



forward together  
sonke siya phambili  
saam vorentoe

19 April 2022

Dear Study Participant,

**RE: Consent to Participate in a Research Study on the *Effectiveness and Relevance of HIV and AIDS Workplace Legislation, Policies and Programmes in the context of SDG's and UNAIDS Fast Track goals in South Africa.***

You are invited to take part in a study conducted by **Dr Munya Saruchera** and **Ms Amelia Motsepe** from the Africa Centre for HIV/AIDS Management at Stellenbosch University. You are being approached as a possible participant because you are a key informant/leader for the International Labour Organisation (ILO) - the organization of interest - to take part in the study on '*Effectiveness and Relevance of HIV and AIDS Workplace Legislation, Policies and Programmes in the context of SDG's and UNAIDS Fast Track goals*' in South Africa.

**1. Purpose of the Study**

The purpose of this study is to assess your organization's HIV and AIDS legislation, workplace policies and programmes alignment with global guidance and current best practices in the context of goals determined by the Joint United Nations program on AIDS/HIV (UNAIDS) as well as how relevant and effective you think this alignment is.

**2. What will be asked of Me/My Organisation?**

If you agree to take part in this study, you will be asked to complete an in-depth interview as a key informant/leader(s) of the organization that will either be conducted in-person, sent electronically, or conducted via telephone as per the request of the participant and logistics of the investigators. This interview will take approximately an hour of your time. You will be asked if you consent to be audio-recorded for interview transcription purposes in data analysis.

**3. Possible Risks and Discomforts**

There are no foreseeable risks or discomforts in this study, as you were contacted through email for interest to participate in the study. There is also no anticipation of any physical, professional, economic risks or discomforts by participating in this study.

**4. Possible Benefits to Participants and Society**

The results of the study will be disseminated through publications and presentations on an international scale. Although potentially no direct benefit may flow to you personally, other organizations and South African businesses could benefit from future policy considerations by international leaders and funders if results show effective and innovative ways to manage HIV/AIDS and other health conditions in the workplace.

**5. Payment for Participation**

You will not receive any direct material benefit or monetary compensation for participation in this project.

## 6. Protection of your Information, Confidentiality and Identity

Any information you share with us during this study that could possibly identify you, as a participant, will be protected by storing all data in a password-protected database in Microsoft Cloud. Only the principal and co-principal investigators will access the raw data for purposes of the study.

The results of the study will be shared with South African regional consultants from the International Labour Organization (ILO) and UNAIDS to be disseminated thorough international and domestic publications and presentations at conferences. You have an option to opt-out of your information being shared without prejudice if you so decide.

Any activities will be audio-recorded if given written or verbal consent, and study participants will have the opportunity to review and edit the tapes. Only the principal and co-principal investigators will have access to the recordings which will be erased shortly after the study is concluded.

Only positions of key informants will be used in the results, not names or surnames. Anonymity will be always maintained during data collection, analysis, final report, and in dissemination of the results of the study.

## 7. Participation and Withdrawal

You can choose whether to be part of the study or not. If you agree to take part, you may withdraw at any time without any consequence. You may also refuse to respond to any specific questions that you may not feel comfortable to answer and remain a participant in the study. The researcher may withdraw you from this study if it is determined that the information given is not truthful or relevant to the objectives of the study.

## 8. Researchers' Contact Information

If you have any questions or concerns about this study, please feel free to contact principal investigator Dr Munya Saruchera [msaruchera@sun.ac.za](mailto:msaruchera@sun.ac.za) and telephone +27-21-808 3755.

## 9. Rights of Research Participants

You may withdraw your consent at any time and discontinue participation without penalty. You will not be waiving any legal claims, rights or remedies because of your participation in this research study. If you have questions regarding your rights as a research participant, please contact Ms Maléne Fouché [[mfouche@sun.ac.za](mailto:mfouche@sun.ac.za) and tel. 021-808 4622] at the Division for Research Development, Stellenbosch University.

## 10. Declaration of Consent by the Participant

As the participant I confirm that:

- I have read the above information and it is written in a language that I am comfortable with.
- I have had a chance to ask questions and all my questions have been answered.
- All issues related to privacy, and the confidentiality and use of the information I provide, have been explained.

By signing below, I \_\_\_\_\_ (*name of participant*) agree to take part in this research study, as conducted by **Dr Munya Saruchera**, Principal Investigator, and Ms Amelia Motsepe, Co-investigator

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Date**

### 11. Declaration by the Principal Investigator

As the study **principal investigator**, I hereby declare that the information contained in this document has been thoroughly explained to the participant. I also declare that the participant has been encouraged (and has been given ample time) to ask any questions. In addition, I would like to select the following option:

<input type="checkbox"/>	The conversation with the participant was conducted in a language in which the participant is fluent.
<input type="checkbox"/>	The conversation with the participant was conducted with the assistance of a translator (who has signed a non-disclosure agreement), and this “Consent Form” is available to the participant in a language in which the participant is fluent.



**Signature of Principal Investigator**

**Date:** 10 April 2022