Policy

The American Disabilities Act (ADA) requires all programs, activities and services are equally accessible to persons with disabilities. The definition of an individual with a disability is a person who has a physical or mental impairment that substantially limits a “major life activity” and also includes such disabilities as alcoholism, blindness, cancer, cerebral palsy, deafness, depression, epilepsy, heart disease, mental illness and speech impairments.

The Oklahoma City Institute of Internal Auditors chapter will strive to meet the needs of all its members and accommodate all reasonable requests for special assistance due to disabilities. Needs should be made known at the time of registration for a scheduled event or by communicating directly with the Attendance Committee Chairperson or other designee.

In order to comply with the ADA, the chapter will implement the following:

- **Communication**: Chapter leaders will include a notation on email and print communications pertaining to monthly meetings and seminars, reminding members to contact the appropriate chapter volunteer to address special needs. The monthly luncheon/ seminar registration form will include a special needs section.
- **Physical Facilities**: While most facilities may be compliant with ADA law, prior to each meeting, chapter leaders will ensure the accessibility of individuals with a physical handicap is not restricted.
- **Auxiliary Aids**: To accommodate individuals with hearing, vision, or speech impairments, chapter leaders will provide assistance to ensure all individuals’ communications needs are met
  - Auxiliary aides include: services and devices such as qualified interpreters, assistive listening headsets, note takers, television captioning, written materials for individuals with hearing impairment, taped texts, and brailed or large print materials for individuals with vision impairments.
  - **Note**: The ADA does not require aids if providing them would result in a fundamental alteration in the nature of goods or services provided, or undue financial and administrative burdens. However, the chapter must still furnish other auxiliary aid that does not result in a fundamental alternation or undue burden. A fee may not be charged for providing additional accommodations unless a reasonable alternative has been found but rejected by the individual.
In the event, the chapter is unable to meet the needs of an ADA request due to, undue financial and/or administrative burden, the President will be responsible for making the decision to address the requestor’s needs to the best of the chapter’s ability. Given that such an event may create liability for the chapter; the Board of Governors must be made aware of the situation and the chapter’s decision within a reasonable amount of time.

Chapter volunteers with questions on specific situations should contact the Job Accommodation Network (JAN) at (800) 526-7234 for further guidance.