HEALTH ACTION ALLIANCE

Writing a Letter from Company Leadership on HIV



Leading by example is an important way your organization can cultivate a welcoming, supportive environment for people with HIV.

Sending a message or letter to staff from your company's leadership can also help establish norms on how to treat people with HIV in the workplace and send a signal of support to those who have HIV - whether or not they have disclosed that information to your business.

The sample message below can act as a starting point for you to craft a message that reflects your own company's values and leadership perspectives.

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SAMPLE MESSAGE FROM COMPANY LEADERSHIP

To: Employee
From: Name of CEO or other trusted leader
Subject: [Company Name]'s commitment to ending HIV in the U.S. by 2030

Dear [Company Name] Team,

There are two values at the heart of all our work at [Company Name]—a drive to continually aim higher and an unbreakable commitment to the well-being of our people.

Because we believe in those values so strongly, [Company Name] has joined a coalition of companies to help achieve what was once thought impossible—the end of the HIV epidemic in the U.S. by 2030. Today, I am letting you know that our efforts start right here, through expanding our focus on HIV education; providing our team members with greater access to resources to prevent, detect and treat HIV; and, most importantly, fostering a work environment free of HIV stigma and discrimination.

Here are four things you need to know:

- Current HIV prevention and treatment tools mean it's easier than ever for you to stay healthy and prevent the spread of the virus.
- Rapid, non-intrusive HIV tests can be done without needles, and you can get results within 20 minutes or less. We will support you to get tested.
- The use of PrEP (pre-exposure prophylaxis) can prevent people without HIV from contracting the disease. It's available as a daily pill or a shot taken every eight weeks. Our health coverage can help.
- A range of new antiretroviral treatments (ARTs) make it possible for people with HIV to live long, healthy lives. In addition to maintaining health, people who take their ARTs as prescribed and who achieve and then maintain an undetectable viral load have effectively no risk of sexually transmitting the virus to an HIV-negative partner. If you have HIV, let us help you get treatment and stay in care.

Our workplace is committed to supporting workers affected by HIV. Scientific advancements over the past four decades have made it possible to dramatically reduce new cases of HIV, which currently number nearly 35,000 per year in the United States. A key obstacle is misinformation, discrimination, and stigma around HIV—which we pledge to combat in our workplace. When we support people affected by HIV, we make it easier for everyone to lead healthy lives.

We will be communicating more about this initiative in the coming months. If you have any questions or concerns, or if you are experiencing any form of discrimination in the workplace, contact your manager or the HR team at any time.

Thank you for all that you do to contribute to a safe and healthy [Company Name] family and for joining us in our goal to end HIV in the U.S.

Sincerely,

[**Name of CEO or other trusted leader**]