bag 11166
Hatfield
0028
South Africa

Re. Permission to Conduct Research on EAPA members

My name is Tumi Jantjie. Ph.d Student registered with Pretoria University in the Department of Social Work. I'm currently conducting research with the title " the role of EAP in addressing the difficulties experienced by working women resulting from the impact of HIV and AIDS". This letter serves as a request to be able to conduct both a pilot and research study using your members as subjects in the study.

Sincerely

Tumi Jantjie

0837972455



14 January 2004

P.O.Box 2455

Rivonia

2128

The CEO
Tsa- Botsogo Centre
132 Fox Street
East Wing Second Floor
Johannesburg CBD
South Africa

Re. Permission to Conduct Research on your Members

My name is Tumi Jantjie. Ph.d Student registered with Pretoria University in the Department of Social Work. I'm currently conducting research with the title " the role of EAP in addressing the difficulties experienced by working women resulting from the impact of HIV and AIDS". This letter serves as a request to be able to conduct both a pilot and research study using your members as subjects in the study.

Sincerely

Tumi Jantjie

0837972455



APPENDIX 6

EAPA CONSENT LETTER



PRESIDENT: P.A. Bhoodram; V-PRESIDENT: H. Motoung; SECRETARY: P. Masango
Tel: (012) 420 4848; Fax: (012) 420 2082; Cell: 083 247 8908; E-mail: pmasango@eapa.org.za

EAPA SA
P. O. BOX 11166
Hatfield
0028

2004-02-02

TO WHOM IT MAY CONCERN.

This serves to confirm that Tumi Jantjie is authorised to interview EAP practitioners that are registered with EAPA SA. This will be done with their informed consent and confidentiality will be maintained at all times.

Kind regards

P.A. Bhoodram
PRESIDENT: EAPA SA



APPENDIX 7

TSA- BOTSOGO CONSENT LETTER

QuickTime™ and a
decompressor
are needed to see this picture.



APPENDIX 8

UTHINGO CONSENT LETTER

QuickTime™ and a
decompressor
are needed to see this picture.

