

EEO PUBLIC FILE REPORT

This report covers full-time recruitment data for the period December 1, 2018 to November 30, 2019.

1) Employment Unit: CBS BROADCASTING INC.

2) Unit Members (Stations and Communities of License): WCCO-TV Minneapolis, MN/ KCCW-TV/Walker, MN

3) EEO Contact for unit Member:

Mailing Address: 90 South 11 th Street Minneapolis, MN 55403	Telephone Number: 612-339-4444
	Contact Person: Kristine Volkman
	Email Address: kvolkman@wcco.cbs.com

4) List all Full-Time Job Vacancies (identified by Job Title) Filled by Each Station in the Employment Unit.

Job Title	Job Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
1. Digital Operations Specialist	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)
2. Account Executive	1-23; 25; 28-29; 32-33; 36	Job Board/Social Media (4)
3. Executive Producer	1-23; 28-29; 32-33; 35	Direct Sourcing (10)
4. Digital Operations Specialist	1-23; 28-29; 32-33; 36	Internal Posting (14)
5. Anchor/Reporter	1-23; 28-29; 32-33; 35	Other (36)
6. Reporter	1-23; 28-29; 32-33; 35	Direct Sourcing (10)
7. Sales Assistant	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)
8. Writer/Producer/Editor	1-23; 28-29; 32-33; 36	Referral (11)
9. Digital Operations Specialist	1-23; 28-29; 32-33; 36	CBS Career Site (8)
10. Writer/Producer/Editor	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)
11. Digital Sales Manager	1-23; 28-29; 32-33	Job Board/Social Media (4)
12. Sports Anchor/Reporter	1-23; 28-29; 32-33; 35	CBS Career Site (8)
13. Reporter	1-23; 28-29; 32-33; 35	Direct Sourcing (10)
14. Photojournalist	1-23; 28-29; 32-33; 36	Other (36)
15. Account Executive	1-23; 25; 28-29; 32-33; 36	Other (36)
16. Manager of Infrastructure	1-23; 28-29; 32-33; 36	Other (36)
17. Production Manager	1-23; 28-29; 32-33; 35	Internal Posting (14)
18. Technician	1-23; 28-29; 32-33; 36	Direct Sourcing (10)
19. Photojournalist	1-23; 28-29; 32-33; 36	Internal Posting (14)
20. Assignment Editor	1-23; 28-29; 32-33;	Other (36)
21. Photojournalist	1-23; 28-29; 32-33; 36	CBS Career Site (8)
22. Maintenance Technician	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)
23. Maintenance Technician	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)
24. Producer	1-23; 28-29; 32-33;	Direct Sourcing (10)
25. Technician	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)
26. Accts Payable/Receptionist	1-23; 28-29; 32-34;	Other (36)
27. Executive Producer	1-23; 28-29; 32-33; 35	Internal Posting (14)
28. Chief Photographer	1-23; 28-29; 32-33; 36	Internal Posting (14)

29. Digital Line Producer	1-23; 28-29; 32-33; 36	Other (36)
30. Assignment Editor	1-23; 28-29; 32-33;	CBS Career Site (8)
31. Assignment Editor	1-23; 28-29; 32-33;	CBS Career Site (8)
32. Digital Line Producer	1-23; 28-29; 32-33; 36	Internal Posting (14)
33. Associate Line Producer	1-23; 28-29; 32-33; 36	CBS Career Site (8)
34. Associate Line Producer	1-23; 28-29; 32-33; 36	CBS Career Site (8)
35. Photojournalist	1-23; 28-29; 32-33; 36	CBS Career Site (8)
36. Digital Line Producer	1-23; 28-29; 32-33; 36	CBS Career Site (8)
37. Photojournalist	1-23; 28-29; 32-33; 36	Referral (11)
38. Meteorologist	1-23; 28-29; 32-33; 35	Internal Posting (14)
39. Art Director	1-23; 28-29; 32-33	Other (36)
40. IT Specialist	1-23; 28-29; 32-33; 36	Job Board/Social Media (4)

MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD:

