

WFWA(TV)  
EEO PUBLIC FILE REPORT  
April 1, 2022 - March 31, 2023

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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.** and is required to be placed in the public inspection files of this station and posted on its website.

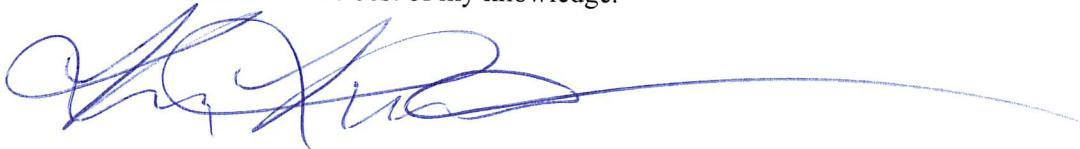
The information contained in this report covers the time period beginning **April 1, 2022** to and including **March 31, 2023**.

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, 2022 to March 31, 2023 is truthful and accurate to the best of my knowledge.



Kelsey Rutledge, Human Resources Director

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Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Corporate Development Account Executive	9	Various	Indeed - #4, KB Search - #10

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Corporate Development Administrative Assistant	4	Various	Applicant Stack - #12

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Membership Operations Manager	4	Various	Applicant Stack - #12

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Educational Outreach Manager	2	Various	Applicant Stack - #12

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Office Administrator	1	Various	PBS Fort Wayne - #11 (A)

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Development Assistant	1	Various	PBS Fort Wayne - #11 (A)

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Development Coordinator	11	Various	Applicant Stack - #12, Indeed - #4

Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Production Associate	4	Various	PBS Fort Wayne - #11 (B)

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Job Title	Total # of Interviewed	Recruitment Source*	Hired Source
Digital Content Specialist	5	Various	No hires, still in interview phase

\*All sources were sent job opening information

## II. RECRUITMENT SOURCE INFORMATION - Sources referring interviewed

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ID#	Recruitment Source Name and Contact Info	Source entitled to notice? Yes or No	How was notice sent, if used?	# of Interviewees referred
1	<b>Fort Wayne NAACP</b> 1307 Lewis Street Fort Wayne, Indiana 46802 Email: fwnaACP3049@yahoo.com President: Madam President - Sheila Curry-Campbell	Yes	Email	0
2	<b>Fort Wayne Urban League</b> 2135 S. Hanna St. Fort Wayne, IN 46803	Yes	Email	0
3	<b>YWCA-Fort Wayne Women's Bureau</b> Contact: Christina Pranger cpranger@ywcaerew.org	Yes	Email	0
4	<b>Indeed</b> <a href="http://www.indeed.com/">http://www.indeed.com/</a>	No	Posted	24
5	<b>Greater Fort Wayne Hispanic Chamber of Commerce</b> Phone: 260-442-6560 Email: gfwhisoanicchamber(a)gmail.com	Yes	Email	0
6	<b>Indiana Broadcasters Association Posting site</b> <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
7	<b>LinkedIn - PBS Fort Wayne Account</b>	Yes	Posted	0
8	<b>University of Saint Francis</b> <a href="http://career.sf.edu/for-employers/">http://career.sf.edu/for-employers/</a>	Yes	Posted	0
9	<b>PFW Career Services Handshake</b> <a href="https://app.joinhandshake.com/login">https://app.joinhandshake.com/login</a>	Yes	Posted	0
10	<b>KB Search</b> Amber Schleinkofer	Yes	Email	3

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	Email: aschleinkofer@kbsearchteam.com			
11	<b>PBS Fort Wayne</b> A) Internal Transfers B) Human Resource Emails 2501 E Coliseum Blvd. Fort Wayne, IN 46805	No	Email	6
12	<b>Applicant Stack</b> <a href="https://hopeadvising.applicantstack.com/">https://hopeadvising.applicantstack.com/</a>	No	Posted	8

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Internship Program: Production Department	The PBS Fort Wayne Production intern was at PBS Fort Wayne from 05/26/2022 to 08/04/2022. This was an unpaid internship, though the intern did receive college credit at Indiana University Bloomington after the internship ended.
2	Participated in activity sponsored by an educational institution to further the goal of disseminating information regarding opportunities in broadcasting.	Spoke to video production course at Ivy Tech Community College 11/15/2022.
3	Career Fair Participation	Purdue Fort Wayne Career Fair November 9, 2022 8:45am-12:30pm Walb Union - International Ballroom Union Circle Dr. Fort Wayne, IN 46805
4	Host events for participants from educational and community organizations relating to career opportunities in broadcasting.	A class from IVY Tech Fort Wayne toured the PBS Fort Wayne location on 10/04/2022. These students are interested in a career in broadcasting.

**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.

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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, 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 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**

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

WFWA-Fort Wayne Public Television, Inc. 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-Fort Wayne Public Television, Inc. will make employment decisions so as to further the principle of equal employment opportunity. 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, religion, sex, age, national origin, or disability.

All employees are expected to comply with WFWA-Fort Wayne Public Television, Inc.'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-Fort Wayne Public Television, Inc. will

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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 innuendos, 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-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.. 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 (confidentially 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.

**OTHER HARASSMENT**

In providing a productive working environment, WFWA-Fort Wayne Public Television, Inc. 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-Fort Wayne Public Television, Inc.'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-Fort Wayne Public Television, Inc. 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-Fort Wayne Public Television, Inc. 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.