



Paramount

AS REVISED JULY 28, 2022

VIA UPLOAD TO: <https://publicfiles.fcc.gov/>

Gayle C. Sproul

Senior Vice President, Associate General Counsel
524 West 57th Street
New York, NY 10019
gayle.sproul@paramount.com

EEO Staff

Investigations and Hearings Division
Enforcement Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, DC 20554

Re: EEO Audit Response: KYW-TV (Facility ID: 25453) and WPSG (TV)
(Facility ID: 12499), Philadelphia, PA

To Whom It May Concern:

I write to respond to the FCC's Equal Employment Opportunity program audit letter (the "Letter") dated March 21, 2022 for Philadelphia, Pennsylvania licensed stations KYW-TV and WPSG (TV). KYW-TV and WPSG are part of the same station employment unit. Therefore, information provided in this response and in the attached EEO Public File Reports applies to both stations except where otherwise specified.

Paragraph 2(b)(i) of the Letter requests copies of KYW/WPSG's two most recent EEO Public File Reports. Copies of the reports, covering the periods from April 1, 2020 through March 31, 2021 and April 1, 2021 through March 31, 2022 (the "Reporting Period") are attached as **Exhibit A**.

Paragraph 2(b)(ii) of the Letter requests the stations' website addresses and confirmation that the most recent EEO Public File Report is posted on their websites. KYW's website address is <https://philadelphia.cbslocal.com/> and WPSG's website address is <https://cwphilly.cbslocal.com/>. The most recent EEO report for the stations (April 1, 2021 through March 31, 2022) is available on each webpage by clicking on the EEO Public File link at the bottom right of each page on



both websites.

Paragraph 2(b)(iii) of the Letter requests the dates of hire for each full-time position filled during the Reporting Period. The dates of hire for each position are listed in **Exhibit D**.

Paragraph 2(b)(iii) also requests dated copies of all advertisements, bulletins, letters, faxes, emails and other communications announcing full-time positions. Attached as **Exhibit B** are dated job postings for the full-time positions filled during the Reporting Period and **Exhibit C** provides a list of recruitment sources to which each of the job listings in **Exhibit B** was distributed. Copies of the notices are archived and accessible to ViacomCBS's Talent Acquisition Administrators.

Paragraph 2(b)(iv) of the Letter requests a list of the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time vacancies filled during the Reporting Period. Attached as **Exhibit D** are Interview Logs for the Reporting Period, which include, among other data, a listing of the position interviewed for, the number of people interviewed for each position and the referral source.

KYW and WPSG had collectively 153 full-time employees as of March 31, 2022, and Philadelphia, Pennsylvania's population is over 250,000. Therefore, pursuant to 47 C.F.R. §§73.2080(c)(2) and (e)(3), the stations were required to perform four recruitment initiatives during the Reporting Period. Paragraph 2(b)(v) of the Letter requests documentation demonstrating performance of the required recruitment initiatives. The EEO Public File Reports attached as **Exhibit A** list all the supplemental recruitment measures taken by KYW and WPSG,¹ and attached as **Exhibit E** is documentation of the performance of those recruiting measures. Please note that Exhibit E has been clarified and augmented, and now contains the additional documentation requested by the Commission on July 13, 2022. *See also* attached email from Lynn Kalagian-Jones to G. Sproul, dated July 13, 2022, and attached chart specifying all documentation.

Paragraph 2(b)(vi) requests information about pending or resolved complaints filed during KYW/WPSG's current license term alleging unlawful discrimination in the stations' employment practices. A chart providing a list of those complaints as well as the information requested is attached as **Exhibit F**.

¹ The recruiting measures can be found in Section IV of the EEO Public File Report dated 2021-22 and in Section V of the Public File Report dated 2020-2021.



In response to Paragraph 2(b)(vii) of the Letter, overall responsibility for KYW/WPSG's EEO policies and program rests with its General Manager, who ensures that the station complies with all applicable laws, orders and regulations, including but not limited to Executive Order 11246 and its amendments. Line and upper management share responsibility for the stations' EEO policies and program, including, but not limited to, assisting in auditing progress, including identifying problem areas, formulating solutions, and establishing appropriate goals.

Managers' responsibility to implement EEO policies is also set forth in the Paramount Global Non-Discrimination and Anti-Harassment Policy ("the Non-Discrimination Policy") dated 2/22, attached here as Exhibit G.² The Non-Discrimination Policy states that "[i]t is the policy of Paramount to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law." Ex. G at p. 6.

A subsection of this Non-Discrimination Policy titled "Supervisory Responsibility" sets forth obligations of managers, stating, for example, that "[m]anagers and supervisors are charged with additional responsibilities" and that they "are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns." See Ex. G at p. 8. Moreover, "[w]hile these duties are mandatory for managers and supervisors, they are also strongly encouraged for all individuals who are covered by this policy." Ex. G at p. 8.

Paramount Global's 2021 Business Conduct Statement ("BCS") also sets forth the responsibilities of leaders and supervisors to "[b]e aware of laws, regulations, policies, and procedures," including EEO policies and programs," and charges them with empowering their teams with training and resources necessary to follow corporate policies and procedures as well as all applicable laws. A copy of the BCS is attached as Exhibit H.³

² Please note that ViacomCBS became Paramount Global as of February 15, 2022.

³ The full policy is available online for employees. It is not publicly accessible but will be made available upon request.



The BCS and Non-Discrimination Policy are available to employees online, including through Paramount Global's employee intranet platform. The policies are also posted on bulletin boards accessible to KYW/WPSG employees and applicants and the EEO policy or BCS, as applicable, were covered as part of new hire orientation. Employment non-discrimination training modules must also be completed periodically by all station employees.

Employees also receive these policies from upper management via email. Attached as **Exhibit I** is a compilation of these policies as distributed to Paramount Global employees:

- A September 20, 2019 memo from the Chief Compliance Office of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy
- 2016 CBS Corporation Business Conduct Statement, page 10
- August 14, 2020 memo of the Chief Compliance Officer, ViacomCBS (now Paramount Global) and pages from the 2020 ViacomCBS Global Business Practices Statement
- December 13, 2021 memo from the President and CEO, ViacomCBS (now Paramount Global) and pages from the 2021 ViacomCBS Global Business Practices Statement

Paragraph 2(b)(viii) of the Letter seeks information on KYW and WPSG's efforts to analyze the effectiveness of its EEO recruitment program and address any deficiencies found. The stations analyze their employment statistics and make every effort to ensure that there are diverse candidates when recruiting for open positions. Additionally, station management regularly reviews and analyzes all employment actions including hires, promotions, and terminations to ensure that company policy is being followed.

Paragraph 2(b)(ix) of the Letter requests a description of KYW/WPSG's efforts to periodically analyze its attempts to review various elements to ensure that they are not discriminatory and that they provide equal opportunity, including, among others, pay, benefits and seniority practices. Station management periodically reviews pay and benefits and follows all applicable EEO policies and guidelines, including but not limited to the BCS and Non-Discrimination Policy, regarding selection techniques and tests to make sure they provide equal opportunity and do not have a discriminatory effect.

Paragraph 2(b)(ix) also asks for information on KYW/WPSG's coordination with unions on EEO policy matters. KYW/WPSG has an agreement with IATSE (The International Alliance of Theatrical Stage Employees); Local

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804, which covers photographers, studio technicians, electronic graphic artists, maintenance specialists and video editors; SAG-AFTRA (The Screen Actors Guild/American Federation Of Television And Radio Artists); Philadelphia Local, which covers on-air talent, producers, news assistants, assignment editors, and digital content/web producers; and the DGA (the Directors Guild of America, Inc.). EEO standards are applied equally to union and non-union employees of KYW/WPSG.

The updated Declaration of Kelly Frank, General Manager of KYW and WPSG, is also attached hereto and made a part hereof.

Please contact me if you have any further questions.

Sincerely,

A handwritten signature in blue ink, which appears to read "Gayle C. Sproul". The signature is fluid and cursive, with a large loop at the end.

Gayle C. Sproul

atts.

cc: Lynn Kalagian-Jones (w/atts.)
Kelly Frank, General Manager, KYW and WPSG (w/atts.)

