

**WFWA (TV)**  
**EEO PUBLIC FILE REPORT**  
**April 1, 2019 – March 31, 2020**

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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, 2019** to and including **March 31, 2020**.

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, 2019 to March 31, 2020 is truthful and accurate to the best of my knowledge.

A handwritten signature in cursive script, appearing to read "Thomas Theard".

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Thomas Theard, Human Resources Director

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JOB TITLE	TOTAL # OF INTERVIEWED	RECRUITMENT SOURCE *	HIRED SOURCE
Corporate Development Account Executive	1	Internal	Internal

TOTAL NUMBER OF PERSONS INTERVIEWED: 1 (during applicable period)

JOB TITLE	TOTAL # OF INTERVIEWED	RECRUITMENT SOURCE *	HIRED SOURCE
Production Assistant	1	Internal	Internal

JOB TITLE	TOTAL # OF INTERVIEWED	RECRUITMENT SOURCE *	HIRED SOURCE
Manager of Membership Opns	4	#10, #12, #16	#10

\*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)
1	Linkedin <a href="https://www.linkedin.com/home?trk=nav_responsive_tab_home">https://www.linkedin.com/home?trk=nav_responsive_tab_home</a>		
2	Fort Wayne NAACP 1307 Lewis Street Fort Wayne, Indiana 46802 Email: <a href="mailto:3049fwanaacp@gmail.com">3049fwanaacp@gmail.com</a> President: Larry Gist		
3	Fort Wayne Urban League 2135 S. Hanna St. Fort Wayne, IN 46803 Jonathan C. Ray, M.S.W. President/CEO E-mail: <a href="mailto:jray@fwurbanleague.org">jray@fwurbanleague.org</a>		

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4.	Fort Wayne Women's Bureau Contact: <a href="mailto:mkockshamrick@womensbureau.org">mkockshamrick@womensbureau.org</a> .		
5.	<b>Corporation for Public Broadcasting (CPB)</b> <a href="http://www.cpb.org/jobline/">http://www.cpb.org/jobline/</a> online posting		
6.	Indiana Broadcasters Association Posting site: <a href="http://www.indianabroadcasters.org">www.indianabroadcasters.org</a> Contact: Gwen C. Piening		
7.	Greater Fort Wayne Hispanic Chamber of Commerce <b>Phone:</b> 260-442-6560 <b>Email:</b> <a href="mailto:gfwhispanicchamber@gmail.com">gfwhispanicchamber@gmail.com</a>		
8.	University of Saint Francis <a href="mailto:jmiller@sf.edu">jmiller@sf.edu</a> <a href="mailto:kmiller@sf.edu">kmiller@sf.edu</a> Contact: Jmartin andkmiller		
9.	TV JOBS <a href="http://www.tvjobs.com">www.tvjobs.com</a>		
10.	WFWA(TV) Internal Posting		
11.	National Association for Multi-Ethnicity in Communications (NAMIC) <a href="http://namic.com/">http://namic.com/</a> online posting		
12.	WFWA(TV) Website <a href="http://www.wfwa.org">www.wfwa.org</a>		
13.	Work One Northeast Posting site: <a href="http://www.indianacareerconnect.com">www.indianacareerconnect.com</a> Contact: Kelli Pursley		
14.	The American Advertising Federation of Fort Wayne (260) 255-6846 <a href="https://www.facebook.com/AAFFW?v=wall">https://www.facebook.com/AAFFW?v=wall</a>		