Code #	Recruitment Source Name	Contact Person	Address	Telephone Number	Interviewees Referred Total #
1	Alliance for Women in Media (AWM)	Catherine Flaherty	cflaherty@moneymailer.com	EMAIL ONLY	
2	American Indian Industrialization Center	Dawn Paro	Dawnp@aioic.org	EMAIL ONLY	
3	Asian American Press	Nghi Hyunh	www.aapress@aapress.com	EMAIL ONLY	
4	Job Board/Social Networking site (America's Job Exchange, Indeed, Google Base, LinkedIn, Monster, Jobs in Mpls, Glassdoor)	CBS	Avature Applicant Tracking System		43
5	Bethel University	Will O'Brien	3900 Bethel Drive St Paul, MN 55112 w-obrien@bethel.edu	EMAIL ONLY	
6	Boxwood Technology Inc. (only through 9/19/16)	Keiona Davis	Keiona.davis@boxwoodtech.com	EMAIL ONLY	
7	Brown College Television & Digital Photography Career Services	Karla Swanson	1440 Northland Dr. Mendota Heights, MN 55120 EMAIL ONLY kswanson@browncollege.edu	651-905-3465	
8	CBS Career Site	CBS Corporation	Brassring.com https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25084&siteid=5129	WEBSITE	38
9	College of St. Catherine		2004 Randolph Ave St Paul, MN 55105 askcareer@stkate.edu	651-690-6000 EMAIL ONLY	
10	Direct Sourcing – contacted by CBS Recruiter/Staff	VARIES			12
11	Employee Referral	VARIES			19

12	Employment Action Center-Resource, Inc.	Heather Grab	hgrab@resource-mn.org	EMAIL ONLY	
13	Hmong Television (NEWS ONLY)	Mitch Lee	mitchlee@comcast.net	EMAIL ONLY	
14	Internal Posting	CBS TV Stations	Bulletin Board		28
15	Jewish Vocational Services – Job Postings	Janet Flam	jflam@jfcsmpls.org	EMAIL ONLY	
16	Macalester College	JOB POSTINGS	1600 Grand Ave St Paul, MN 55105 https://macalester-csm.symplicity.com/employers/	651-696-6000	
17	Metropolitan State University	Ruth Bier	700 E. 7 th St. St. Paul, MN 55106 Career.services@metrostate.edu	651-793-1200 EMAIL ONLY	
18	Minneapolis Urban League	Shawn Lewis Tabota Seyon	2000 Plymouth Ave. N. Minneapolis, MN 55411 slewis@mul.org tseyon@mul.org	612-827-9272 Ext. 136 EMAIL ONLY	
19	Minnesota American Indian Center	Terry Cox	1530 E Franklin Ave Minneapolis, MN 55404 tcox@maicnet.org	612-879-1700 EMAIL ONLY	
20	Minnesota Broadcasters Association *** (see mailing list below)	Linda Lasere	3033 Excelsior Blvd. Minneapolis, MN 55416 Llasere@minnesotabroadcasters.com	612-926-8123	
21	MN Indian Women's Resource Center	S. Kincade	skincade@miwrc.org	EMAIL ONLY	
22	MN Women's Consortium	JOB POSTINGS	info@mnwomen.org	EMAIL ONLY	
23	MN Works job bank	JOB POSTINGS	300 N. Robert St. St. Paul, MN 55101 www.minnesotaworks.net		
24	Nat'l Assoc. of Broadcast Journalism (NABJ)		http://www.nabj.org/	WEBSITE & Conference	
25	Non-CBS Employee Referral		Referral from person outside CBS; (i.e. Agent, former employee, etc.)		1
26	Promaxbda – career center	JOB POSTINGS	http://jobtarget.com/r/jobs	WEBSITE ONLY	
27	Spots-N-Dots	Emily McKay	ads@spotsndots.com	1-888-884-2630 (x701)	
28	Station Website: WCCO.COM	Eric Henderson	90 South 11 th St. Minneapolis, MN 55403	612-339-4444	
29	St. Mary's University of Minnesota	R. Solberg	700 Terrace Heights Winona, MN 55987 rsolberg@smumn.edu	507-452-4430 EMAIL ONLY	
30	Three Sixty Journalism		Held at: St Thomas University	Conference	
31	University of Minnesota - Goldpass	JOB POSTINGS	https://www.myinterfase.com/goldpass/employer/home.aspx	WEBSITE ONLY	

32	University of St. Thomas Career Services + Annual Job Fair	JOB POSTINGS/ Job Fair	2115 Summit Ave., # 5020 St. Paul, MN 55105 https://stthomas-csm.symplicity.com/employers/	651-962-7871 WEBSITE / JOB FAIR	
33	University of St. Thomas Graduate Business Career Services + Annual Job Fair	Linda Sloan	lmsloan@stthomas.edu	EMAIL / JOB FAIR	
34	University of Wisconsin Madison – School of Journalism		http://journalism.wisc.edu/career-services/for-employers/	WEBSITE ONLY	
35	Talent Agent / Recruiter / Head Hunter	VARIABLES			
36	Other (Undisclosed by applicant)				18