Sproul, Gayle C

From: Lynn Kalagian <Lynn.Kalagian@fcc.gov>
Sent: Wednesday, July 13, 2022 9:28 AM
To: Sproul, Gayle C
Cc: Elizabeth Goldin
Subject: March 2022 Broadcast EEO Audit

External Email

Ms. Sproul,

Upon review of the audit response filed on behalf Paramount Global, licensee of stations KYW-TV, Philadelphia, PA (Fac ID No. 25453) and WPSG-TV, Philadelphia, PA (Fac ID No. 12499), (the "station employment unit" or "SEU"), we found that the station employment unit did not provide sufficient documentation for its recruitment initiatives as required in Section 73.2080(c)(5)(iv) of the Commission's rules. As a station employment unit with more than ten full-time employees that is not located in a smaller market, this station employment unit is required to provide documentation for four recruitment initiatives. This station employment unit only provided documentation for 1.5 recruitment initiatives.

Please amend the SEU's audit response and upload it to each station's on-line Public Inspection File. Should you have any questions regarding this matter, please contact either myself or the other EEO staff copied here.

Sincerely,

Lynn Kalagian-Jones
EEO Specialist
Investigations & Hearings Division

Enforcement Bureau

2020-2021 Report

Hosting/Sponsoring Job Fair

Supplemental Initiative	Documentation Provided
NABJ/NAHJ 2020 Virtual Convention & Career Fair (Platinum Sponsor)	Email registration confirmation dated July 13, 2020

Management Training re: Methods of Ensuring Equal Opportunity / Preventing Discrimination

Supplemental Initiative	Documentation Provided
ViacomCBS Global Business Practices Statement Training – 2020	2020 List of completions for Global Business Practices training; P. Marrero completion email, 12/20/20

Training To Help Station Personnel Acquire Skills For Higher Level Positions

Supplemental Initiative	Documentation Provided
Mind Gym Great Feedback Training – Feb. 25, 2021	Email Invitation to Philadelphia management staff as required attendees, invoice from Mind Gym and handout

2021-2022 Report

Hosting/Sponsoring Job Fair

Supplemental Initiative	Documentation Provided
NABJ 2021 Virtual Convention & Career Fair (Diamond Sponsor)	Email registration confirmation dated July 22, 2021

Participation in Four Events Sponsored by Educational Institutions re: Broadcasting Careers

Supplemental Initiative	Documentation Provided
MaST Community Charter School (Virtual Career Week) Pat Gallen	May 12, 2021 Email with letter thanking Pat Gallen for participation
Rowan University: Alumni Success Interview, Tom Gardiner	Screenshot of Rowan U YouTube channel: "Alumni Success: Tom Gardiner '97 Captures It All," Nov. 4, 2021 https://www.youtube.com/watch?v=njITmKnHKsM
Thomas Jefferson University, Prof. E. Laine's pre-law class, Jim Donovan (anchor), Guest Speaker 12/2/21	Nov. 30, 2021 Email confirmation to KYW management of Donovan's appearance scheduled for 12/2/21.

Management Training re: Methods of Ensuring Equal Opportunity / Preventing Discrimination

Supplemental Initiative	Documentation Provided
ViacomCBS Global Business Practices Statement Training –2021	2021 List of completions for Global Business Practices training

ViacomCBS Sexual Harassment Training – Preventing Sexual Harassment	2021 List of completions for Preventing Sexual Harassment Training
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Training To Help Station Personnel Acquire Skills For Higher Level Positions

Supplemental Initiative	Documentation Provided
Mind Gym Building Bridges Training April 15, 2021	Email Invitation to Philadelphia management staff as required attendees, invoice from Mind Gym and handout
Mind Gym Your Impact on Others Training Aug. 12, 2021	Email Invitation to Philadelphia management staff as required attendees, invoice from Mind Gym and handout

DECLARATION OF KELLY FRANK

I, Kelly Frank, under penalty of perjury, depose and state:

1. I am President and General Manager of KYW-TV and WPSG (TV).
2. I have reviewed the attached revised response to the Federal Communications Commission Random EEO Audit Letter ("Audit Letter Response"), based in part on information supplied by the staff at KYW-TV and WPSG-TV, as well as from Human Resources, Compliance and Labor and Employment personnel at Paramount Global.
3. To the best of my knowledge, information, and belief, all the information contained in this revised Audit Letter Response is true and correct.

Signed: 

Kelly Frank

Dated: July 28, 2022

EXHIBIT A

- 1) 2020-2021 KYW-TV and WPSG EEO Public File Report
- 2) 2021-2022 KYW-TV and WPSG EEO Public File Report

2020-2021 KYW-TV and WPSG EEO Public File Report

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 01, 2020 to March 31, 2021.

- 1) Employment Unit: CBS Broadcasting, Inc./Philadelphia Television Station, Inc.
- 2) Unit Members (Stations and Communities of License): KYW-TV; WPSG-TV
- 3) EEO Contact Information for Unit Member:

Mailing Address: 1555 Hamilton Street Philadelphia, PA 19130	Telephone Number: (215) 977-5571
	Contact Person: Paul Marrero: Human Resource Manager
	E-mail Address: Marrero@cbs3.com

I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled
 (See Master Recruitment Source List for recruitment source data)

Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
Sales Assistant	1 – 63	62
Director, BO&E	1 – 63	62
Producer	1 – 63	63
Producer	1 – 63	63
Producer	1 – 63	62
Assignment Editor	1 – 63	63

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

COD E #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1.	PA CareerLink Philadelphia North	Philadelphia, PA 19123	joabell@pa.gov	EMAIL	N	
2.	Burlington County One-Stop Career Center	795 Woodlane Road, Westhampton NJ	henry.bass@dol.state.nj.us	609-518-3905	N	
3.	Camden County One-Stop Career Center 03	2600 Mount Ephraim Avenue Suite 102, Camden NJ 08104	geoffrey.taylor@dol.state.nj.us	856-614-3156	NN	
4.	Delaware County Community College CareerLink	901 S. Media Line Road, Media, PA 19063	maryfergus@pa.gov	610-723-6007	N	
5.	Fox Valley One Stop Career Center	4425 N MARKET ST, WILMINGTON DE 19802	allen.jones@state.de.us	302-761-6634	N	
6.	Gloucester County One-Stop Career Center	215 Crown Point Road, Thorofare NJ 08086	edwin.morgan@dol.nj.gov	856-384-3779	N	
7.	PA CareerLink Philadelphia Northeast	3210 Red Lion Road, Philadelphia PA 19114	cathemille@pa.gov	215-632-6053	N	
8.	PA CareerLink Bucks County - Bristol	1260 Veterans Highway, Bristol PA 19007	rbates@pa.gov	215-781-1086	N	
9.	PA CareerLink Delaware County	701 Crosby Street Suite B, Chester PA 19013	maryfergus@pa.gov	610-447-3173	N	
10	PA CareerLink Montgomery County	1855 New Hope St, Norristown PA 19401-	roberclar@pa.gov	610-270-3428	N	
11	PA CareerLink Northwest	235 West Cheltenham Avenue, Philadelphia PA	hchandra@pa.gov	267-339-0334	N	
12	American Job Center (USDOL)	n/a	https://www.careeronestop.org/JobSearch/job-search.aspx	n/a	N	
13	DirectEmployers Veterans	n/a	https://veterans.dejobs.org	n/a	N	
14	DirectEmployers Disability	n/a	https://disability.dejobs.org	n/a	N	
15	DirectEmployers Diversity	n/a	https://diversity.dejobs.org	n/a	N	
16	ASPIRA	Alfredo Calderon	4322 North 5 th Street, 3 rd Floor Philadelphia, PA 19140	(215) 455-1300	Y	
17	Community Women's Education Project	Dawn Williams	2801 Frankford Avenue Philadelphia, PA 19134	(215) 426-2200	Y	