APPENDIX 9

UNITED NATIONS DECLARATION OF COMMITMENT

Table 3: United Nations Declaration of Commitment

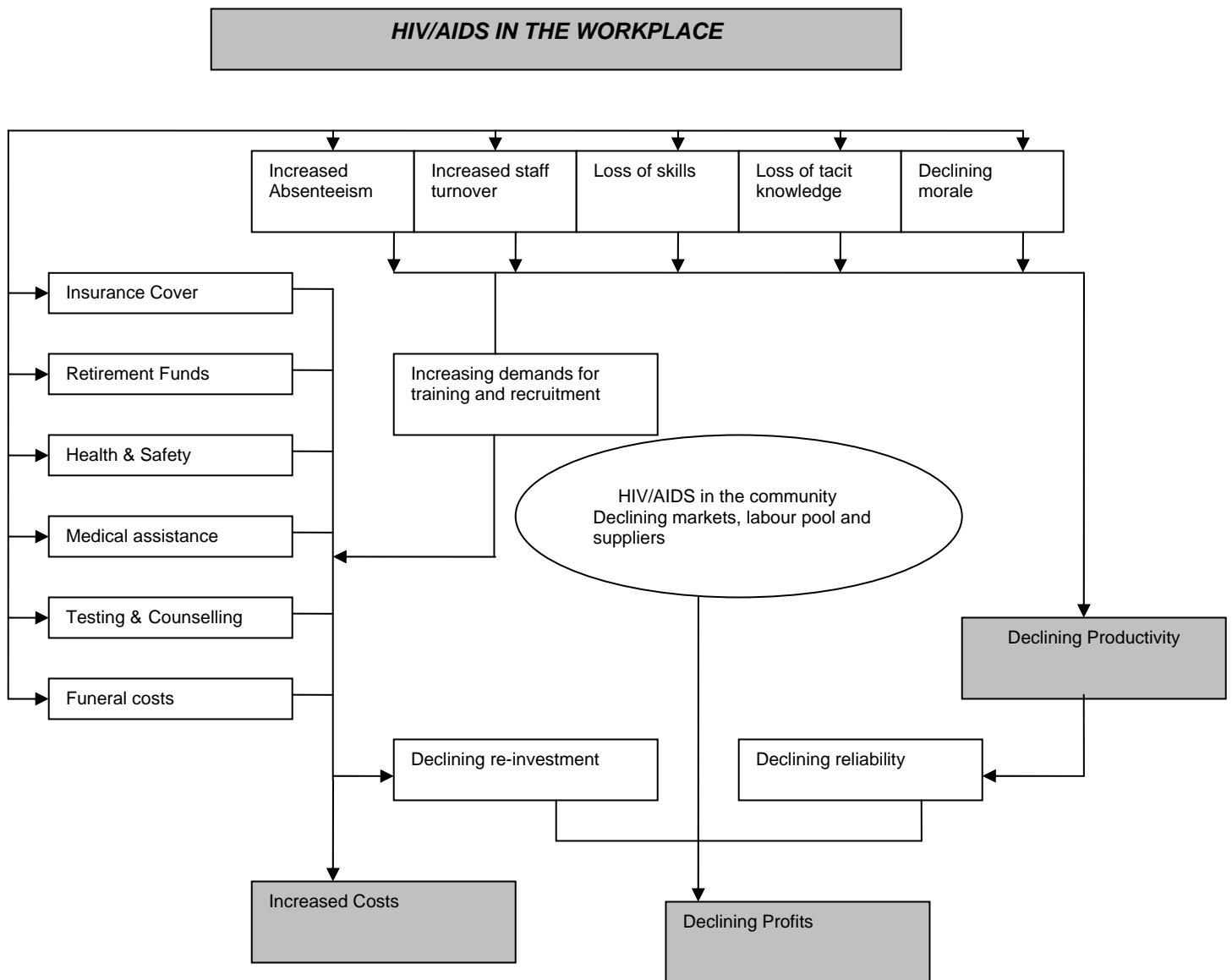
- **Promote advancement of women and their human rights**
- **Promote shared responsibility of men and women to ensure safer sex**
- **Empowering women control relating to their sexuality including protecting themselves from HIV infection**
- **Provide adequate access to health care services including reproductive health care services**
- **Provide prevention of infection that promotes gender equality within a culturally and gender sensitive framework**
- **Eliminate all forms of discriminations and violence against women and girls, including harmful traditional and customary practices**
- **Addressing factors that increase vulnerability to HIV infection such as underdevelopment, economic insecurity, poverty discriminations social exclusions illiteracy and all types of sexual exploitation of women, girls and boys.**
- **Recognizing the importance of the family in reducing vulnerability to HIV infection**
- **Ensuring safe and secure environments, free of violence and rape, especially for your girls**
- **Expanding youth-friendly information and sex education**
- **Strengthening reproductive and sexual programmes**
- **Provide special assistance to children orphaned by HIV and AIDS**