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD:

159

*****Minnesota Broadcasters Association Job Bank Mailing List*****

College/EEO/Private Schools

Stations

Ability Building Center
Academy College

Access
AccessAbility
Adult Client Training Service
Adult Training & Habilitation Center
Alexandria Technical College
Alliance of the Streets
Alto Consulting and Training
American Council of the Blind of MN
American Indian OIC School of Business and Office Technology
Amputee Resource Foundation of America
Anoka Ramsey Community College-Cambridge
Anoka Ramsey Community College-Coon Rapids
Anoka Technical College
Argosy University-Twin Cities
Augsburg College
Auto Technical, Inc.
Bemidji State University
Benilde-St. Margaret's School
Bethany Lutheran College
Bethel College
Brainco-The Minneapolis School of Advertising, Design, and Interactive Studies
Brown Institute
Building for Women
Capella University
Cardinal Stritch University

KAAL Channel 6
KADU FM 90.1
KAGE AM/FM, KHME, KWNO
AM/FM
KARE Channel 11
KAKK, KBKK, KDCK, KPRM, KQKK, KSKK, KXKK
KAOD FM 106.7
KAUS AM/FM
KARL, KARZ, KKCK, KMHL
KARP, KDUZ
KASM, KDDG
KATE, KCPI
KBEM FM 88.5
KBAJ, KQDS
KAWE Channel 9/22
KBYG, WLKX
KBEW AM/FM
KBHW, KXBR
KBHL FM 103.9
KBHP, KBUN, KKZY, KLLZ
KBJR Channel 6
KBMW, KGWB
KBMO, KSCR

KBMX, KKCB, KLDJ, WEBC
KBOT, KDLM
KBPR, KNBJ, KCRB
KBRF, KJKK AM/FM, KPRW, KZCR
KBRR/KVRR TV 15

Carlton College	KBSB FM 89.7
Carver County Workforce Center	KCHK, KRDS
Cedar Valley Service Inc. Alpha Program	KCAJ FM 102.1
Cedar Valley Services, Inc	KCCD FM, KCCM FM
	KCNN, KNOX AM/FM, KYCK,
	KZLT
Central Lakes College-Brainerd	KCFB, KTIG, WZFJ
Central Lakes College-Staples	KCGN FM 101.5
Central MN Jobs & Training Services	KCUE, KLCH, KWNG
Century College	KCLD FM 104.7
Chippewa Enterprises, Inc.	KCLH, KQYB
Choice Unlimited	KQRS, KXXR, WGVX, WGVY,
	WGVZ
Clay County Supportive Training Service	KDAL AM/FM, KRBR, KTCO, KXTP, WDSM
College of St. Benedict	KDIO, KPHR
St. Catherine University	KDHL, KQCL
College of St. Scholastica	KDJS AM/FM
Concordia College, Moorhead	KDMA, KKRC, KMGM
Concordia University, St. Paul	KDNI, KDNW
Crossroads College	KDOG, KRRW, KTOE, KXAC
Crown College	KDOM AM/FM
Dakota County Technical College	KDWB, KEEY, KFAN, KFXN, KJZI, KQQL, KTCZ
Dunwoody College of Technology	KDWA AM 1460
East Polk County DAC	KEYL, KXDL
East Range Developmental Achievement Center (DAC)	KEEZ FM 99.1
Equality-Pathways to Potential	KDXL FM 99.7
Federation of Somali Community	KFGI, KLIZ AM/FM, KVBR
Fond du Lac Opportunities Industrialization Center	KFAI FM 90.3
Fond du Lac Tribal & Community College	KEYC Channel 12
Globe University	KFMC, KSUM
Goodwill Industries Vocational Enterprises	KFIL AM/FM
Goodwill/Easter Seals	KFSI FM 92.9
Grant County D.A.C., Inc.	KGPZ FM 96.1
Gustavus Adolphus College	KFML, KLTF, WYRQ
Hamline University	KGHS, KSDM
Hennepin Technical College-Brooklyn Park	KITN, KWOA AM/FM
Hennepin Technical College-Eden Prairie	KGAC, KNGA, KNOW
Hibbing Community College	KIKV FM 100.7
Hired	KJLY FM 104.5
Houston County Networks	KJOE FM 106.1
Indian Family Services, Inc.	KKCQ AM/FM, KKEQ
Inroads/Minneapolis-St. Paul, Inc.	KKAQ, KKDQ
Institute of Production and Recording	KKBJ AM/FM, WBJI
Intercultural Mutual Assistance Association	KKJM FM 92.9
Inver Hills Community College	KKIN AM/FM
Itasca Community College	KKOJ, KRAQ
Itasca Developmental Achievement Center, Inc	KKLN FM 94.1
Jeane Thorne inc	KKSR FM 96.7
Job Training Center	KKOK FM, KMRS FM
Jobs Now Coalition	KKMS, KYCR, WWTC
Jobs Plus, Inc.	KKWQ FM 92.5
Kandi Works DAC, Inc	