18	Congreso	Brenda Brewington	216 W. Somerset St. Philadelphia, PA 19123	(215) 763-8870	Y	
19	Concillio	Patricia Soria	705-09 North Franklin Street Philadelphia, PA 19123	(215) 627-3100	Y	
20	Delaware City Office of Employment & Training	Mike Caputo	9 South 69 th Street, 3 rd Floor Upper Darby, PA 19082	(610) 713-2200	Y	
21	Greater Phila Urban Affairs Coalition	Jerry Mitchell	1207 Chestnut Street, 4 th Floor Philadelphia, PA 19107	(215) 851-0110	Y	
22	Mayor's Commission on Aging	Pat West	100 South Broad Street, 4 th Floor Philadelphia, PA 19110	(215) 686-8450	Y	
23	Mayor's Commission on Latin Affairs	Tom Carter	City Hall, Room 110 Philadelphia, PA 19107	(215) 686-2171	Y	
24	N.A.A.C.P.	Rhonda Williams	1619 West Cecil B. Moore Avenue Philadelphia, PA 19121	(215) 978-7500	Y	
25	Northwest Career Link (formerly PA Job Center)	Mr. Joe West	235 West Chelton Avenue Philadelphia, PA 19144	(267) 339-0312	Y	
26	Opportunity Industrialization Center	Kevin Cafferty	1231 North Broad Street, 4 th Floor Philadelphia, PA 19122	(215) 236-7700 x312	Y	
27	Philadelphia Foundation	Phil Arko	1234 Market Street, Suite 1800 Philadelphia, PA 19107-3794	(215) 563-6417	Y	
28	Philadelphia Workforce Development Corp.		1617 JFK Boulevard Philadelphia, PA 19103	(215) 963-2118	Y	
29	Reemployment Transition Center	Danielle Veltri	42 South 15 th Street, Suite 1612 Philadelphia, PA 19102	(215) 568-8316	Y	
30	South Philadelphia Career Link	Anielle LeBlanc	930 Washington Avenue Philadelphia, PA 19147-3898	(215) 952-1143	Y	
31	The Team Career Link	Donna Tuteck	701 Crosby Street, Suite B Chester, PA 19013-6096	(610) 447-1493	Y	
32	Urban League	Michael Walker	1818 Market Street, 20 th Floor Philadelphia, PA 19103-1600	(215) 985-3220	Y	
33	Women In Transition	Human Resources	21 South 12 th Street, 6 th Floor Philadelphia, PA 19107	(215) 564-5301	Y	
34	Councilwoman Jannie L. Blackwell		City Hall, Room 408 Philadelphia, PA 19107-3290	(215) 686-3418 (215) 686-3419	Y	
35	The Association for Women in Communications		3337 Duke Street Alexandria, VA 22314	(703) 370-7436	Y	
36	Asian American Journalists Association		1182 Market Street, Suite 320 San Francisco, CA 94102	(415) 346-2051	Y	
37	American Women In Radio and Television National Headquarters		1760 Old Meadow Road Suite 500 McLean, VA 22102	(703) 506-3290	Y	
38	National Sales Network NY/NJ Metro Chapter		1402 Teaneck Road PMB #138 Teaneck, NJ 07666	(212) 591-0164	Y	
39	National Sales Network		P.O. Box 8254 Philadelphia, PA 19101	(215) 604-4327	Y	

	Philadelphia Chapter					
40	National Sales Network Washington DC/ Baltimore Chapter		2117 L. Street NW Suite # 317 Washington, DC 20037	(202) 331-4407	Y	
41	Bryn Mawr College	Sharon Powers	101 N. Merion Ave, Bryn Mawr, PA 19010	(610) 526-5174	Y	
42	York County Career Link	Steven Wantz	841 Vogelsong Road York, PA 17404-1397	(717) 767-5709	Y	
43	Cheyney University Career Services	Milt Colston	Cheyney & Creek Roads Cheyney, PA 19319-0200	(610) 399-2033	Y	
44	Connecticut School of Broadcasting	Hope Willis	One Cherry Hill Suite 203 Cherry Hill, NJ 08002	(856) 755-1200	Y	
45	Delaware County Comm. College	Jane Lang	901 South Media Line Road, Media, PA 19063	(610) 359-5331	Y	
46	LaSalle University Career Planning & Development	Lou LaMorte	1900 West Olney Ave Philadelphia, PA 19141	(215) 951-1075	Y	
47	MSC 186 Lincoln Univ. Career Center	Brenda Neal	PO Box 179 Lincoln University, PA 19352		Y	
48	Metropolitan Career Center	Employment Services	162 West Chelton Ave Philadelphia, PA 19144	(215) 843-6615	Y	
49	Montgomery County Community College	Eileen Dogherty	PO Box 400, 34 Dekalb Pike, Blue Bell, PA 19422-0796	(215) 641-6567	Y	
50	Montgomery City Comm. College/New Choices	Nancy Gazan	340 DeKalb Pike Blue Bell, PA 19422	(215) 619-7406	Y	
51	Drexel University Steinbright Career Development Center	Jennifer Rubin	3201 Arch Street, Suite 250, Philadelphia, PA 19104	(215) 895-1020	Y	
52	Harcum Junior College Career Center	Director's Office	Montgomery & Morris Avenues Bryn Mawr, PA 19010	(610) 526-6032	Y	
53	Pennco Tech Placement Department	Eric Maister	99 Erial Road, Blackwood, NJ 08012	(215) 223-2610	Y	
54	Philadelphia Community College Job Placement	Tarsha Scovens	1700 Spring Garden Street Philadelphia, PA 19130	(215) 751-8494	Y	
55	Rutgers University Career Placement	Carol Young	326 Penn Street Camden, NJ 08102	(856) 225-6046	Y	
56	St. Joseph's University Career Center	Terry Barth	5600 City Avenue Philadelphia, PA 19131-1395	(610) 660-3021	Y	
57	Pierce College Placement Office	Sabrina Smith	1420 Pine Street Philadelphia, PA 19102	(215) 670-9278	Y	
58	Temple University Career Dev. Services	Tracy Flemming	1913 N. Broad Street Mitten Hall 2 nd Fl. Philadelphia, PA 19122-6092	(215) 204-4461	Y	
59	University of Pennsylvania Career Services	Pat Rose	3718 Locust Walk Suite 20 McNeil Bldg. Philadelphia, PA 19104-6209	(215) 898-4827	Y	

60	Villanova University Career Services	B.J. Cornell	800 Lancaster Ave Corr Hall Villanova, PA 19085-1699	(610) 519-4065	Y	
61	West Chester University Career Dev.	Darlene Kimber	Lawrence Bldg. Room 106 West Chester, PA 19383	(610) 436-2501	Y	
62	ViacomCBS Career Site		Cbsphilly.com/tvjobs		N/A	14
63	CBS Internal Career Site		Internal posting		N/A	17

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD

31

III. Hiree Recruitment Source Summary. List the Recruitment Source that referred the Hiree for each full-time vacancy during the preceding year.

Name of Hiree

Name of Recruitment Source

- (1) ViacomCBS Career Site
- (2) ViacomCBS Career Site
- (3) Internal ViacomCBS Career Site
- (4) Internal ViacomCBS Career Site
- (5) ViacomCBS Career Site
- (6) Internal ViacomCBS Career Site

IV. Total # of Interviewees Referred by Each Source: For the period from April 1, 2012 to March 31, 2021, this Employment Unit interviewed thirty-one (31) interviewees for full time and part time job vacancies.

Recruitment Source

Number of Interviewees Referred

- (1) ViacomCBS Career Site 14
- (2) Internal Candidate 17

V. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
NABJ / NAHJ 2020 Virtual Convention. As proud Platinum Sponsors, the CBS presence is strong with valuable panels, workshops, Career Fair, and our Virtual Photo Booth. CBS News will have 3 virtual booths this year, including Off-Air Talent, On-Air Talent and Hair, Makeup & Wardrobe Consultations. Attendees will have the opportunity to meet hiring managers, executive producers, senior producers, and recruiters to discuss job opportunities, career goals and reel critiques.	August 05-07, 2020	John Wilson, VP/News Director

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
CBS stations group internship programs were canceled for 2020 per corporate coronavirus pandemic guidance	N/A	N/A

(c) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
CBS stations events were canceled for 2020 per corporate coronavirus pandemic guidance	N/A	N/A

Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
ViacomCBS' e-training course for our Global Business Practices Statement ("BPS").	All Full-Time Employees January 2020	ViacomCBS' BPS is our code of conduct and reflects our commitment to strong ethical behavior and rigorous standards of business conduct. Across all of our brands, channels and regions, our BPS imparts the standards expected of everyone working for or on behalf of ViacomCBS. It outlines our overall ethical approach, explains our individual behavioral/legal responsibilities, and underscores our commitment to conducting business in a responsible and respectful manner.
Great Feedback Training – designed for managers.	February 25, 2021	Providing training to enable station personnel to acquire skills that could qualify them for higher level positions. Managers learn the feedback fundamentals and how to incorporate them with their teams. Explored how to start, participate, and finish a feedback conversations to create a positive feedback climate.

