

WFWA (TV)
EEO PUBLIC FILE REPORT
April 1, 2017 – March 31, 2018

Interim Report
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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, 2017 to and including March 31, 2018.

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, 2017 to March 31, 2018 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 loop at the end.

Thomas Theard, Human Resources Director

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JOB TITLE	TOTAL # OF INTERVIEWED	RECRUITMENT SOURCE *	HIRED SOURCE
Corporate Development Account Executive	5	#14, #21	#14
Digital Marketing and Education Outreach Coordinator	2	#19, #14	#19

TOTAL NUMBER OF PERSONS INTERVIEWED: 6 (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	BROADCAST COMPLIANCE www.bcs-ok.com	0	
2	Fort Wayne NAACP P.O. Box 10956, Fort Wayne, IN 46854 Contact: Rev. Dr. Saharra Bledsoe, President	0	
3.	Fort Wayne Urban League 2135 S. Hanna St. Fort Wayne, IN 46803 Rufus Hamilton Employment Specialist rhamilton@fwurbanleague.org	0	
4.	Fort Wayne Women's Bureau carchbold@womensbureau.com	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)
6.	Indiana Univ. – Purdue Univ. at Fort Wayne Career Services Posting site: www.ipfw.edu/jobzone Contact: Marla Brenneke	0	
7.	Indiana Broadcasters Association Posting site: www.indianabroadcasters.org	0	
8.	Fort Wayne Chamber of Commerce	0	
9.	Ivy Tech Community College posting site: www.ivytech.edu/fortwayne/jobzone Contact: Sheila Wiggins-Biggs	0	
10.	LinkedIn https://www.linkedin.com/home?trk=nav_responsive_tab_home	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)
11.	Greater Public http://greaterpublic.org/job-line	0	
12.	University of Saint Francis wbrune@sf.edu wbrune@sf.edu Contact: Bill Brune	0	
13.	Paul Clarke Nonprofit Resource Center http://pcnrc.org/	0	
14.	WFWA(TV) Internal Posting		1
15.	The WBCL Radio Network http://www.wbcl.org/our-community/jobs	0	
16.	WFWA(TV) Website www.wfwa.org		3
17.	WFWA(TV) Word-of-Mouth Referral	0	
18.	Work One Northeast Posting site: www.indianacareerconnect.com Contact: Kelli Pursley	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.	Indeed http://www.indeed.com/		5
20.	Corporation for Public Broadcasting www.cpb.org/jobline	0	
21.	Indiana Broadcasters Association Posting site: www.indianabroadcasters.org	0	
22.	Ball State University https://bsu- csm.symplicity.com/employers/index.php?s=home	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"> • Associate Producer– from Arts IN focus. A junior, majoring in Communications at the University of St. Francis. Starting Monday May 24, 2016 with until January 26, 2018. • Rachel Aschliman Production Associate IPFW Student Communications Arts April 1, 2016 until June 2, 2017 • Joshua Blevins Production Intern from June 26th – Aug 4th. It will be for credit, through IPFW helping with Arts IN Focus • Amanda Kiefer will be volunteering with Production, from May 30th through Aug 4th. She’s from IU Bloomington, helping with Arts IN Focus
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 Indiana Univ. – Purdue Univ. at Fort Wayne, 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, Mark Ryan and Catherine Schamber participated in the IPFW Community Service Fair! Tuesday, November 7, 2017, 12:00-2:00.</p> <p>Membership and Corporate Development participated in the Senior Information Fair, Thursday, September 14th at the Allen County Library.</p> <p>The event hours were from 9 to 2. Manning the table/booth during the event were, Cathy Edwards, Melissa Meadors, Phil Shaull and Catherine Schamberg.</p>

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	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
		<p>Corporate Development Manager Cathy Edwards participation in the Wellspring interfaith celebration event November 11, 2017.</p> <p>HR Director Tom Theard, and Creative Services Manager Mark Ryan Volunteer Fair on April 27 at Turnstone</p>
4	Career Fair Participation	<p>HR Director Tom Theard participated in the IBA Career Fair at Ball State University on Thursday, March 23.</p> <p>HR Director participated in the Veteran’s Job Fair Even Thursday May 18, 2017 at the National Military History Center in Auburn Indiana</p> <p>HR Director Tom Theard and Mark Ryan participated in the Rotary 2018 Career Connections Expo at IPFW on March 24, 2018</p>