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15	Broadcast Compliance <a href="http://www.bcs-ok.com">www.bcs-ok.com</a>		
16	Fort Wayne Chamber of Commerce <a href="http://business.greaterfortwayneinc.com/login">http://business.greaterfortwayneinc.com/login</a>		
17 /.	<b>Indeed</b> <a href="http://www.indeed.com/">http://www.indeed.com/</a>	<b>3</b>	<b>3</b>
18	<b>Public Media Business Association (PMBA)</b> <a href="http://www.pbma.org/node/312">http://www.pbma.org/node/312</a> online posting		
19	<b>Current Newspaper: in print and online</b> <a href="http://www.current.org/">http://www.current.org/</a>		
20	<b>The Alliance - The ALLIANCE for Media Arts + Culture (As of 01.01.17)</b> <a href="http://www.thealliance.media/job-bank/">http://www.thealliance.media/job-bank/</a>		
21	<b>Corporation for Public Broadcasting (CPB)</b> <a href="http://www.cpb.org/jobline/">http://www.cpb.org/jobline/</a>		
22	<b>Association of Fundraising Professionals (AFP) - AFP International Career Center</b> <a href="http://www.afpnet.org/JobCenter/?navItemNumber=505">http://www.afpnet.org/JobCenter/?navItemNumber=505</a>		
23	<b>The Foundation Center: Philanthropy News Digest Jobs</b> <a href="http://philanthropynewsdigest.org/jobs">http://philanthropynewsdigest.org/jobs</a> online posting		

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JOB TITLE	TOTAL # OF INTERVIEWED	RECRUITMENT SOURCE *	HIRED SOURCE
Corporate Development Account Executive	3	#12	#12
RECRUITMENT SOURCE – Name, address, contact information, phone number (if applicable)	TOTAL # OF INTERVIEWS	POSITION/TITLE (FULL-TIME ONLY)	

\*All sources were sent job opening information

II. RECRUITMENT SOURCE INFORMATION - Sources referring interviewed

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1	Linkedin <a href="https://www.linkedin.com/home?trk=nav_responsive_tab_home">https://www.linkedin.com/home?trk=nav_responsive_tab_home</a>		
2	Fort Wayne NAACP 1307 Lewis Street Fort Wayne, Indiana 46802 Email: <a href="mailto:3049fwanaacp@gmail.com">3049fwanaacp@gmail.com</a> President: Larry Gist		
3	Fort Wayne Urban League 2135 S. Hanna St. Fort Wayne, IN 46803 Jonathan C. Ray, M.S.W. President/CEO E-mail: <a href="mailto:jray@fwurbanleague.org">jray@fwurbanleague.org</a>		
4	Fort Wayne Women’s Bureau Contact: <a href="mailto:mkockshamrick@womensbureau.org">mkockshamrick@womensbureau.org</a> .		
5	Greater Fort Wayne Hispanic Chamber of Commerce Phone: 260-442-6560 Email: <a href="mailto:gfwhispanicchamber@gmail.com">gfwhispanicchamber@gmail.com</a>		
6	University of Saint Francis <a href="mailto:jmiller@sf.edu">jmiller@sf.edu</a> <a href="mailto:kmiller@sf.edu">kmiller@sf.edu</a> Contact: Jmartin and kmiller		
8	WFWA(TV) Internal Posting		
9	WFWA(TV) Website <a href="http://www.wfwa.org">www.wfwa.org</a>		
10.	Work One Northeast Posting site: <a href="http://www.indianacareerconnect.com">www.indianacareerconnect.com</a> Contact: Kelli Pursley		
11	Fort Wayne Chamber of Commerce		

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	<a href="http://business.greaterfortwayneinc.com/login">http://business.greaterfortwayneinc.com/login</a>		
12	Indeed <a href="http://www.indeed.com/">http://www.indeed.com/</a>	<b>3</b>	<b>3</b>
13	Northeast Indiana Regional Partnership <a href="http://www.wbcl.org/our-community/jobs">http://www.wbcl.org/our-community/jobs</a>		
14	IBA Career Day Barbara Duke Sams IPBS Marketing Manager ( <a href="mailto:bsams@ipbs.org">bsams@ipbs.org</a> )		