2021-2022 KYW-TV and WPSG EEO Public File Report

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period April 01, 2021 to March 31, 2022.

1) Employment Unit: CBS Broadcasting, Inc./Philadelphia Television Station, Inc.

2) Unit Members (Stations and Communities of License): KYW-TV; WPSG-TV

3) EEO Contact Information for Unit Member:

Mailing Address: 1555 Hamilton Street Philadelphia, PA 19130	Telephone Number: (215) 977-5571
	Contact Person: Paul Marrero: Human Resource Manager
	E-mail Address: Marrero@viacomcbs.com

I. FULL TIME VACANCIES DURING REPORTING PERIOD – Jobs Filled
(See Master Recruitment Source List for recruitment source data)

	Job Title	Recruitment Source Notified of Job Vacancy	Recruitment Source of Hiree
1	Digital Line Producer	1 – 63	Internal Promotion
2	Account Executive	1 – 63	ViacomCBS Career Site
3	Account Executive	1 – 63	ViacomCBS Career Site
4	VP Sales	1 – 63	ViacomCBS Career Site
5	Digital Line Producer	1 – 63	Internal Promotion
6	Assistant News Director	1 – 63	Internal Promotion
7	Broadcast Engineer	1 – 63	ViacomCBS Career Site
8	Broadcast Operations Manager	1 – 63	Internal Promotion
9	Associate Digital Line Producer	1 – 63	Internal Promotion
10	Executive Producer	1 – 63	Internal Promotion
11	Associate Digital Line Producer	1 – 63	Internal Promotion
12	Producer	1 – 63	ViacomCBS Career Site
13	Assignment Manager	1 – 63	Internal Promotion
14	Anchor/Reporter	1 – 63	ViacomCBS Career Site
15	Sales & Marketing Assistant	1 – 63	ViacomCBS Career Site
16	Traffic Reporter	1 – 63	ViacomCBS Career Site
17	Reporter	1 – 63	ViacomCBS Career Site
18	Meteorologist	1 – 63	Internal Promotion
19	Reporter	1 – 63	ViacomCBS Career Site
20	Sales Manager	1 – 63	ViacomCBS Career Site
21	Account Executive	1 – 63	ViacomCBS Career Site
22	Account Executive	1 – 63	ViacomCBS Career Site
23	Assignment Editor	1 – 63	ViacomCBS Career Site
24	Managing Editor Web	1 – 63	Internal Promotion
25	Reporter	1 – 63	ViacomCBS Career Site
26	Executive Producer, Impacting Communities	1 – 63	ViacomCBS Career Site
27	Digital Content Producer	1 – 63	Internal Promotion

II. MASTER RECRUITMENT SOURCE LIST UTILIZED DURING REPORTING PERIOD

COD E #	RECRUITMENT SOURCE	ADDRESS	CONTACT	PHONE	REQUESTED NOTIFICATION (Y/N)	NUMBER OF INTERVIEWEES REFERRED
1.	PA CareerLink Philadelphia North	Philadelphia, PA 19123	joabell@pa.gov	EMAIL	N	
2.	Burlington County One-Stop Career Center	795 Woodlane Road, Westhampton NJ	henry.bass@dol.state.nj.us	609-518-3905	N	
3.	Camden County One-Stop Career Center 03	2600 Mount Ephraim Avenue Suite 102, Camden NJ 08104	geoffrey.taylor@dol.state.nj.us	856-614-3156	NN	
4.	Delaware County Community College CareerLink	901 S. Media Line Road, Media, PA 19063	maryfergus@pa.gov	610-723-6007	N	
5.	Fox Valley One Stop Career Center	4425 N MARKET ST, WILMINGTON DE 19802	allen.jones@state.de.us	302-761-6634	N	
6.	Gloucester County One-Stop Career Center	215 Crown Point Road, Thorofare NJ 08086	edwin.morgan@dol.nj.gov	856-384-3779	N	
7.	PA CareerLink Philadelphia Northeast	3210 Red Lion Road, Philadelphia PA 19114	cathemille@pa.gov	215-632-6053	N	
8.	PA CareerLink Bucks County - Bristol	1260 Veterans Highway, Bristol PA 19007	rbates@pa.gov	215-781-1086	N	
9.	PA CareerLink Delaware County	701 Crosby Street Suite B, Chester PA 19013	maryfergus@pa.gov	610-447-3173	N	
10	PA CareerLink Montgomery County	1855 New Hope St, Norristown PA 19401-	roberclar@pa.gov	610-270-3428	N	
11	PA CareerLink Northwest	235 West Cheltenham Avenue, Philadelphia PA	hchandra@pa.gov	267-339-0334	N	
12	American Job Center (USDOL)	n/a	https://www.careeronestop.org/JobSearch/job-search.aspx	n/a	N	4
13	DirectEmployers Veterans	n/a	https://veterans.dejobs.org	n/a	N	
14	DirectEmployers Disability	n/a	https://disability.dejobs.org	n/a	N	
15	DirectEmployers Diversity	n/a	https://diversity.dejobs.org	n/a	N	1
16	ASPIRA	Alfredo Calderon	4322 North 5 th Street, 3 rd Floor Philadelphia, PA 19140	(215) 455-1300	Y	
17	Community Women's Education Project	Dawn Williams	2801 Frankford Avenue Philadelphia, PA 19134	(215) 426-2200	Y	

18	Congreso	Brenda Brewington	216 W. Somerset St. Philadelphia, PA 19123	(215) 763-8870	Y	
19	Concillio	Patricia Soria	705-09 North Franklin Street Philadelphia, PA 19123	(215) 627-3100	Y	
20	Delaware City Office of Employment & Training	Mike Caputo	9 South 69 th Street, 3 rd Floor Upper Darby, PA 19082	(610) 713-2200	Y	
21	Greater Phila Urban Affairs Coalition	Jerry Mitchell	1207 Chestnut Street, 4 th Floor Philadelphia, PA 19107	(215) 851-0110	Y	
22	Mayor's Commission on Aging	Pat West	100 South Broad Street, 4 th Floor Philadelphia, PA 19110	(215) 686-8450	Y	
23	Mayor's Commission on Latin Affairs	Tom Carter	City Hall, Room 110 Philadelphia, PA 19107	(215) 686-2171	Y	
24	N.A.A.C.P.	Rhonda Williams	1619 West Cecil B. Moore Avenue Philadelphia, PA 19121	(215) 978-7500	Y	
25	Northwest Career Link (formerly PA Job Center)	Mr. Joe West	235 West Chelton Avenue Philadelphia, PA 19144	(267) 339-0312	Y	
26	Opportunity Industrialization Center	Kevin Cafferty	1231 North Broad Street, 4 th Floor Philadelphia, PA 19122	(215) 236-7700 x312	Y	
27	Philadelphia Foundation	Phil Arko	1234 Market Street, Suite 1800 Philadelphia, PA 19107-3794	(215) 563-6417	Y	
28	Philadelphia Workforce Development Corp.		1617 JFK Boulevard Philadelphia, PA 19103	(215) 963-2118	Y	
29	Reemployment Transition Center	Danielle Veltri	42 South 15 th Street, Suite 1612 Philadelphia, PA 19102	(215) 568-8316	Y	
30	South Philadelphia Career Link	Anielle LeBlanc	930 Washington Avenue Philadelphia, PA 19147-3898	(215) 952-1143	Y	
31	The Team Career Link	Donna Tuteck	701 Crosby Street, Suite B Chester, PA 19013-6096	(610) 447-1493	Y	
32	Urban League	Michael Walker	1818 Market Street, 20 th Floor Philadelphia, PA 19103-1600	(215) 985-3220	Y	
33	Women In Transition	Human Resources	21 South 12 th Street, 6 th Floor Philadelphia, PA 19107	(215) 564-5301	Y	
34	Councilwoman Jannie L. Blackwell		City Hall, Room 408 Philadelphia, PA 19107-3290	(215) 686-3418 (215) 686-3419	Y	
35	The Association for Women in Communications		3337 Duke Street Alexandria, VA 22314	(703) 370-7436	Y	
36	Asian American Journalists Association		1182 Market Street, Suite 320 San Francisco, CA 94102	(415) 346-2051	Y	
37	American Women In Radio and Television National Headquarters		1760 Old Meadow Road Suite 500 McLean, VA 22102	(703) 506-3290	Y	
38	National Sales Network NY/NJ Metro Chapter		1402 Teaneck Road PMB #138 Teaneck, NJ 07666	(212) 591-0164	Y	
39	National Sales Network		P.O. Box 8254 Philadelphia, PA 19101	(215) 604-4327	Y	

