



## **Bryn Mawr Neighborhood Association (BMNA) Americans with Disabilities Act (ADA) Policy**

### **1. Participation**

The BMNA is committed to making all its programs, services and activities accessible. Meetings and events of the organization will be held in a public location that is wheelchair accessible, and reasonable accommodations will be made available upon request.

For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

A wheelchair accessible location will include handicap accessible parking, and an accessible entrance with no step, or an available ramp or elevator. An accessible route to the meeting or event must be at least 3 feet wide. Any qualified person may request an accommodation, such as a sign language interpreter, by contacting the BMNA office at least 5 days before a meeting or event. The BMNA will seek to provide the most effective available accommodations (which will provide the individual with the opportunity to participate equally, or provide equal benefits or privileges as a non-disabled person) with the understanding that the accommodation does not have to be the best or the accommodation preferred by the disabled individual.

The following notification will be placed in all meeting and event notices of the BMNA:

*The BMNA invites and encourages participation by every resident to each program, service and event organized by the BMNA. Should you require an accommodation in order for you to fully participate, or if you require this document in a different format, please let us know by contacting our*

*neighborhood coordinator at [organizer@BMNA.org](mailto:organizer@BMNA.org) at least five days before our event.*

## **2. Employment Policy**

The BMNA is committed to the fair and equal employment of people with disabilities. Reasonable accommodation\* is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the BMNA to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

### **\* Reasonable accommodation**

A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

Adopted on December 11, 2013