



NOMINATION FORM

**The 2nd ASEAN Red Ribbon for Outstanding Workplace (ARROW)
Award Ceremony 2018
Kuala Lumpur, Malaysia**

Company Profile

Name of Company			
Sector of Business			
Number of Workers	a. Male		
	b. Female		
	Total		
Address			
Contact Person	a. Name		
	b. Designation in the Company		
	c. Phone Number		
	d. Email		

A. Detail Information on Implemented HIV-AIDS Programs¹:

1. HIV-AIDS Awareness Programs for Workers

Type of Activities/Program	Number of Participant (Program Coverage)	Remarks
<i>(Examples: Talk Shows HIV-AIDS Issues on World Aids Days)</i>	<i>(Examples :100 Participant)</i>	<i>Document support for activities are: -Photos (attached) -Media coverage (attached)</i>

2. Training/Capacity Building

Type of Activities/Program	Number of Participant (Program Coverage)	Remarks
<i>(Examples: Training of Trainer HIV-AIDS at Workplace)</i>	<i>(Examples :20 Participant)</i>	<i>Document support for activities are: - Photos (attached) - Certificates (attached) - Media Coverage (attached)</i>

3. VCT and CST Program

Type of Activities/Program	Number of Participant (Program Coverage)	Remarks
<i>(Examples: provide counsellor & VCT Clinic, referral system to VCT & CST service centre, mobile VCT)</i>	<i>(Examples :20 Participant)</i>	<i>Document support for activities are: -Photos (attached) -Attendant list (attached) -Certificates (attached)</i>

¹ Please fill in as applicable

4. Provide Information Education and Communication (IEC) Materials

Type of Activities/Program	Number of Participant (Program Coverage)	Remarks
<i>(Examples: created Leaflet, Sticker, Poster)</i>	<i>(Examples: Distributed 100 copy IEC with coverage area 2 branch company)</i>	<i>Document support for activities are: -Photos of Leaflet, Poster, Sticker.</i>

5. Corporate Social Responsibility (CSR) Program on HIV-AIDS

Type of Activities/Program	Number of Participant (Program Coverage)	Remarks
<i>(Examples: Socialization HIV-AIDS at School by workers)</i>	<i>(Examples :20 Participant)</i>	<i>Document support for activities are: -Photos (attached) -Media coverage (attached)</i>

6. Programme Management: Administration, Reporting systems, and Evaluation

Type of Activities/Program	Number of Participant (Program Coverage)	Remarks
<i>(Examples: Created Knowledge, Attitude, and Practice HIV-AIDS Surveys regularly)</i>	<i>(Examples :100 Participant)</i>	<i>Document support for activities are: -Document Survey (attached) -Results of Surveys (attached) - Photos (attached)</i>

C. Please attached the documents as follow²:

1. The Company policy on HIV-AIDS program.
2. Organization structure on OSH and HIV-AIDS program.
3. Photos of program/activities, activities' attendant list, certificates received, IEC materials, video etc., related to the HIV-AIDS program.
4. Website link to the program.

Note:

Submit all documents for nomination of ARROW Award before **22 December 2017** to:

Contact Person: Dr. Rethish Raghu
Assistant Manager,
Malaysian Business Consortium on HIV/AIDS (MBCH)
Malaysian AIDS Foundation
Email: rethish@mac.org.my
Phone: +603 4047 4266

and

Contact Person: Ms. Dayana Omar
Advocacy Manager
Malaysian AIDS Foundation
Email: dayana@mac.org.my
Phone: +603 4047 4313

² Please provide as applicable