Lake Superior College	KLCI, WQPM
Lao Assistance Center of MN	KLBB, KLBP, WMNN
Lao Family Community of MN	KKWS, KNSP, KWAD
Learning Strategies Corporation	KLCX, KOLM, KWWK
Life-Work Planning Center	KLFD AM 1410
Macalester College	KLFN, KOLV, KQIC, KWLM
Mahnomen County DAC	KLGR AM/FM
Mankato Rehabilitation Center, Inc. (MRCI)	KLKS 104.3
Marantha Community College	KLQL
Martin Luther College	KLQP FM 92.1
McNally Smith College of Music	KLSE, KZSE
MDI Commercial Services	KLTA, KPFX, KQWB, KVOX
Merrick Partners, Inc	KLZZ, KMXX, KXSS, WJON, WWJO
	KMFG, WMFG AM/FM, WNMT,
	WTBX, WUSZ
Mesabi Range Community & Technical College--Eveleth	KMFX, KNFX, KRCH, KWEB
Mesabi Range Community & Technical College--Virginia	KMFY, KOZY
Metro Work Center, Inc.	KMGK FM 107.1
Metropolitan State University	KMOJ FM 89.9
Miami Ad School Minneapolis	KMSP Channel 9
Minneapolis American Indian Center	KMSU, KMSK
Minneapolis Business College	KMWB Channel 23
Minneapolis College of Art and Design	KNOF FM 95.3
Minneapolis Community & Technical College	KQAD
Minnesota Public Radio	KNSI AM 1450
Minnesota Resource Center	KNUJ FM 107.3
Minnesota School of Business-Richfield	KNSR, KSJR
Minnesota School of Business-Brooklyn Center	KNUJ AM 860
Minnesota State College- Southeast Technical-Red Wing	KNXR, KRPR
Minnesota State College- Southeast Technical-Winona	KPXM Channel 41
Minnesota State University--Mankato	KQAL FM 89.5
Minnesota State University, Moorhead	KQPR FM 96.1
Minnesota State Community and Technical College-Detroit Lakes	KQDS Channel 21
Minnesota State Community and Technical College-Fergus Falls	KQEG FM 102.7
Minnesota State Community and Technical College-Moorhead	KRBI AM/FM
Minnesota State Community and Technical College-Wadena	KRBT, WEVE
Minnesota West Community & Technical College-Canby	KRCQ FM 102.3
Minnesota West Community & Technical College-Granite Falls	KRFO AM/FM
Minnesota West Community & Technical College-Jackson	KRJB FM 106.3
Minnesota West Community & Technical College-Pipestone	KRJM FM 101.5
Minnesota West Community & Technical College-Worthington	KRLX FM 88.1
MN Cooperation Officer	KROC AM/FM, KYBA
MN Diversified Industries	KROX AM 1260
MN Teamsters Service Bureau	KRSW FM 89.3
MN Vocational Association	KRWB AM 1410
MW Persons and Associates Inc	KRWC AM 1360
National Federation of the Blind of MN	KRVY FM 97.3
New Directions/Otter Tail-Wadena CAC, Inc	KSAX Channel 42
Newgate Education and Research Center, Inc	KSMN Channel 20/15
Normandale Community College-Bloomington	KSTP FM
North American Training Institute	KSTP Channel 5/50
North Central Career Development Center	

