

# Accessibility & Reasonable Adjustments Procedure

(Supports the Inclusion & Diversity Policy.)

## Purpose

To ensure MI Care provides reasonable adjustments so people with disability can participate fully in programs, volunteering, and community activities.

## Steps

### 1. Identify Needs

A volunteer, staff member, or participant may request adjustments at any time.

### 2. Assess Feasibility

**Consider:**

- Safety
- Cost
- Impact on programs
- Availability of equipment or support

### 3. Implement Adjustments

**Examples:**

- Modified duties
- Extra time for tasks
- Assistive equipment
- Seating changes
- Communication support

### 4. Review

Check in regularly to ensure adjustments remain effective.