

WFWA(TV)  
EEO PUBLIC FILE REPORT  
April 1, 2023 - March 31, 2024

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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: WFWA - Fort Wayne Public Television, Inc. (PBS Fort Wayne) 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, 2023 to and including March 31, 2024.

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-Fort Wayne Public Television, Inc. 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.

The information contained in this Public File Report for the period of April 1, 2023 to March 31, 2024 is truthful and accurate to the best of my knowledge.



Kelsey Rutledge, HR Director

**I. VACANCY LIST**

April 1, 2023- March 31, 2024

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Corporate Development Account Executive	2	Various	PBS Fort Wayne - #6 (B)

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Membership Operations Manager	5	Various	Indeed - #1

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Education Outreach Manager	11	Various	PBS Fort Wayne - #6 (A)

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Production Assistant	1	Various	PBS Fort Wayne - #6 (A)

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Education Outreach Coordinator	8	Various	Position still available

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Digital Content Specialist	6	Various	Indeed - #1

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Controller	3	Various	Position still available

\*All sources were sent job opening information

**II. RECRUITMENT SOURCE INFORMATION - Sources referring interviewed**

April 1, 2023- March 31, 2024

ID#	Recruitment Source Name and Contact Info	Source entitled to notice? Yes or No	How was notice sent, if used?	# of Interviewees referred
1	Indeed <a href="http://www.indeed.com/">http://www.indeed.com/</a>	No	Posted	24
2	Indiana Broadcasters Association Posting site <a href="http://www.indianabroadcasters.org">www.indianabroadcasters.org</a> Sam Klemet, Director of Member Services Sam@IndianaBroadcasters.org (248) 229-6898 Req	Yes	Posted	0
3	LinkedIn - PBS Fort Wayne Account	Yes	Posted	0
4	University of Saint Francis <a href="http://career.sf.edu/for-employers/">http://career.sf.edu/for-employers/</a>	Yes	Posted	2
5	Purdue Fort Wayne <a href="https://www.pfw.edu/">https://www.pfw.edu/</a>	Yes	Posted	1
6	PBS Fort Wayne A) Internal Transfers B) Human Resource Emails 2501 E Coliseum Blvd. Fort Wayne, IN 46805	No	Email	3
7	Handshake <a href="https://joinhandshake.com/">https://joinhandshake.com/</a>	Yes	Posted	0
8	Isolved <a href="https://www.isolvedhcm.com/">https://www.isolvedhcm.com/</a>	Yes	Posted	6
9	Corporation for Public Broadcasting <a href="https://www.cpb.org/">https://www.cpb.org/</a>	No	Posted	0
10	Current/Public Media Jobs <a href="https://jobs.current.org/">https://jobs.current.org/</a>	No	Posted	0

### III. RECRUITMENT INITIATIVES

April 1, 2023- March 31, 2024

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
1	Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.	<p>Provided educational internship opportunities throughout the year to a college enrolled student. This was a paid internship that lasted from May 2023 - September 2023.</p> <p>Additionally, the Development Intern did receive college credit at Purdue Fort Wayne after the internship ended. Interns are provided robust training and have many opportunities to learn about different departments. We are continuing to build the internship program and are expecting to hire a Production or Development Intern for 2024.</p>
2	Participated in activity sponsored by an educational institution to further the goal of disseminating information regarding opportunities in broadcasting.	<p>Purdue Fort Wayne Mastodon Career Fair Expo            February 28, 2024            2:00pm - 5:00pm            PFW Lutheran Health Network Field House            Hilliard Gates Sports Center</p>
3	Host events for participants from educational and community organizations relating to career opportunities in broadcasting.	<p>The Commercial Leads Exchange Group visited PBS Fort Wayne on May 11, 2023, hosted by our Corporate Development Director for insight into what we do at PBS Fort Wayne. This included position overview, tour of the station, explanation of PBS Fort Wayne history, explanation of Corporate Development and how the department functions. This visit resulted in a Commercial Leads Exchange member applying to and acquiring our Corporate Development Account Executive position.</p>
4	Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination	<p>PBS Fort Wayne has provided leadership training to all senior level managers. This leadership training is ongoing from January 2024 - July 2024. In this training, managers have reviewed Equal Employment Opportunity, Diversity and Harassment training, Discrimination Prevention, Interview training, Situational and Conversational training, Title VII, and ADA compliance.</p> <p>Additionally, all employees are required to complete a CPB harassment training annually.</p>