North Central University	KSRQ FM 90.1
North Hennepin Community College	KTCA/KTCI 16/17
Northland Community & Technical College-Thief river Falls	KTIS AM/FM
Northland Community & Technical College – East Grand Forks	KTTB FM 96.3
Northwest Indian OIC, Inc.	KTTC Channel 10/36
Northwest Technical College	KUMD FM 103.3
Northwest Technical Institute	KUMM FM 89.7
Northwestern College	KUOM AM/FM
Oak Hills Christian College	KFIL
Oakland Area Learning Center	KVSC FM 88.1
Occupational Development Center, Inc.	KWCM Channel 10
Opportunity Partners	KWOM AM
Opportunity Services Inc.	KXLP, KYSM AM/FM
Pine Habilitation and Supported Employment (PHASE)	KXLT Channel 47
Pine Technical College	KXRA AM/FM, KXRZ
Project SOAR of Northeastern MN, Inc.	KYMN AM 1080
Prosource Educational Services, Inc	WCCO AM 830
Quality Career Services, Inc.	WCCO Channel 4
Rainy River Community College	WCMP AM/FM
Ramsey Action Programs, Inc.	WCTS AM 1030
Rasmussen College- Mankato Campus	WDGY, WMIN
Ridgewater College-Willmar	WDIO Channel 10
Rise Habilitation Services	WDSE TV Channel 8
Riverland Community College-Albert Lea	WELY AM/FM
Rochester Community & Technical College	WEZU AM 1120
Rock County Developmental Achievement Center	WFTC Channel 29
Rural MN CEP	WBHR, WHMH, WVAL
S. Central MN Electrical Industry Joint Apprenticeship & Training Trust Fund	WIRN, WIRR, WSCD
Service Enterprises, Inc.	WKLK AM/FM, WMOZ
SOAR Career Solutions	WLTE FM 102.9
South Central Technical College-Faribault	WMCN FM 91.7
South Central Technical College-North Mankato	WWJC AM 850
Southwest MN Private Industry Council, Inc. - Marshall	WWWI AM 1270
Southwest MN Private Industry Council, Inc.-Montevideo	KDIZ
Southwest MN State University - Career Services	KSTP AM 1500
St. Cloud State University	KBEK
St. Cloud Technical College-St Cloud	
St. Mary's University of Minnesota	
St. Olaf College	
St. Paul College	
Summit Academy OIC	
Summit Academy Opportunities	
Todd County Developmental Achievement Center	
Transition of the Twin Cities	
TSE, Inc	
Twin City Area Labor Management Council	
United Cambodian Association of MN (UCAM)	
University of Minnesota	
University of St. Thomas	
University of Wisconsin – River Falls	

Upper Midwest American Indian Center
 Vermillion Community College
 Vietnamese Minnesotans Association
 Vision Loss Resources
 WACOSA
 Walden University
 West Nicollet & Brown Counties DAC
 Winona County Development Achievement Center
 Winona ORC Industries, Inc
 Winona State University
 Women in the Trades
 Women in Transition
 Women's Resource Center of Steele County
 Working Opportunities for Women

6) Hiree Recruitment Source Summary

Total # of Hirees Referred by Each Source: For the period 12/1/18-11/30/19, this Employment Unit hired 40 interviewees for full time job vacancies. These interviews were referred by the following Sources:

<u>Recruitment Source</u>	<u>Number of Interviewees Referred</u>
Station Website/CBS Career Site	9
CBS Internal Posting	7
Direct Sourcing/CBS Recruitment	5
Employee Referral	2
Station Job Board	
Job Board/Networking Site	9
MN Job works	
Minnesota Broadcasters Association	
Univ. St Thomas Website/Job Fair	
NABJ Conference	
ThreeSixty Journalism Conference	
Talent Agent/ Head Hunter	
Other / Undisclosed	8

7) Supplemental Recruitment Measures

(a) Job Fairs

Description of Recruitment Measures	Date	Personnel Involved (Name and Position)
POC Career Fair , which we sponsored and attended, to recruit and interview potential candidates for a diverse workforce. This career fair had heavy emphasis on minorities and veterans seeking employment.	Apr. 30, 2019	Kris Volkman, Controller

(b) Internships / Apprenticeships / Mentorships

Description of Recruitment Measures	Date	Personnel Involved (Name and Position)
Internship program for college credit. Ongoing paid internship programs which places interns in various departments within the station including News, Sports, Community Relations and Promotions/Graphics	Ongoing	Kris Volkman, WCCO Controller
Emma Bowen Foundation - this is a national program established locally. We have one mentee currently participating in the program and one past mentee who is currently working at WCCO in the Web department. This employee has been with WCCO since completing the Emma Bowen program in 2009.	Ongoing	Kris Volkman, WCCO Controller
CBS News Apprentice Program – Current Apprentice hired August 19, 2019. She is a recent graduate from Carleton College with a degree in Media Studies	Ongoing	Kari Patey – WCCO News Director

