

WFWA (TV)
EEO PUBLIC FILE REPORT
April 1, 2018 – March 31, 2019

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The purpose of this EEO Public File Report is to comply with Section 73.2080 (c)(6) of the FCC's 2002 Equal Employment Opportunity Rule. This report has been prepared on behalf of the Station Employment Unit that is comprised of the following station: **Fort Wayne Public Television, Inc. - WFWA PBS39** and is required to be placed in the public inspection files of this station and posted on its website.

The information contained in this report covers the time period beginning **April 1, 2018** to and including **March 31, 2019**.

The attached form has been designed to provide the information required by FCC's 2002 EEO Ruling. The applicable section for each area is noted as well as the originating form, which contains this information in detailed:

1. A list of all full-time vacancies filled by WFWA-PBS 39 during the applicable period – **Section 1**
2. For each vacancy, the recruitment source(s) utilized to fill the vacancy identified by name, address, contact person (if applicable) telephone number and e-mail address (if applicable) (“Recruitment Sources” form) – **Section 2**
3. The recruitment source that referred the hiree for each full-time vacancy (“New Job Vacancy” form) – **Section 2**
4. Data reflecting the total number of persons interviewed for full-time vacancies during the applicable period and the total number of interviewees referred by each recruitment source (“New Job Vacancy” form) – **Section 1**
5. A list and brief description of the initiatives undertaken – **Section 3**

For purposes of this report, a vacancy is deemed “filled” not when the offer was extended, but by when the hiree accepted the job offer. A person was deemed “interviewed” whether he or she was interviewed in person, over the telephone or by e-mail.

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The information contained in this Public File Report for the period of April 1, 2018 to March 31, 2019 is truthful and accurate to the best of my knowledge.

A handwritten signature in black ink, appearing to read "Thomas Theard". The signature is fluid and cursive, with a large, stylized initial "T" and "A".

Thomas Theard, Human Resources Director

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JOB TITLE	TOTAL # OF INTERVIEWED	RECRUITMENT SOURCE *	HIRED SOURCE
Development Manager	5	#14, #21	#14

TOTAL NUMBER OF PERSONS INTERVIEWED: 5 (during applicable period)

*All sources were sent job opening information

II. RECRUITMENT SOURCE INFORMATION - Sources referring interviewed

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	RECRUITMENT SOURCE – Name, address, contact information, phone number (if applicable)	TOTAL # OF INTERVIEWS	POSITION/TITLE (FULL-TIME ONLY)
	RECRUITMENT SOURCE – Name, address, contact information, phone number (if applicable)	TOTAL # OF INTERVIEWS	POSITION/TITLE (FULL-TIME ONLY)
1	Linkedin https://www.linkedin.com/home?trk=nav_responsive_tab_home	0	
2	Fort Wayne NAACP 1307 Lewis Street Fort Wayne, Indiana 46802 Email: 3049fwanaacp@gmail.com President: Larry Gist	0	
3.	Fort Wayne Urban League 2135 S. Hanna St. Fort Wayne, IN 46803 Jonathan C. Ray, M.S.W. President/CEO E-mail: jray@fwurbanleague.org	0	
4.	Fort Wayne Women’s Bureau Contact: mkockshamrick@womensbureau.org .	0	

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SECTION II
Recruitment Source Information – con't

	RECRUITMENT SOURCE – Name, address, contact information, phone number (if applicable)	TOTAL # OF INTERVIEWS	POSITION/TITLE (FULL-TIME ONLY)
5.	Corporation for Public Broadcasting (CPB) http://www.cpb.org/jobline/ online posting	0	
6.	Indiana Broadcasters Association Posting site: www.indianabroadcasters.org Contact: Gwen C. Piening	0	
7.	Greater Fort Wayne Hispanic Chamber of Commerce Phone: 260-442-6560 Email: gfwhispanicchamber@gmail.com	0	
8.	University of Saint Francis jmiller@sf.edu kmiller@sf.edu Contact: Jmartin andkmiller	0	
9.	TV JOBS www.tvjobs.com	0	
10.	WFWA(TV) Internal Posting	1	1
11.	National Association for Multi-Ethnicity in Communications (NAMIC) http://namic.com/ online posting	0	
12.	WFWA(TV) Website www.wfwa.org	1	1
13.	Work One Northeast Posting site: www.indianacareerconnect.com Contact: Kelli Pursley	0	
14.	The American Advertising Federation of Fort Wayne (260) 255-6846 https://www.facebook.com/AAFFW?v=wall	0	

