

EPILEPSY ASSOCIATION
CODE OF ETHICS

The Epilepsy Association serves all individuals with seizure disorders. It is dedicated to helping people cope with and manage seizure disorders by improving their quality of life while empowering and enabling them to reach their full potential within the community.

The management and staff of the Epilepsy Association regularly interact with consumers, regulatory agencies, doctors, nurses, community partners, vendors, volunteers, teachers, donors, and the general public. Volunteers for The Association, including members of the Board of Trustees, work with management and staff as well as with some or all of these groups.

The trust and confidence that these individuals and entities place in the Epilepsy Association are critical to its continued success. Further, every action by an employee or volunteer of the Association has the potential to affect whether or not its stated mission will be accomplished. For these reasons, the Epilepsy Association has established this Code of Ethics to guide the conduct of its employees and volunteers. The Code is intended to foster an environment that promotes ethical conduct by all who represent the Epilepsy Association.

All consumers should be treated with dignity and respect. Information regarding consumers which is confidential, privileged, or which is not publicly available should be disclosed in accordance with HIPAA Regulations.

Staff and volunteers of the Epilepsy Association should be honest in their dealings with one another and whenever conducting the affairs of the Association. They should ensure fairness and objectivity in all activities and should honor the right to privacy of all people. They should respect all people without regard to race, color, religion, national origin, gender, age, disability, or any other basis which would be in violation of any applicable federal, state, or local law.

The business, financial, human resources, and marketing practices of the Epilepsy Association shall be conducted so that full and fair disclosure of relevant information is made to donors, funding sources, and the general public. The Association should refrain from allowing expenditures that do not advance its mission. Those associated with the Epilepsy Association should not use its resources for personal gain and should not accept any gratuity or favor for doing his or her job.

Conflicts of interest must be avoided at all times. Even the appearance of impropriety must be avoided because it jeopardizes the trust and confidence placed in the Association by consumers and others. All staff and volunteers must comply with the Conflict of Interest Policy adopted by the Epilepsy Association and make all required disclosures hereunder.

The Board of Trustees, the Professional Advisory Board, and all Advisory Committees are governed by the Epilepsy Association's Regulations. When in doubt, all decisions by any of these entities should be made in the best interest of the Association.

Any perceived breaches of this Code should be reported to the CEO or the President of the Board of Trustees. Any reported breaches will be investigated and resolved with appropriate action. Unless, contrary to law, confidentiality will be maintained for the person reporting the breach. Management will not take any adverse action against employees solely for disclosing perceived breaches of the Code. The Association encourages all employees and volunteers to be prompt, open, and forthright in reporting perceived breaches of the Code of Ethics.

This Code of Ethics will be annually examined, updated, and restated through a joint effort of the Board of Trustees and staff representatives. Upon its initial adoption and after each annual review, it will be published to the Association's consumers and distributed to all staff and volunteers. It will also be included in the orientation of new employees and members of the Board of Trustees.

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby verify that I have reviewed the Epilepsy Association's Code of Ethics Policy.

I will abide by this Code of Ethics in my tenure with the Association.

I have been informed where to find the Code of Ethics (inside the Staff Handbook) and I understand that it is my sole responsibility to read, familiarize myself and comply with the information contained therein as well as any revisions thereto.

EMPLOYEE:

[Employee's Signature]

Dated: _____

*** Detach this page and place in employee's personnel file.**