## **DIVERSITY STATEMENT**

WFWA-Fort Wayne Public Television, Inc. embraces diversity and seeks to incorporate the benefits of diversity in the organization's governance, operations, and community relationships. WFWA-Fort Wayne Public Television, Inc.'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. WFWA-Fort Wayne Public Television, Inc.'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.

WFWA-Fort Wayne Public Television, Inc. 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, WFWA-Fort Wayne Public Television, Inc. 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, color, ancestry, national origin, religion, age, disability, sexual orientation, marital status, gender identity, results of genetic testing, or military status.
- Providing training for its entire staff in equal opportunities practice
- Respecting each employee's point of view

It is the vision of WFWA-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, WFWA-Fort Wayne Public Television, Inc. 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**

WFWA-Fort Wayne Public Television, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, religion, age, disability, sexual orientation, marital status, gender identity, results of genetic testing, or military status. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

WFWA-Fort Wayne Public Television, Inc. expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the President/General Manager. The Company will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of the President/General Manager.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

WFWA-Fort Wayne Public Television, Inc. 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-Fort Wayne Public Television, Inc. 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, ancestry, national origin, religion, age, disability, sexual orientation, marital status, gender identity, results of genetic testing, or military status.

All employees are expected to comply with WFWA-Fort Wayne Public Television, Inc. 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-Fort Wayne Public Television, Inc. 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-Fort Wayne Public Television, Inc. is committed to providing an environment free from sexual and sex-based harassment. It is against the policy of WFWA-Fort Wayne Public

Television, Inc. 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, or threats;
- 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-Fort Wayne Public Television, Inc. employee may refuse unwelcome sexually based attention or suggestions without fear of jeopardizing his or her employment with WFWA-Fort Wayne Public Television, Inc. If the inappropriate conduct makes the employee uncomfortable at all, or if the affected employee is concerned, he/she should report the conduct immediately 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 and in the event the allegation is against the President/General Manager and the Human Resources Director, then the report shall be directly to the Chair of the Board.

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-Fort Wayne Public Television, Inc. 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.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against persons for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at WFWA-Fort Wayne Public Television, Inc.

All employees are required to take annual CPB Harassment Training.

## **OTHER HARASSMENT**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, religion, age, disability, sexual orientation, marital status, gender identity, results of genetic testing, or military status, or other characteristic protected by state or federal law, is prohibited. This policy extends to customers, volunteers, interns, vendors or other service providers, clients, and guests of the station.

It is WFWA-Fort Wayne Public Television, Inc.'s policy to provide a work environment free of sexual and other harassment. To that end, harassment of WFWA-Fort Wayne Public Television, Inc.'s employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against employees for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. WFWA-Fort Wayne Public Television, Inc. will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, religion, age, disability, sexual orientation, marital status, gender identity, results of genetic testing, or military status, or other characteristic protected by state or federal law.

If you believe that you have experienced or witnessed harassment in the workplace, we encourage you to report it immediately. You can report harassment to the Human Resources Department and/or your immediate supervisor. Should your complaint involve the Human Resources Department, you may go to the President/General Manager or the Chief Operating Officer. Reports can be made verbally or in writing, and confidentiality will be maintained to the extent possible. However, please be aware that in order to conduct a thorough investigation, it may be necessary to share information on a need-to-know basis.

Upon receiving a harassment complaint, WFWA-Fort Wayne Public Television, Inc. will promptly and impartially investigate the matter. This may involve interviewing the parties involved, as well as any witnesses, and gathering relevant evidence. If the investigation determines that harassment has occurred, appropriate disciplinary action will be taken, up to and including termination of employment. Additionally, WFWA-Fort Wayne Public Television, Inc. will take proactive measures to prevent further harassment and ensure a respectful workplace environment for all employees.