UNAIDS, June 2001

APPENDIX 10

CORPORATE HIV AND AIDS IMPACT

Figure 36: Corporate HIV AND AIDS Impact

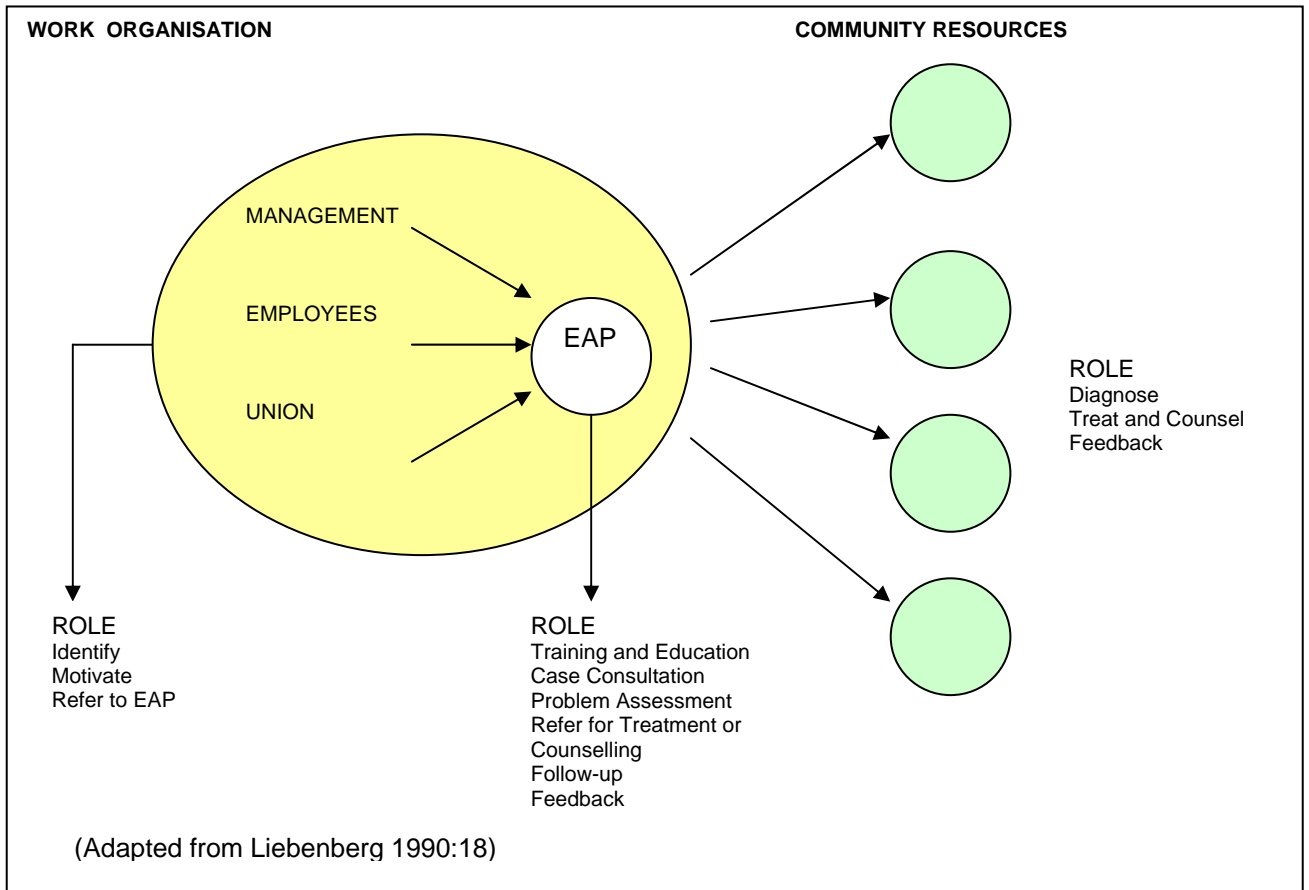


(Adapted from UNAIDS, 2000)