(c) Participation in Events

Description of Event	Date	Personnel Involved (Name and Position)
U of M Professional Networking Day – Ali Lucia spoke to journalism students on how to best brand and market their talents for their career after graduation	Feb. 22, 2019	Ali Lucia, Reporter
Rice Lake Elementary – Lisa Meadows presented meteorology and how it relates to science and weather and what a Meteorologist does.	Feb. 26, 2019	Lisa Meadows, Meteorologist
Hy-Vee Weather Events – Hosted by several of our meteorologists over four events. Meet and greet severe weather informational campaign.	Apr. 24, 2019 May 15, 2019 May 29, 2019 Jun .12, 2019	Matt Brickman, Meteorologist Chris Shaffer, Meteorologist Mike Augustyniak, Meteorologist Lisa Meadows, Meteorologist
MN Severe Storms Conference – Lisa Meadows spoke at the University of St. Thomas to students, storm spotters and weather enthusiasts from across the state.	Apr. 27, 2019	Lisa Meadows, Meteorologist
Shakopee Schools Externship – Communications & Journalism teachers from Shakopee High School, shadowed staff from news, promo, community and engineering departments for a full day of learning about broadcast television	June. 13, 2019	Kari Patey, News Director Kate Link, Community Relations Mgr Casey Kespohl, Director Creaative Serv Gary Kroger, DO&E
Eagle Ridge Academy – Lisa Meadows presented to the 4 th grade science retreat about science and weather and being a Meteorologist.	May 15, 2019	Lisa Meadows, Meteorologist

Brookview Elementary – Chris Shaffer spoke to 2 nd grade students about forecasting and the different types of weather and what it is like being a Meteorologist.	Oct. 23, 2019	Chris Shaffer, Meteorologist
Grainwood Elementary – Lisa Meadows gave a weather presentation to 2 nd grade students about forecasting and the different types of weather and what it is like being a Meteorologist.	Oct. 28, 2019	Lisa Meadows, Meteorologist
Annual Society of Professional Journalist’s Intern Night. 60 Journalism students had the opportunity to learn about journalism internships throughout the state, networked with media professionals and met fellow journalism students from local colleges.	Oct. 24, 2019	Patrick Armijo, Assistant News Director Maddie Bennet, WCCO Community Relations Specialist Kate Link, WCCO Community Relations Specialist
Rosemount Elementary – Lisa Meadows gave a weather presentation to students about forecasting, weather and what it is like being a Meteorologist.	Nov. 19, 2019	Lisa Meadows, Meteorologist
Station Tours. Station tours are provided to various organizations and area school students for the primary purpose of providing an educational experience to the viewing public as to the history and inner workings of the television station.	Year round	Community Relations Department

(d) Training Management Personnel

Description of Training	Date	Personnel Involved
New Hire Orientation Meetings - EEO Policy Dissemination	Ongoing	The EEO Policy, as well as the Non-Discrimination and Anti-Harassment Policy (which can be found in the HR Policy Manual, accessible to employees through the CBS and You website portal), is discussed with all newly hired employees as part of their New Hire Orientation.
CBS Corporation Business Conduct Statement (BCS), which summarizes the most important policies and rules that apply to CBS and its employees, including Equal Employment Opportunity and Harassment-Free Workplace Environment.	Ongoing. Updated	Reading material, which requires employees to affirm their individual commitment to the highest standards of business ethics and workplace behavior as set forth in the CBS Corporation Business Conduct Statement. Must be completed by all Full-Time employees on a bi-annual basis and at the time of

		hire for new employees.
<p>CBS Corporation Web-Based Training Modules distributed to all Full-Time and New Hire Employees covering the “CBS Business Conduct Statement”, which trains employees on the CBS Television Stations “important policies and rules that apply to CBS Corporation, its employees, and the members of its Board of Directors and to help us maintain a lawful, honest, and ethical environment in our Company.” Courses for 2019 included “Maintaining a Respectful Work Environment” and “Privacy Essentials”.</p>	Ongoing	Online training courses for the purpose of reviewing the company’s policies which include ensuring that our conduct is lawful and ethical and that our workplace is free of unlawful discrimination and harassment and conducive to the work we need to accomplish. Training also outlines steps employees should take if they believe unlawful practices occur in the workplace.