

Epilepsy Best Practice Certificate

Epilepsy Scotland is the leading charity which tackles discrimination and stigma facing many people with epilepsy throughout Scotland.

We are offering every Scottish employer a Best Practice Certificate for doing the right thing if an employee develops, or has, epilepsy. Our certificate acknowledges organisations which follow disability employment legislation.

Even if no employee has epilepsy at the moment, you can still apply for a Best Practice Certificate. It shows your organisation has policies and procedures in place for recruiting and supporting someone with this common neurological condition.

One in 130 people will develop epilepsy during their lifetime. By displaying this certificate, your organisation raises awareness of epilepsy. It shows it is ready to help people with this disability.

How to apply

Both employees and employers can nominate their organisation for a Best Practice Certificate. Please read the legal requirements checklist on the next page. If your organisation can meet all the criteria stated in this checklist, Epilepsy Scotland will send a Best Practice Certificate. The certificate can be renewed yearly.

Please also complete our recommended practice checklist. If you can tick all these boxes you meet our gold standard for epilepsy-friendly practices in the workplace.

Ask one representative from your organisation to complete the registration form on the back page. This representative can be the Chair, Chief Executive, Director, Human Resources Manager or Company Secretary.

This confirms the organisation is implementing the legal requirements checklist.

A certificate will be posted to you.

Legal requirements checklist (please tick)

- | | |
|--------------------------|--|
| <input type="checkbox"/> | We aim to follow the rules and regulations which are in the Disability Discrimination Act |
| <input type="checkbox"/> | We do not discriminate unlawfully against anyone with an impairment, including epilepsy |
| <input type="checkbox"/> | We do not discriminate unlawfully against epilepsy when advertising a vacancy |
| <input type="checkbox"/> | We make arrangements for and conduct job interviews with people who have epilepsy |
| <input type="checkbox"/> | We make job offers to the best candidates including those with epilepsy |
| <input type="checkbox"/> | We make reasonable adjustments to the work environment for employees with epilepsy |
| <input type="checkbox"/> | We provide training and career development opportunities for employees with epilepsy |
| <input type="checkbox"/> | Employees with epilepsy are treated equally when seeking promotion |
| <input type="checkbox"/> | We include employees with epilepsy in company pension schemes |
| <input type="checkbox"/> | Employees with epilepsy are treated equally as non-disabled people |
| <input type="checkbox"/> | We will deal sensitively with an employee having frequent seizures and try to offer other work that does not breach health and safety regulations or employers' insurance policies |

Epilepsy Scotland – Recommended Best Practice Guide

- | | |
|--------------------------|--|
| <input type="checkbox"/> | We keep the medical history of applicants separate until after the interview selection process |
| <input type="checkbox"/> | We assess whether a driving licence is essential whenever we advertise a vacant post |
| <input type="checkbox"/> | We have policies in place to deal with prejudice or discrimination in the workplace |
| <input type="checkbox"/> | We provide epilepsy awareness training for our employees |

Employer of the Year award

Does your organisation set an innovative example by its positive approach to epilepsy? Please go ahead and enter our Employer of the Year award. You can get a separate form by calling **0808 800 2200** or online: **www.epilepsyscotland.org.uk**

Registration form: Epilepsy Best Practice Certificate

Nominations can be made either by employees or employers. Send this registration form to us if your organisation follows the legal requirements checklist. We will post out a Best Practice Certificate for epilepsy that is valid for 12 months.

Your Name:

Organisation:

Organisation Address:

Telephone:

Fax:

Email:

We, the nominated organisation meet the legal requirements checklist for epilepsy and on this basis we merit a Best Practice Certificate. Confirmed by **either** the Chair, Chief Executive, Director, Human Resources Manager or Company Secretary

Print Name:

Position:

Date: / /

How did you hear about the Best Practice Certificate for epilepsy?

Mailing Press Word of mouth Epilepsy Scotland

If other, please state:

Please return this Best Practice Certificate form to:

Epilepsy Scotland, 48 Govan Road, Glasgow G51 1JL

Tel: **0808 800 2200** Fax: 0141 419 1709

Email: enquiries@epilepsyscotland.org.uk

The Best Practice Certificate and Employer of the Year award form are available online: www.epilepsyscotland.org.uk and in alternative formats.

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epilepsy scotland
Scotland's voice for epilepsy

Are you a supportive employer?