APPENDIX 11

INTERNAL EAP MODEL

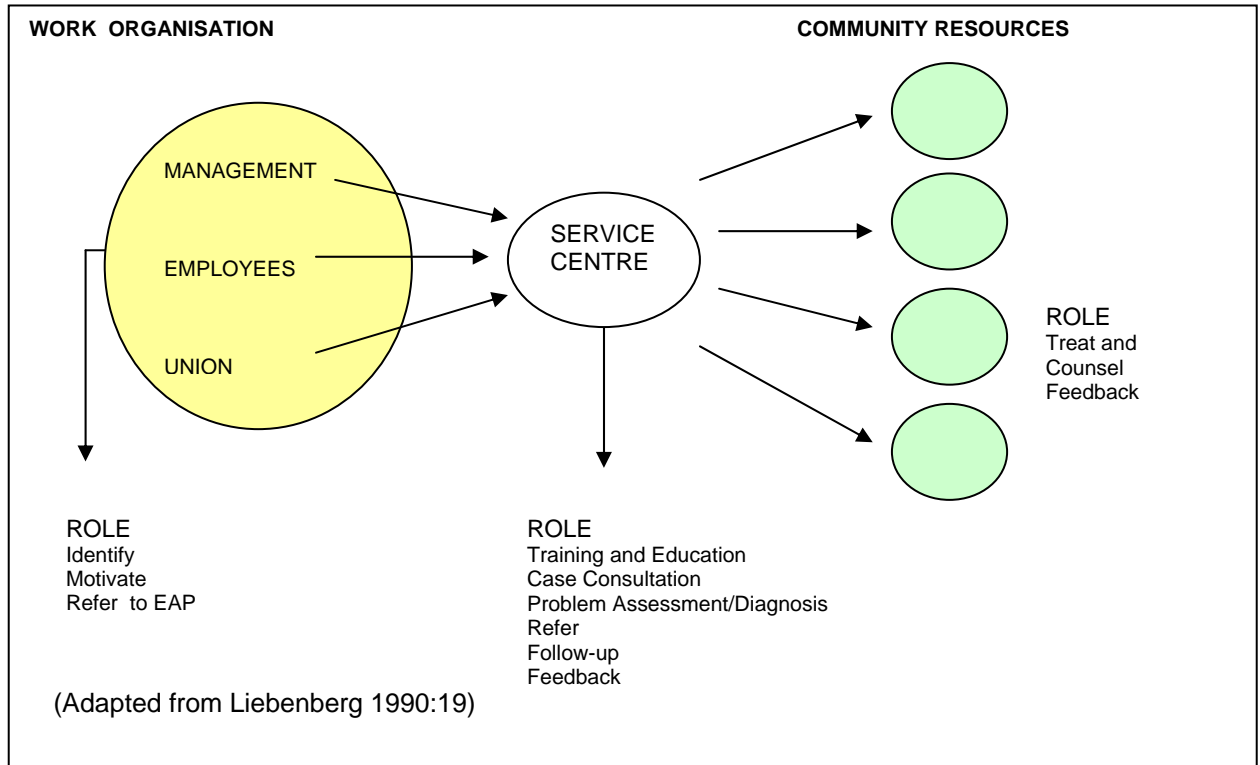
Figure 37: Internal EAP Model



APPENDIX 12

EXTERNAL EAP MODEL

Figure 38: External EAP Model