	Philadelphia Chapter					
40	National Sales Network Washington DC/ Baltimore Chapter		2117 L. Street NW Suite # 317 Washington, DC 20037	(202) 331-4407	Y	
41	Bryn Mawr College	Sharon Powers	101 N. Merion Ave, Bryn Mawr, PA 19010	(610) 526-5174	Y	
42	York Country Career Link	Steven Wantz	841 Vogelsong Road York, PA 17404-1397	(717) 767-5709	Y	
43	Cheyney University Career Services	Milt Colston	Cheyney & Creek Roads Cheyney, PA 19319-0200	(610) 399-2033	Y	
44	Connecticut School of Broadcasting	Hope Willis	One Cherry Hill Suite 203 Cherry Hill, NJ 08002	(856) 755-1200	Y	
45	Delaware County Comm. College	Jane Lang	901 South Media Line Road, Media, PA 19063	(610) 359-5331	Y	
46	LaSalle University Career Planning & Development	Lou LaMorte	1900 West Olney Ave Philadelphia, PA 19141	(215) 951-1075	Y	
47	MSC 186 Lincoln Univ. Career Center	Brenda Neal	PO Box 179 Lincoln University, PA 19352		Y	
48	Metropolitan Career Center	Employment Services	162 West Chelton Ave Philadelphia, PA 19144	(215) 843-6615	Y	
49	Montgomery County Community College	Eileen Dogherty	PO Box 400, 34 Dekalb Pike, Blue Bell, PA 19422-0796	(215) 641-6567	Y	
50	Montgomery City Comm. College/New Choices	Nancy Gazan	340 DeKalb Pike Blue Bell, PA 19422	(215) 619-7406	Y	
51	Drexel University Steinbright Career Development Center	Jennifer Rubin	3201 Arch Street, Suite 250, Philadelphia, PA 19104	(215) 895-1020	Y	
52	Harcum Junior College Career Center	Director's Office	Montgomery & Morris Avenues Bryn Mawr, PA 19010	(610) 526-6032	Y	
53	Pennco Tech Placement Department	Eric Maister	99 Erial Road, Blackwood, NJ 08012	(215) 223-2610	Y	
54	Philadelphia Community College Job Placement	Tarsha Scovens	1700 Spring Garden Street Philadelphia, PA 19130	(215) 751-8494	Y	
55	Rutgers University Career Placement	Carol Young	326 Penn Street Camden, NJ 08102	(856) 225-6046	Y	
56	St. Joseph's University Career Center	Terry Barth	5600 City Avenue Philadelphia, PA 19131-1395	(610) 660-3021	Y	
57	Pierce College Placement Office	Sabrina Smith	1420 Pine Street Philadelphia, PA 19102	(215) 670-9278	Y	
58	Temple University Career Dev. Services	Tracy Flemming	1913 N. Broad Street Mitten Hall 2 nd Fl. Philadelphia, PA 19122-6092	(215) 204-4461	Y	4
59	University of Pennsylvania Career Services	Pat Rose	3718 Locust Walk Suite 20 McNeil Bldg. Philadelphia, PA 19104-6209	(215) 898-4827	Y	

60	Villanova University Career Services	B.J. Cornell	800 Lancaster Ave Corr Hall Villanova, PA 19085-1699	(610) 519-4065	Y	
61	West Chester University Career Dev.	Darlene Kimber	Lawrence Bldg. Room 106 West Chester, PA 19383	(610) 436-2501	Y	
62	ViacomCBS Career Site		Careers@viacomcbs.com		N/A	117
63	ViacomCBS Internal Career Site		Internal posting		N/A	48
64	LinkedIn		LinkedIn.com		N/A	8

TOTAL INTERVIEWEES FOR THE 12 MONTH PERIOD

182

III. Total # of Interviewees Referred by Each Source: For the period from April 1, 2021, to March 31, 2022, this Employment Unit interviewed one hundred eighty two (182) interviewees for full time and part time job vacancies.

	<u>Recruitment Source</u>	<u>Number of Interviewees Referred</u>
(1)	ViacomCBS Career Site	117
(2)	ViacomCBS Career Site - Internal	48
(3)	Direct Employers – Diversity	1
(4)	Temple University Career Dev. Services	4
(5)	LinkedIn	8
(6)	American Job Center (USDOL)	4

IV. Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
NABJ 2021 Virtual Convention & Career Fair. As proud Partner Diamond Sponsor, the CBS presence is strong with sessions featuring CBS News journalists and executives. Attendees will have the opportunity to meet and connect with CBS News representatives, recruiters, and journalists during the convention.	August 18-20, 2021 3-day Career Fair	John Wilson, VP/News Director Other CBS News Group personnel

(b) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
MaST Community Charter School (Virtual Career Week): The station sent a video of Pat Gallen discussing his career in the media.	5/3/2021	Pat Gallen: Sports Anchor
Rowan University - Alumni Success Interview: Tom Gardiner spoke on his journey to CBS3 in a recruiting/marketing video for his alma mater.	10/28/2021	Thomas Gardiner: News Photographer
Thomas Jefferson University - Professor Evan Laine's Pre-Law Class (In-Person Lecture): Jim Donovan engaged in a Q&A about media and broadcasting with 25 attendees	12/2/2021	Jim Donovan: Anchor

Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
-------------------------------------	--	--------------------

<p>ViacomCBS' e-training course for our Global Business Practices Statement ("BPS").</p>	<p>All Full-Time Employees December 2021 - January 2022</p>	<p>ViacomCBS' BPS is our code of conduct and reflects our commitment to strong ethical behavior and rigorous standards of business conduct. Across all of our brands, channels and regions, our BPS imparts the standards expected of everyone working for or on behalf of ViacomCBS. It outlines our overall ethical approach, explains our individual behavioral/legal responsibilities, and underscores our commitment to conducting business in a responsible and respectful manner.</p>
<p>Mind Gym - Virtual workout, Building bridges</p> <p>We have all experienced—or witnessed—an act of exclusion. We may have wondered if we should respond, how to respond or whether it was bad enough to warrant a response at all.</p>	<p>All department heads and 2nd level managers April 15, 2021</p>	<p>In this session managers learn to recognize both the overt and subtle forms of exclusion, before exploring ways to overcome the common psychological blockers that convince us to stay silent. Overcoming these will allow us to decide when and how we're going to speak up in a way that builds bridges and creates more inclusion.</p>
<p>Mind Gym Virtual workout, Your impact on others</p> <p>What is Your impact on others all about?</p> <p>Imagine this: you behave in exactly the same way with two different people. One sees you as honest, the other as ruthless. Why does this happen?</p> <p>We've each got different ways of looking at the world. And if we understand how others look at things (and us), then we can adapt the way we behave. Explore how to spot the things that make different people tick, and learn how to flex your behavior to have the greatest impact on others.</p>	<p>All department heads and 2nd level managers August 12, 2021</p>	<p>In this session managers learn to:</p> <ul style="list-style-type: none"> •Spot when we're letting our own motivations influence how we interpret others' behavior. •Appreciate how your behavior affects those around you. •Recognize your strengths and weaknesses, so you can manage your impact on others in different situations.
<p>Preventing Sexual Harassment</p>	<p>All Full-Time Employees January 04, 2022</p>	<p>Everyone has the right to work in a safe and respectful work environment that is free from sexual harassment. Whether part-time, full-time, temporary, or engaged as a contractor or intern, we must remember that the workplace is a shared environment and we are each responsible for our own actions.</p> <p>In this course employees learn about the various aspects of sexual harassment, including who's protected against it, how and where it can happen, and the actions you can take to prevent it.</p>