SECTION II
Recruitment Source Information – con't

	RECRUITMENT SOURCE – Name, address, contact information, phone number (if applicable)	TOTAL # OF INTERVIEWS	POSITION/TITLE (FULL-TIME ONLY)
19.	Broadcast Compliance www.bcs-ok.com	0	
15.	Fort Wayne Chamber of Commerce http://business.greaterfortwayneinc.com/login	0	
16.	Indeed http://www.indeed.com/	3	3
17.	Public Media Business Association (PMBA) http://www.pbma.org/node/312 online posting	0	
18.	Current Newspaper: in print and online http://www.current.org/	0	
19.	The Alliance - The ALLIANCE for Media Arts + Culture (As of 01.01.17) http://www.thealliance.media/job-bank/	0	
20.	Corporation for Public Broadcasting (CPB) http://www.cpb.org/jobline/	0	
21.	Association of Fundraising Professionals (AFP) - AFP International Career Center http://www.afpnet.org/JobCenter/?navItemNumber=505	0	
22.	The Foundation Center: Philanthropy News Digest Jobs http://philanthropynewsdigest.org/jobs online posting	0	

III. RECRUITMENT INITIATIVES

	Type Of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Internship Program: Development Department	<p>During this reporting period, WFWA(TV) hosted three</p> <ul style="list-style-type: none"> • Volunteer Intern for Corporate Development and Children’s outreach; Elena Lazoff Saint Mary’s College, Notre Dame, In May 2019- July 2019 • Student shadowing station Producer/Director on July 25, 2018 a senior from Columbia City High School, Karen Cheng • Justin Coleman internship college summer January 2019- June 2019 credit Huntington University production assistant
2	Participated in activity sponsored by an educational institution to further the goal of disseminating information regarding opportunities in broadcasting.	Throughout this reporting period, WFWA (TV) provided classroom space for audio editing classes of Purdue Fort Wayne University, a public university serving Northeast Indiana. The professor and students met periodically in the station’s conference room and utilized the station’s audio-editing lab to learn production techniques.
3	Career Fair Participation	<p>HR Director Tom Theard, and Mark Ryan participated in the Go Local Vendor Fair Purdue University Fort Wayne Campus Monday, August 20, 2018 9:00 – 11:30am</p> <p>HR Director Tom Theard, April 12, 2018 at Turnstone’s Plassman Athletic Center, located at 3320 North Clinton Street, from 3-7 p.m. Admission was free for prospective volunteers.</p>

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4	<p>Host events for participants from educational and community organizations relating to career opportunities in broadcasting.</p>	<p>Throughout the reporting period, WFWA (TV) hosted the following educational and community organizations for a tour of the station led by our Creative Services Manager as well as a question-and-answer session regarding the day-to-day operations, both technical and non-technical. In addition, our host advised participants on a variety of career fields available in broadcasting and how they could prepare now for career in TV or telecommunications of any kind as well as what classes to seek at the middle-high school level, as appropriate. Also advised students of summer programs and resources for college choices.</p> <p>Producer/Director teaching a VISC105 Video and Sound class for Ivy Tech at the station in the Oldenkamp. The Ivy Tech Video and Sound class met at PBS39 for the first 8 weeks of the Spring 2019 semester, from January 15 through March 5. The class was from 6PM to 10PM on Tuesday nights. The students were presented with lectures on a variety of topics involving video production and sound recording. During the course students got to observe the live production of "Healthline" and got to shadow various crew positions in the studio and control room. The course provided a hands-on lab time when students got to practice using the studio cameras and take a turn in the role of director, technical director or audio person. Students also trained on field shoot scenarios with cameras, lights, and microphones.</p> <p>Chancellor Ron Elsenbaumer of Purdue Fort Wayne and Jerry Lewis, Interim Vice Chancellor for Communications and Chief Marketing Officer, was here for lunch at 11:30 am and a tour to follow.</p> <p>Tours conducted through PBS39 (By date, group, organization, numbers and type of people)</p> <p>4/ 19 Central Lions Club, Fort Wayne 28 adults (seniors) 4/120 NE Indiana Homeschool 6 families-18 children, 7 adults</p>