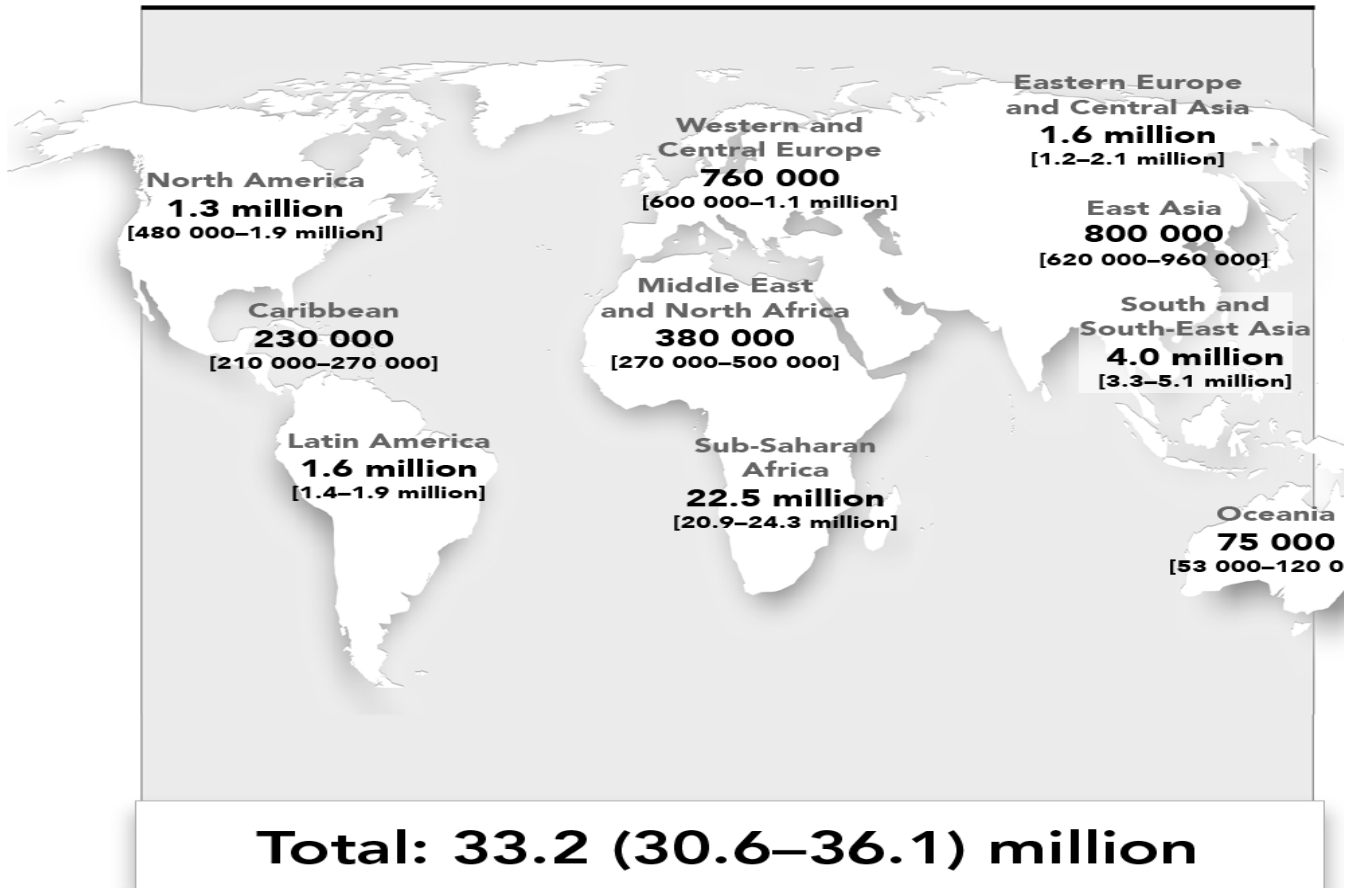
APPENDIX 13

ADULTS AND CHILDREN LIVING WITH HIV IN 2007

Figure 39: Map of Adults and Children Living with HIV (2007)