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	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
5	<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>Tours conducted through PBS39 (By date, group, organization, numbers and type of people)</p> <p>Thursday, May 4, 2017 Tour-Divine Mercy Catholic School-5th and 6th Grade students 10:00am-12 Noon- conducted tour of teleplex for combined 5th/6th Grade students</p> <p>Tuesday, May 30, 2017 Station Tour-Renaissance Pointe YMCA-11:00am-12:30pm Tour of station for 20 teens/high school age from Renaissance Point YMCA/Career programs</p> <p>Tuesday, June 27, 2017 Station Tour-Talk 09:30-12 Noon YMCA “Movie Makers” Camp-Tour, talk about production to 25-30 teens, young adults attending YMCA camp</p> <p>Thursday, September 7, 2017 1:00pm-2:30pm Station Tour-Seniors Group (32 people)-Wabash Creek Community Church</p> <p>Wednesday, October 4, 2017 5:30pm-6:30pm Speaking Engagement-Parents and client group at Turnstone Center</p>

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	<p>Spoke to combined group totaling 42 people about PBS39, mission and programming</p> <p>Tuesday, November 7, 2017 12:00pm-2:00pm Community Service Fair-IPFW Ballroom Exhibited station information and recruited volunteers, explained opportunities at volunteer fair. Estimated attendance: 275.</p> <p>Thursday, November 9, 2017 10:00am-12 Noon and 1:00pm-2:30pm Northeast Indiana Homeschool Association-Tours Gave tours to homeschool students and their families, total attendance over two sessions (morning and afternoon): 75</p> <p>Friday, November 10, 2017 Anthony Wayne Services –Client Tour 11:00am-12:00pm Tour for clients of two group home operated by Anthony Wayne services; gave station tour to 26 differently-able adults and their caregivers as part of their enrichment programs.</p> <p>Monday, February 8, 2018 10:00am-12:00noon Tour-Homeschool Group from northeast Indiana, Northwest Ohio, combined total (children and adults) 32</p> <p>Friday, March 16, 2018 10:00am-12:00pm Tour: Homeschool group from Allen/DeKalb Counties, combined total (children and adults) 21</p> <p>General Manager tour; 15 persons with Greater Fort Wayne March 21, 2018 for a talk and tour at 1:30 pm</p>

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	<p>Outreach Events</p> <p>June 3, 2017 Explorer Day 10:00am-3:00pm Community wide free education outreach fair held on the grounds of PBS39 Estimated attendance (adults and children combined): 600-750</p> <p>PBS39 at 3 Rivers Festival Children’s Festival July 14 & 15, 2017 Two days attendance and education outreach activities at children’s festival held at IPFW. Estimated attendance: 3,000 Seven PBS39 staff participated</p> <p>PBS39 @ FW TinCaps – July 9, 2017</p> <p>Saturday, August 27 Taste Of The Arts 10:00am-8:00pm PBS Anywhere Demonstration Demonstrate use of Anywhere app plus educational tech tools available for download free by viewers, citizens. Corporate Development Manager Cathy Edwards presentation for SCORE, “Station presentation and what makes us work”, Senior Corp of Retired Executives. February 20, 2018</p> <p>Tom Theard and Mark Ryan participated in the Leadership Fort Wayne's Giving Back Fort Wayne volunteer fair to be held April 27th, 2017 from 4-7 PM</p> <p>PBS39 Open House Sunday, November 6, 2017 12 Noon-4:00pm TV Station Open House encompassing self-guided tours and technology demonstrations, education</p>

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	Type Of Recruitment Initiative (Menu Selection)	Brief Description Of Activity
		<p>outreach activities Estimated 220 people attended; 18 full time staff worked event.</p> <p>Hosted Robert Alan Brookey, Editor, Critical Studies in Media Communication, Professor and Chair Dept. of Telecommunications Ball State University Muncie, IN 47306 for a tour and staff discussion on Friday September 22, 2017.</p> <p>.</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.