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	<p>5/4 The Language Center 18 foreign exchange students</p> <p>5/ 5 Aboite Baptist Church Seniors 26 senior adults</p> <p>11/21 Tour-Brownie-Girls Scouts 15 girls, 7 adults</p> <p>11/ 29 Tour- First Wayne St, UMC 23 adults</p> <p>1/17 Tour-Wayndale UMC Church 16 Seniors</p> <p>1/19 American Heritage Girls Troop 28 girls, 17 adults</p> <p>Outreach Events</p> <p>Saturday June 16, 2018 Explorer Day 10:00am-3:00pm Community wide free education outreach fair held on the grounds of PBS39 Estimated attendance (adults and children combined): 1068.</p> <p>PBS39 at 3 Rivers Festival Children’s Festival July 13 & 14, 2018 Two days attendance and education outreach activities at children’s festival held at IPFW. Estimated attendance: low because of rain Five PBS39 staff participated</p> <p>Saturday, August 25 2018 Taste Of The Arts 10:00am-8:00pm PBS Anywhere Demonstration We encouraged the “The Great American read” where people stopped by and voted for their favorite book for the Top 100 list!</p> <p>Fort Wayne Area Home Schools Expo May 18-19 2018 PBS39 distributed the Video Field Trip DVD’s and workbooks for free – over 300 K-12 video field trips were distributed to area home school “homes” PBS39 Open House</p> <p>Sunday November 28, 2018 4PM -7:00pm TV Station Open House for the Production Truck Estimated 220 people attended; 18 full time staff</p>

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	<p>worked event.</p> <p>Cathy Edwards serves on the Rotary District 6540 District Governors Installation planning committee for Rotary International. PBS39 Board member Al Brothers is being inducted at the Rotary 6540 District Governor.</p> <p>4/27 Terry Hudson participated in Parkview Foundation's Cookin' Men last representing PBS39</p> <p>·</p> <p>Tim Zink current board member of YLNI (Young Leaders of Northeast Indiana)</p>

DIVERSITY STATEMENT

Fort Wayne Public Television, Inc. (PBS39) embraces diversity and seeks to incorporate the benefits of diversity in the organization's governance, operations, and community relationships. PBS39's commitment to diversity is an essential part of the station's obligation to nurture and integrate knowledge and understanding throughout the organization and through the programs and services provided to the northeast Indiana viewing community. PBS39's public service mission is immeasurably enriched by its volunteers, community advisory board, board of directors and staff who bring their diverse experiences that ensure the station's programs and services remain relevant, responsive, and relational to its service area.

PBS39 promotes diversity for its director and advisory boards, workers and applicants, and volunteers and shall adhere to such a policy at all times. In so doing, PBS39 follows workplace practices that create a diverse work environment, including:

- Widening the media in which we recruit to ensure as diverse an employee and candidate base as possible
- Reviewing on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination
- Encouraging and assisting employee development by communicating regularly with employees
- Prohibiting harassment based on race, sex, national origin, disability, sexual orientation, age or religion
- Providing training for its entire staff in equal opportunities practice
- Respecting each employee's point of view

It is the vision of Fort Wayne Public Television, Inc. to be an indispensable and trusted community partner by being an ongoing model of excellence while enhancing the quality of life in the community. By ensuring diversity in its daily operations, PBS39 acknowledges, appreciates, and respects the differences we recognize in one another — including the varied perspectives, approaches, and competencies of those with whom we work and of the populations we serve.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

This Equal Employment Opportunity Policy reaffirms the policy and commitment of WFWA to providing equal employment opportunities for all employees and job applicants. WFWA endorses and will follow the Equal Employment Opportunity Policy in implementing all employment practices, policies, and procedures.