2007 AIDS EPIDEMIC UPDATE | MA

ADULTS AND CHILDREN ESTIMATED TO BE LIVING WITH HIV IN 2007



UNAIDS
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

UNICEF
WFP
UNDP
UNFPA

UNODC
ILO
UNESCO
WHO
WORLD BANK



World Health Organization

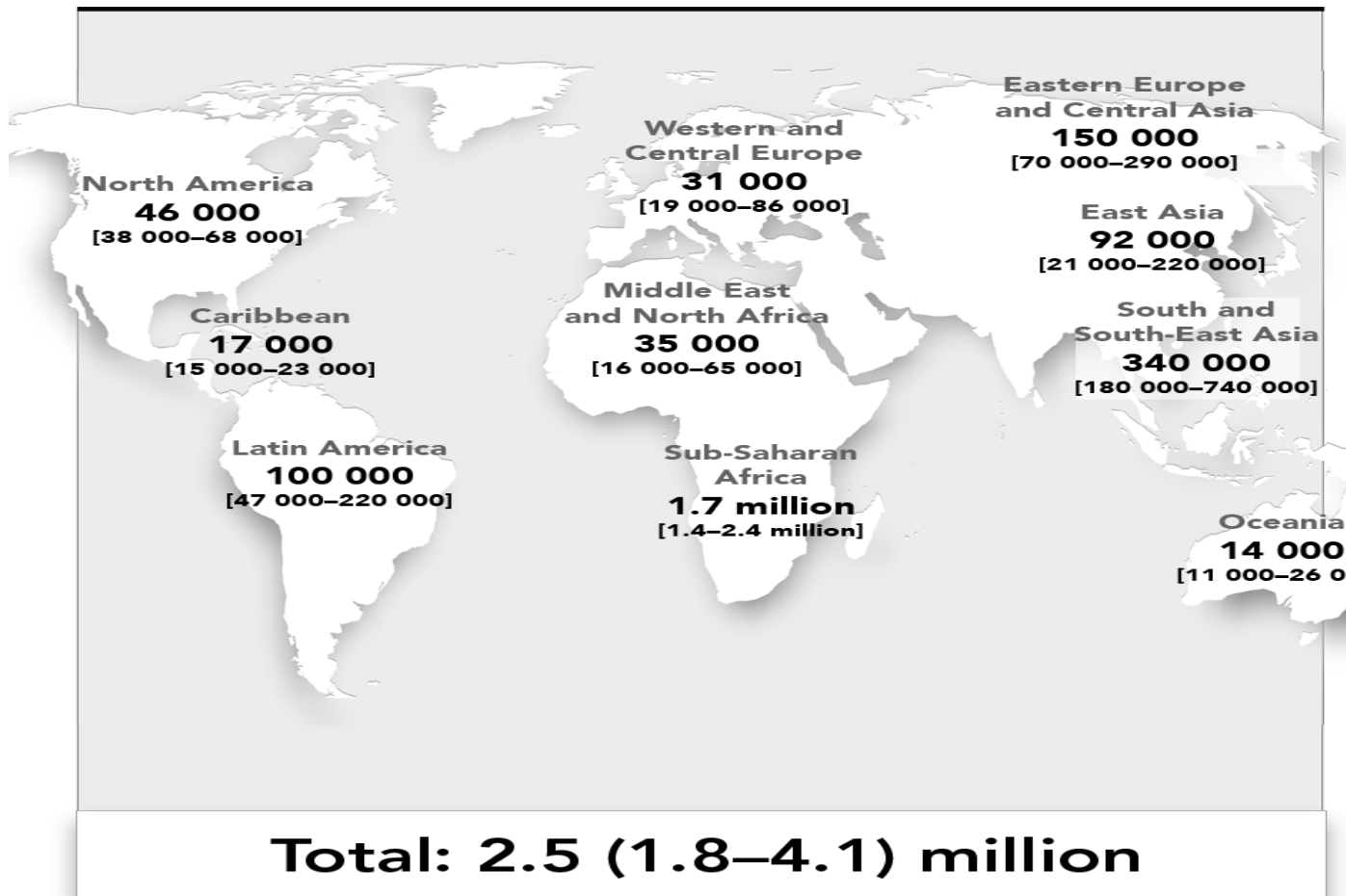
APPENDIX 14

NEW INFECTIONS OF ADULTS AND CHILDREN WITH HIV DURING 2007

Figure 40:: Map of New infections of Adults and Children with HIV during 2007

MAPS | 2007 AIDS EPIDEMIC UPDATE

**ESTIMATED NUMBER OF ADULTS AND CHILDREN
NEWLY INFECTED WITH HIV DURING 2007**





APPENDIX 15

ESTIMATED ADULT AND CHILD DEATHS FROM AIDS DURING 2007

Figure 41: Map of Estimated Adult and Child Deaths from AIDS during 2007

2007 AIDS EPIDEMIC UPDATE | MA

ESTIMATED ADULT AND CHILD DEATHS FROM AIDS DURING 2007