EXHIBIT B

- 1) Job Postings 2020-2021
- 2) Job Postings 2021-2022

Job Postings 2020-2021



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Job Details

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Company

ViacomCBS

Job title

Sales Assistant - Television

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 961e287ac58c4791b03393c1cdb3ffcd@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 961e287ac58c4791b03393c1cdb3ffcd@de.works

REF#: 36302

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

CBS 3, KYW-TV / CW Philly 57, WPSG-TV is looking for an entry level Sales Assistant to assist Account Executives with the placement and processing of orders for TV Advertising Accounts. We encourage you to apply if a career in television sales interests you.

Responsibilities

- Develop a firm understanding of the sales process, Nielsen and comScore ratings and Wide Orbit software. Input and maintain orders, including revisions due to program changes and/or pre-empted spots.
- Act as liaison between station personnel, media buyers and salesperson
- Organizing and maintaining schedules
- Making sure all assigned duties are completed efficiently and with adherence to deadlines.
- Work directly for one or more Account Executives and maintain an effective working relationship with them and other sales and company personnel.
- Works with and must develop an effective working relationship with all station and agency personnel.
- Perform general office duties including answering phones.
- Maintain regular and punctual attendance

QUALIFICATIONS:

Qualifications:

- College degree preferred, preferably in communications, public relations, advertising or business.
- Highly organized and possess the ability to switch focus quickly when needed and work on multiple projects at the same time.
- Fast and accurate computer data entry skill and ability.
- Proficient in Microsoft Office including Excel, Word & PowerPoint.
- Excellent written and verbal skills.
- Enjoy working in a fast paced environment, able to act with a sense of urgency and adhere to set deadlines.
- Have a personable demeanor with strong team and customer focus

EEO STATEMENT:

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Application link

[Application](#)

FEIN

20-3548722

Date posted

2/6/2020

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

DIRECTOR BROADCAST OPERATIONS & ENGINEERING

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: ad28507bff6e4e20a73b81b3fe0c4825@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: ad28507bff6e4e20a73b81b3fe0c4825@de.works

REF#: 36741

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV

(Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

CBS 3, and CW Philly has an immediate opening for a Director, Broadcast Operations & Engineering. This is a challenging, multi-dimensional position with many responsibilities - technical, financial, operational, contractual, and HR related. The position reports to the Duopoly President/General Manager with a dotted line to the Division Senior Vice President of Engineering.

- Overall responsibility for all day-to-day broadcast activities, including compliance with all regulatory and governmental agencies (FCC, FAA, OSHA, etc.), station asset management, information technology, ENG/DSNG operations, transmission facilities, remote facilities and building operations.
- Responsible for creating and complying with all BO&E expense budgets and administering station's capital budget.
- Oversees staff training, employee safety and quality control for all broadcast productions.
- This position has the ultimate responsibility for the TV technical plant/transmitter and must maintain a proactive role in maintenance to prevent on-air failures of any kind 24/7/365
- Work in concept with the News Director and Creative Services to identify new technologies for efficient and cutting edge operations.
- Oversees the maintenance and repairs of the office, studio, transmitter, and telephone systems.
- Provide facilities (sometimes on short notice) to support any and all in-house production efforts..
- Manage local engineering, IT and building maintenance staffs.
- Manage the company's relationship with represented employees and their union agents. insure the contract is fairly applied. Participate in negotiations for contract renewals.

QUALIFICATIONS:

- Deep experience and training in broadcast operational, personnel and facilities management.
- Expert contemporary knowledge in broadcast, IT, digital and automation technologies, including design, integration, maintenance and project management.
- Proven ability to collaborate with inter-departmental colleagues and third parties.
- Superior communication, analytical, design, planning and management skills.
- Proven success in managing represented employees within a large corporate environment.
- Six years minimum of broadcast engineering management experience, including studio, RF systems, telecom and digital mass storage systems or equivalent.
- Bachelor's degree in Engineering/Technical area or Business, or equivalent experience managing local television station broadcast operations and engineering department.

EEO STATEMENT:

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Application link

[Application](#)

FEIN

20-3548722

Date posted

6/2/2020

Job location

Philadelphia, PA



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Job Details

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Company

ViacomCBS

Job title

News Producer

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: a17f54e1c59e4c9da8dc05a8a20b1594@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: a17f54e1c59e4c9da8dc05a8a20b1594@de.works

REF#: 37286

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

News Producer - Philadelphia

CBS 3, KYW-TV / The CW Philly 57, WPSG-TV is seeking an experienced newscast producer. Candidate must possess strong leadership skills to work with a team to generate solid ideas for story selection and placement as well as utilize creative production techniques. Must write compelling teases and create memorable on-air moments. Must be flexible to let shows breathe while maintaining ratings-driven format times. The ideal candidate will thrive in producing breaking news, both within and outside of regular newscasts. We aren't looking for a show stacker, we are looking for a producer who's passionate about news and highly competitive.

QUALIFICATIONS:

Must have excellent writing skills. Knowledge of non-linear editing systems required as well as experience with Avid I-News or similar computer system. Minimum 3 - 5 years' experience. SAG-AFTRA union position. Please submit links and writing samples.

EEO Statement:

ViacomCBS is an equal opportunity employer (EOE) including disability/vet.

At ViacomCBS, the spirit of inclusion feeds into everything that we do, on-screen and off. From the programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to use or access www.viacbs.com/careers as a result of your disability. You can request reasonable accommodations by calling 212.846.5500 or by sending an email to viacomaccommodations@viacom.com. Only messages left for this purpose will be returned.

Application link

[Application](#)

FEIN

20-3548722

Date posted

10/8/2020

Job location

Philadelphia, PA

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Company

ViacomCBS

Job title

Assignment Editor

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 53e8b6f17fe24b72970d23bfe6495b27@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 53e8b6f17fe24b72970d23bfe6495b27@de.works

REF#: 37493

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV

(Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

Responsible for the operation of the assignment desk during a shift. Must be able to meet deadlines in high stress breaking news situations. Must be able to multitask. Must be able to logistically dispatch crews efficiently. Typical duties include, but are not limited to, monitoring police/fire scanners for breaking news and working with the Assignment Manager and Managing Editor on story ideas and expanded coverage plans. Must be able to generate original stories and develop follow-ups, track social media for news gathering, update information in assignment desk I-news daybook, and maintain contact lists and story files. Develop new contacts with government agencies (city, state, federal), and public relations representatives. Applicants must be able to coordinate long-range coverage such as political campaign coverage, election night coverage, and travel-domestic or overseas. Understanding of video distribution and methods to move video via satellite, fiber, broadband etc. is a must. Assignment Editors at CBS3 must have a "get it done attitude" while maintain the utmost professionalism especially when working with CBS News, other CBS O&O's, and station affiliates to share content. Must be able to adjust schedule to accommodate sickness, vacations and operational needs of the station.

QUALIFICATIONS:

- Bachelor's or technical degree in broadcast journalism or related field.
- Minimum three years' experience in broadcast news with at least two years as an assignment editor in a major or medium market. Experience with I-news and desktop editing systems (Avid) a plus.
- Excellent verbal and written communication skills and the ability to work effectively and professionally with newsroom personnel and the public.
- Organizational skills and the ability to multi-task a must.

FUNCTION: Editorial/Publishing/Content

EEO Statement:

ViacomCBS is an equal opportunity employer (EOE) including disability/vet.

