



## **Executive Leadership Program Disability Accommodation Policies and Procedures**

### **1. Policy Statement:**

The Executive Leadership Program (ELP) is committed to providing equal opportunities for individuals with disabilities. We strive to ensure that all participants, regardless of their abilities, can fully engage in our programs. This policy outlines the procedures for requesting and providing accommodations for participants with disabilities.

### **2. Requesting Accommodations:**

#### **2.1 Accommodation Request:**

Participants should contact the Director of Leadership Advancement detailing the specific accommodation(s) required.

### **3. Accommodation Review and Approval:**

#### **3.1 Review:**

The Director of Leadership Advancement will assess the accommodation request. The the Director of Leadership Advancement will ensure that the requested accommodations are reasonable and do not fundamentally alter the nature of the program.

#### **3.2 Timely Response:**

The Director of Leadership Advancement will provide a written response to the participant within a reasonable timeframe, typically within 10 business days of receiving the request.

### **4. Implementation of Accommodations:**

#### **4.1 Confidentiality:**

Information regarding the participant's disability and accommodations will be kept confidential and shared only with individuals directly involved in the accommodation process.

#### **4.2 Implementation:**

Upon approval, the ELP will implement the necessary accommodations promptly, ensuring that the participant can fully participate in the program activities, assessments, and other components.

### **5. Ongoing Support:**

#### **5.1 Communication:**

Regular communication will be maintained with participants who receive accommodations to ensure that their needs are being met adequately. Participants are encouraged to provide feedback on the effectiveness of the accommodations.



#### 5.2 Modification of Accommodations:

If the participant's needs change or if there are issues with the provided accommodations, the participant should promptly inform the ELP. The Director of Leadership Advancement will assess the situation and make necessary modifications to the accommodations.

#### 6. Policy Review:

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with applicable laws and regulations related to disability accommodations.