

## **Privacy Policy Statement**

Epilepsy Ottawa-Carleton is committed to protecting your privacy and maintaining the confidentiality of your personal information.

Personal Information comes to us through correspondence such as information requests, donations, volunteering, participation in events, and feedback. Such information may be recorded for the purpose of processing and receipting a donation, responding to information requests, booking educational workshops, etc.

Epilepsy Ottawa-Carleton does not share, sell or trade contact lists with any other organization, and will not use any information provided for other than the stated purposes.

Your privacy is our priority. If you have any questions about protecting your personal privacy or our privacy policy, please contact us.

## **Epilepsy Ottawa-Carleton (EOC) Statement of Non-Discriminatory Operation**

Epilepsy Ottawa-Carleton is committed to providing an inclusive environment free of discrimination. We work to ensure that our policies, programs, volunteer and staff practices and facilities do not have unlawful discriminatory effects on individuals or groups protected under the *Human Rights Act*, or identified as a designated group under the *Employment Equity Act* (women, Aboriginal Peoples, persons with disabilities, and visible minorities).

We support full inclusion of all people affected by epilepsy and their families in the Ottawa-Carleton region. EOC outreaches to new Canadians, seniors, rural residents, workers and area students to provide Seizure Smart presentations and we work with diverse volunteers, members and program participants of all ages, races, backgrounds and walks of life. We also serve many participants who have challenging health and mental-health conditions. We have a fully accessible office in the Bronson Centre. Our services are provided to all on an equal basis and in a non-discriminatory manner.

## **Epilepsy Ottawa-Carleton Personnel Policy**

No person employed or volunteering with Epilepsy Ottawa-Carleton (EOC) shall be appointed, promoted, demoted or removed, in any way favoured, discriminated against, or harassed because of age, sex, gender, race, colour, ethnicity, national origin, marital status, military status, sexual orientation, physical or mental disabilities, or because of religious opinions or affiliations.