At ViacomCBS, the spirit of inclusion feeds into everything that we do, on-screen and off. From the programming and movies we create to employee benefits/programs and social impact outreach initiatives, we believe that opportunity, access, resources and rewards should be available to and for the benefit of all. ViacomCBS is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, creed, sex, national origin, sexual orientation, age, citizenship status, marital status, disability, gender identity, gender expression, and Veteran status

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to use or access www.viacbs.com/careers as a result of your disability. You can request reasonable accommodations by calling 212.846.5500 or by sending an email to viacomaccommodations@viacom.com. Only messages left for this purpose will be returned.

Application link

[Application](#)

FEIN

20-3548722

Date posted

11/5/2020

Job location

Philadelphia, PA

Job Postings 2021-2022



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Company

ViacomCBS

Job title

Digital Line Producer-CBSN

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: ed63390dd6d64eec8d51be21f4c42968@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: ed63390dd6d64eec8d51be21f4c42968@de.works

REF#: 38177

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and

WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

CBSN-Philly is looking for a Digital Line Producer to work on CBSN-Philly's local live streaming network. The DLP will work with the control room teams managing, optimizing, and timing live and on demand video content for mobile, desktop and OTT platforms.

Responsibilities include:

- DLP will help drive the editorial vision and execution of our live newscasts and produce compelling wheels focused on local news, local weather, entertainment, and consumer stories
- Responsible for conceiving/creating wheels during non-live news times
- DLP will be expected to work with ADLP, Executive Producers, Directors, Managing Editor, Reporters
- Strong writing skills
- Experience with Crispin, video editing systems
- Responsible for coordinating coverage of live news conferences on CBSN
- Responsible for sending out push alerts for coverage on CBSN
- Demonstrating expertise in timing in a control room environment.

QUALIFICATIONS:

- 2+ years' experience in creating and building show rundowns in cable, broadcast or digital environment
- Demonstrated success operating in a fast-paced control room
- Ability to work under extremely tight deadlines to write headlines and edit video for live digital broadcast.
- Thorough knowledge of social media and the competitive digital news environment
- Familiarity with Avid editing systems and iNews
- Available for early mornings, nights, overnights, weekends, holidays; this is a 24-hour streaming service
- Experience with Crispin and iNews a big plus
- Understanding of SEO

FUNCTION: Production

EEO Statement:

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Date posted

3/1/2021

Job location

Philadelphia, PA

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Company

ViacomCBS

Job title

Account Executive (CBS3 & CW Philly 57)

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 6e55f9757913478199ff599776d8ae2e@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 6e55f9757913478199ff599776d8ae2e@de.works

CBS3 and CW Philly 57, the ViacomCBS owned and operated television stations in the # 4 television market Philadelphia, have an immediate opening. We are searching for an energetic and extremely motivated Multi-Platform sales professional. Candidate must possess strong presentation and communication skills, experience working with advertising agencies, growing market share, and proven success in closing new business and digital.

Responsibilities:

- Drive advertising sales across the CBS-Philadelphiaportfolio.
- Establish agency and direct-client relationships in the Philadelphia market and surrounding territories.
- Develop quarterly & annual plans to drive revenue and market share across all CBS-Philadelphia platforms.
- Continually prospect, develop and maintain new, non-traditional revenue opportunities.
- Understand client needs and collaborate with internal teams to create customized, integrated solutions.
- Build and deliver compelling sales presentations.

- Handle linear and digital execution, from pre-sell through post-recap.

Qualifications:

- 3+ years of multi-platform media sales experience
- Strong prospecting, marketing, presentation and closing skills.
- Proven track record of past selling skills.
- Excellent written and verbal communication skills.
- Valid Philadelphia drivers license.

Preferred Qualifications:

- College degree and ratings knowledge preferred; computer skills are a must.
- Minimum of five years media sales experience
- A strong work ethic and thrives in a fast paced and competitive environment.
- Self-motivated, detail oriented and able to handle multi-task projects in a fast-paced environment.
- Wide Orbit, Strata and Salesforce proficiency preferred.

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Date posted

10/13/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

VP/Director of Sales - Philadelphia Market

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 986b0bce5bac4ed7a08fc61767e74dd4@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 986b0bce5bac4ed7a08fc61767e74dd4@de.works

REF#: 37948

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV

(Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV (Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

KYW-TV / WPSG-TV, the ViacomCBS Owned & Operated Duopoly in Philadelphia, is seeking a VP/Director of Sales to drive our total station sales effort.

Work directly with the station General Manager and the Division Sales Team to establish strategies and implement those strategies to meet Multi-Media (Linear and Non-Linear) sales objective goals. Recruit, hire and manage sales team to achieve results. Inventory management, utilization of research and sales tools are important. Knowledge of Nielsen, ComScore, Wide Orbit, Strata and Salesforce. Familiar with Microsoft Office including Excel, Word, PowerPoint, Outlook, etc.

Extensive experience in Broadcast Sales Management. In addition, candidates must have previous knowledge, success, and leadership in Digital Sales. Demonstrated success in ability to make budget, increase revenues and gain Market share. Ability to develop new and non-traditional business is essential. Must have the ability to develop relationships directly with clients as well as agencies. Dynamic leadership skills and ability to work as part of a team are important.

Essential Duties and Responsibilities include but not limited to:

- Responsible for day-to-day sales operations and achieving revenue goals for both broadcast and digital.
- Provide accurate revenue forecasts and deliver year over year growth.
- Develop sales packages and tools inclusive of sales promotions.
- Educate sales department in market/national trends and provide them with new selling ideas and techniques.
- Recruit, interview, and hire quality salespeople.
- Maintain positive relationships with key clients.
- Price inventory as appropriate and assign accounts.
- Prepare sales revenue and expense budgets.
- Train and coach sales management team.
- Attend sales calls with Account Executives.
- Coordinate and update sales pieces.
- Other duties as required.

QUALIFICATIONS:

Minimum 5 years' prior broadcast television sales management experience at a major market television station. Position requires excellent organizational/time management skills and leadership ability. Must be self-motivated, self-disciplined, have a positive attitude and be an effective communicator. Strong track record in revenue performance while maintaining and managing cost of sales is integral as is a strong background in inventory management, sales training, pricing, budgeting, and forecasting.

Previous Director of Sales experience and a bachelor's degree preferred.

FUNCTION: Sales

EEO Statement:

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Date posted

2/1/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Assistant News Director

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 2171d9a1e85343bca669dfe98c9511d8@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 2171d9a1e85343bca669dfe98c9511d8@de.works

CBS Television Stations consists of 28 CBS-owned stations in 17 major U.S. markets, as well as the stations' digital properties. The portfolio of stations includes 15 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates.

The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

KYW-TV/WPSG-TV, a ViacomCBS owned and operated station in Philadelphia (market # 4) is seeking a dynamic, creative, self-motivated, decision-making Assistant News Director with excellent news judgment and strong management and leadership skills. The ideal candidate will be able to own the day-to-day editorial operations in a highly competitive market, work closely with the News Director on long term planning, hiring, union negotiations, and newsroom administration.

Qualifications:

- A proven track record with strong experience in all aspects of television production for this HD television news operation.

- possess aptitude for integrating new technology applications in this multi-media, multi-platform environment.
- Previous experience working in a tapeless, non-linear newsroom. Familiarity with I-news, and Chyron graphics systems is a plus.
- A flexible schedule is required.
- A college degree and a minimum of 5 years' experience in a medium/large television market or network.

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FEIN

20-3548722

Date posted

5/12/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Broadcast Engineer

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: a474729afabf41cabf2beebcba1a5501@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: a474729afabf41cabf2beebcba1a5501@de.works

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The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

"A degree in a technical related field, appropriate IT certifications, and/or equivalent experience is required for this fast paced and exciting opportunity. Project management methodology backgr

CBS3 and CW Philly 57, the ViacomCBS owned and operated television stations in Philadelphia, has an immediate opening for a Broadcast Engineer. Reporting to the Engineering Department, this position will design new broadcast systems, maintaining and troubleshooting media and IT equipment. They will install and wire new technologies, field equipment, and achieve the highest levels of excellence in customer support, media integration and broadcast operations. The position

brings together the knowledge of a modern broadcast media operation as well as the ability to manage multiple priorities with a sense of urgency and adaptability.