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Internship Program: Development Department	<p>During this reporting period, WFWA(TV) hosted an exchange student October 30<sup>th</sup> at the request of a teacher from Dekalb reach out. The student is Ninon Bertaux from Belgium who wanted to shadow us as she wants to pursue a potential career in radio / television.</p> <p>10/31/19 Jessica Schroeder majoring in Communication at Purdue Fort Wayne was hired part-time to work in development doing development administration and reception duties.</p> <p>Christina Wynn student at Indiana Tech pursuing a BA in Communications. She will intern in production getting exposure to Shadowing PBS39 producers and production assistants to observe and to assist as needed both in the studio and on field shoots.</p> <ul style="list-style-type: none"> <li>▪ Observing live show productions, with hands on operating experiences after training.</li> <li>▪ Limited editing assignments, depending on the experience of the intern;</li> <li>▪ Limited field camera operation assignments, depending on the experience of the intern;</li> <li>▪ Other support duties as assigned, including with special events.</li> </ul> <p>Start dated delayed because of COVID-19.</p>
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>Indiana Tech Part-time Career Fair Friday 8.23/19 attended by Tom Theard HR Director.</p> <p>Indiana Tech Business/Human Services Career Fair 1pm-3pm Wednesday, February 12        Attended by Tom Theard, HR Director and Erin Arnold Membership Operations Manager</p>



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	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Host events for participants from educational and community organizations relating to career opportunities in broadcasting.	<ul style="list-style-type: none"> <li>• Maureen Trentadue Brightpoint Head Start Preschool Teacher 20 children ages 3,4 and 5 tour of PBS39 2/20/19</li> <li>• Mary Martin the district director for US Senator Mike Braun 4/2/19</li> <li>• Get Connected luncheon put on by Get on Board Fort Wayne at Turnstone Plassman Athletic Center  <a href="https://videopress.com/v/vbnFqaJr">https://videopress.com/v/vbnFqaJr</a> 4/12/19</li> </ul> <p>An opportunity for our board member/governance committee chair Ed Kos e to chat with some young business leaders/graduates of the leadership institute at the nonprofit fair. We did a 2-minute elevator talk on the mission of PBS39 and our board/committee intern opportunities. After lunch, participants had additional time to meet with us at our booth individually.</p> <ul style="list-style-type: none"> <li>• 3rd Annual Family Fun &amp; Resource Fair at the Summit. This event was designed to place all the resources for struggling families in one place. It was evening of family fun, games, free food, and giveaways! People were also able to have opportunity to learn about resources available in our community from over 60 organizations, including PBS39. 4/25/19</li> <li>• 200 parents and children attended the Study Elementary PTA's School A pre k - 5th grade elementary school located @ 2414 Brooklyn Ave, Fort Wayne, IN 46802, it was a great opportunity for us to make PBS39 resources available to underprivileged families. 5/10/19</li> </ul>

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Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
	<ul style="list-style-type: none"> <li>• Mark Ryan gave Gabriel a tour on 7/17/10. Gabriel (is on the Autism Spectrum) has been watching PBS 39 from Direct TV for as long as I can remember. When you ask Gabriel, who is 14, where he wants to visit or travel to his first answer is " Fort Wayne, Indiana!".</li> <li>• Lisa Rysiawa Traffic Coordinator at PBS39 was Principal for the day at Haley Elementary and shadowed the elementary Principal as he greeted students for the day and included a curriculum planning session with the teachers. 10/17/19</li> <li>• Rotary group presentation Wednesday 10/23/19. Corporate Development Director Cathy Edwards</li> <li>• Attended the annual Senior Life Fair at the Allen County Public Library with the PBS39 booth and 240 people stopped by our table. 9/19/19</li> <li>• Fort Wayne Community Schools Showcase Event PBS39 attended, it was an opportunity for parents and community members to see all FWCS 11/2/19</li> <li>• PBS Fort Wayne Holiday Open House on Thursday, December 12, 2019 from 4:00 pm to 8:00 pm. With 75-100 attending.</li> </ul>

**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.

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

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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;
- 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

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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.

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.