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WFWA will recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, sex, age (except where sex or age is a bona-fide occupational qualification, as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).

WFWA will make employment decisions so as to further the principle of equal employment opportunity. WFWA will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. WFWA will also ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, terminations, company-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, sex, age, national origin, or disability.

All employees are expected to comply with WFWA's Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting equal employment opportunity objectives and overall performance will be evaluated accordingly. WFWA will comply with all federal, state and local legal requirements including those imposed by the Federal Communications Commission.

Employee suggestions, problems, or complaints regarding alleged violations of this policy should be reported to the Human Resource Director immediately.

SEXUAL HARASSMENT POLICY

WFWA is committed to providing an environment free from sexual and sex-based harassment. It is against the policy of WFWA for any employee, whether a manager, supervisor or co-worker, to sexually harass another employee. This policy extends to customers, volunteers, interns, vendors or other service providers, clients, and guests of the station.

Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of receiving or retaining particular benefits of employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile or offensive working environment.

The following is not intended to be an exhaustive list, but examples of the more common types of sexual and sex-based harassment:

- Requests for sexual favors, whether expressed or implied;
- Unwanted physical contact, including touching, hugging, pinching, or brushing against the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments about one's body or sexual prowess, jokes of a sexual nature, sexual propositions, and threats;

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- The use of sexually degrading or otherwise demeaning, non-professional references to one's gender;
- Non-verbal conduct, such as a display of sexually suggestive or degrading objects or pictures, leering, ogling, whistling, or obscene gestures; and
- Acts of physical aggression, intimidation, hostility or threats.

Any WFWA employee may refuse unwelcome sexually based attention or suggestions without fear of jeopardizing his or her employment with WFWA. An employee who believes he or she is the victim of unlawful sexual harassment should ask the person exhibiting the behavior to stop. If the inappropriate conduct continues, or if the affected employee is still concerned, he/she should report the conduct immediately to his or her supervisor. If the supervisor is engaging in the conduct, or if other circumstances exist which cause the employee to believe a discussion with the supervisor would be inappropriate, the conduct should be reported to the Human Resources Director. The employee always has the option of reporting the conduct directly to the President/General Manager, if he or she prefers.

Additionally, any employee who has knowledge of behavior that could be construed as sexual harassment is required to report the conduct to the Human Resources Director or the President/General Manager.

A prompt, thorough and impartial investigation of all complaints will be conducted as quickly as possible (confidentiality will be maintained to the extent possible without hindering the thoroughness of the investigation). After completion of the investigation, any employee of WFWA who has been found to have harassed another employee under the guidelines outlined in this policy will be subject to disciplinary action up to and including termination.

OTHER HARASSMENT

In providing a productive working environment, WFWA believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, and disability (including medical conditions such as Acquired Immune Deficiency Syndrome – see Page J-4 for further information pertaining to AIDS). It is WFWA's policy to provide an environment free from any harassment. This policy extends to customers, volunteers, interns, vendors or other service providers, clients, and guests of the station.

It is against the policy of WFWA for any employee, whether a manager, supervisor, or co-worker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age, or disability, or that of the individual's relatives, friends, or associates which creates or is intended to create, an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment.

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Harassing conduct includes, but is not limited to:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, or disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability. Such material is not to be brought into the workplace at any time.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to his or her supervisor; or, if that person is responsible for the harassment, to the Human Resource Director. The employee always has the option of reporting the conduct directly to the President/General Manager if he or she prefers.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Any employee of WFWA who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including termination.