

## Hygiene Kits Policies

SNIWWOC's Hygiene Kits service is provided to low-income racialized women including transgender women, non-binary and two-spirit community members located in Victoria BC.

Eligible clients living in the Greater Victoria area will make an appointment to pick up their kit at the SNIWWOC Victoria BC office located in Quadra Village.

Before you apply, please read this document carefully and apply only if you agree to the terms below. We reserve the right to change these terms of use in the future.

### **Proof of income & dependents:**

You are required to submit proof of household income including proof of any dependents to ensure eligibility for the program. You will need to provide proof of income each time you apply to the program.

#### *Examples of proof of income:*

last pay stub, letter of termination from your last job, income assistance statement, tax return from last year

#### *Examples of proof of dependent(s):*

care card, birth certificate, childcare statement, passport, school registration forms, custody document, vaccine document, letter from doctor and/or social worker, recreational activity registration form from community center.

### **Confidentiality:**

Your name, email address, phone number and address provided in the application form stays confidential. Your personal details will only be used to deliver the items to you unless required by law.

### **Usage of Products:**

These items are distributed for personal use only. Any other usage of those items is not permitted.

### **Harassment of SNIWWOC Staff or Volunteers:**

Mistreatment of SNIWWOC staff or volunteers will result in immediate termination of all SNIWWOC services. We may report the incident(s) to appropriate authorities

### **Reasons for Service Termination:**

1. Harassment of SNIWWOC staff or volunteers
2. Not complying with the policies above