The Broadcast Engineer responsibilities will include the maintenance and repair of all television broadcast equipment including: CBS Digital, IT systems integration, ELC automation, control gateways, production routers, graphics and editorial systems, ENG and SNG vehicles, STL & TSL links to and from all microwave transmission and receive sites, basic understanding and troubleshooting ability of solid state digital high powered transmitters.

Candidate should be well versed in the design, repair and maintenance of all television systems including software applications, control rooms, studios, and remote sites. Daily areas of focus are studio switchers, Sony ELC automation and remote control equipment (both IP and serial based), satellite equipment (including satellite dishes, IRDs, and analog satellite receivers), fiber connectivity, MPEG2 and MPEG4 (ASI and IP based encoders and decoders), video and audio routers, audio mixers and consoles, studio and ENG cameras, cloud based editing systems, monitors, broadcast monitoring and RF test equipment, and multi-viewer equipment.

In addition to maintenance responsibility, the position will lead designs and be responsible for projects from concept to completion. Position will perform drafting using CAD, installing media projects and configuring systems, integrating equipment into live broadcast workflows.

This exciting and interesting opportunity will require the ideal candidate to work well under pressure, pivoting and managing multiple changing priorities with a team oriented approach, coordinating with operations, creative services, and news. Position will hold scope meetings, design review meetings, and will lead projects, sometimes with tight deadlines. Excellent and clear communication skills are needed.

Qualifications:

A degree in a technical related field, appropriate IT certifications, and/or equivalent experience is required for this fast paced and exciting opportunity. Project management methodology background is a plus.

Associate's Degree or equivalent in Electronics Technology or Electrical Engineering Technology. Must have good general knowledge and experience with IT based systems. System level installation, along with troubleshooting ability. Must be a motivated "self-starter" who has the ability to work unsupervised.

Must be available to work any shift within a 24 hour, 7 day period. Some overnight work may be required. Other duties as assigned.

ound is a plus. Associate's Degree or equivalent in Electronics Technology or Electrical Engineering Technology. Minimum of 4 years of broadcast industry experience in a technical position is preferred. Must have good general knowledge and experience with IT based systems. System level installation, along with troubleshooting ability. Must be a motivated "self-starter" who has the ability to work unsupervised. Must be available to work any shift within a 24 hour, 7 day period. Some overnight work may be required. Other duties as assigned."

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Date posted

5/12/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Broadcast Operations Manager

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: bc2f3fd050704b7da4e6389b5124de54@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: bc2f3fd050704b7da4e6389b5124de54@de.works

CBS Television Stations consists of 28 CBS-owned stations in 17 major U.S. markets, as well as the stations' digital properties. The portfolio of stations includes 15 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates.

The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

CBS3 and CW Philly 57, the ViacomCBS owned and operated television stations in Philadelphia, has an immediate opening for a Broadcast Operations Manager. Reporting to the Director of Broadcast Operations & Engineering (BO&E), this position will manage and coordinate daily technical operations staff and facilities to develop new and improved media workflows, administer new technologies and achieve the highest levels of excellence in media integration and broadcast operations. The position brings together the knowledge of a modern broadcast media operation as well as the ability to manage multiple priorities with a sense of urgency and adaptability.

The Broadcast Operations Manager will oversee the daily activities of a media and news production operation, including staffing and facilities for KYW and WPSG. Management responsibilities include Stage operation, ELC operation, camera operation, prompter operation, TOC operation, closed caption coordination, hub communications, remote cameras, lighting systems, training, and disaster recovery planning. The position is supported by and integrated with Engineering and IT and is part of the core team to build new work flows and complete operational projects.

The position will coordinate operational activities and special events for News, Programming, CBS Network, CBS Sports, affiliates and syndicators.

The Candidate will be responsible to oversee and create work schedules for operations staff using a company tool set, keeping track of and allocating sick time/vacations and assign replacements as needed. Manage overtime. Position will oversee the Technical Operation Center (TOC) and serve as liaison between BO&E and News regarding new technical developments in studio and news operations, leading and participating in advancements with studio workflow and automation configurations. Position will manage in partnership with Creative Services, Engineering and IT, systems for elections, crawls, and weather alerts, bugs and on air graphics.

Position will be required to know and be well versed in IT skills and media software applications as they relate to production and news editorial systems, managing workflow and troubleshooting.

This exciting opportunity will require the ideal candidate to conduct weekly station operations meetings with managers, directors, producers, and engineering team members. In coordination with station and corporate engineering this position is part of a team to implement emerging new technologies into the newsroom and station, including mobile broadband, cloud technologies etc.

Additional responsibilities are as needed and as assigned. On-call flexible hours, with some occasional night/weekend work required. Excellent communications skills with a "get it done" sense of urgency is needed for this fast paced opportunity.

Qualifications:

A college degree in a technical related media, broadcasting or IT field is preferred. 5 years of experience in a news production or digital media environment with management responsibility for content production is preferred. Project management methodology, and IT applications backgrounds are a plus. Combinations of relevant skills, education and experience will be considered.

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Company

ViacomCBS

Job title

Web Producer

Associate Digital Line Producer

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 97e34ad51ae345838fed483037b670c8@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 97e34ad51ae345838fed483037b670c8@de.works

CBSPHilly.com and CWPHilly.com provide trusted news, traffic, sports, weather, entertainment and lifestyle content has an immediate opening for a hardworking dynamic Digital Content Producer. As a news professional, you thrive in a high-performance breaking news environment while building strong communication across all verticals within a newsroom. You love to use your intuition in evaluating newsworthy content, anticipating, identifying, and carrying out the business needs while working independently. Come bring your talents and join our team as our next digital reporter serving our Philadelphia community.

Responsibilities:

- Handle overall production of the sites, app and social media channels.
- Write, copyedit, and publish news articles in addition to editing and uploading videos and photos.
- Oversee distribution of content on social media and facilitate livestreaming.
- Make important editorial decisions and identifying lead stories.

- Interact daily with the CBS Local editorial staff to coordinate online coverage and identify broadcast promotional opportunities.
- Meticulous about spelling, grammar and overall accuracy of the content.
- Creative and willing to think out-of-the-box to troubleshoot when technical issues arise.

Qualifications:

- College degree in journalism or communication or comparable work experience
- 3 years plus of news writing experience for breaking news
- Must be available to work mornings, evenings and weekends.
- HTML and Wordpress knowledge
- AP style and copyediting experience
- Work well under tight deadlines in a fast-paced newsroom
- Proficient in effectively using social media channels to drive traffic to the website.
- Video and photo editor
- Understands of SEO strategies

Preferred:

- Advanced video and photo editing experience
- Experience with web analytics tools, such as Google Analytics and Adobe Analytics

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Date posted

10/22/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Executive Producer

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: d63968d863c4431ba0b05fd64442bb74@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: d63968d863c4431ba0b05fd64442bb74@de.works

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The Programming and Contracts Coordinator is responsible for keeping track of programming contracts for the CBS Owned Television Stations group including contract input in specialized programming software.

Coordinator will also assist in building station group presentations in both Excel and PowerPoint. This position is based in our Riverside New Jersey Operations Center.

CBS-Owned and Operated Duopoly (KYW-TV/WPSG-TV) in Philadelphia is seeking a highly motivated Executive Producer with a passion for news, creative approach, competitive spirit, social media expertise, and an overall love of television. Being selected as a member of our leadership team means you share our core values and stand with others who are hardworking, honest, engaged, accountable, competitive, and committed to diversity, inclusion, and equity.

Primary responsibilities include oversight of producers for daily newscasts at noon, 4, 5 and 6pm. EP will work with Assistant Director and Managing Editor to determine content and review scripts. The EP will work with producers to generate compelling production techniques and unique ideas for communicating content in engaging new ways with a focus on promoting all platforms. Must be a phenomenal teammate and able to work closely with the news leadership team on daily news coverage and multi-task on long-term projects, special reports, and other programming. Executive Producer will be required to participate in weekend on-call rotation with other managers.

The Executive Producer will reside in the Philadelphia area.

QUALIFICATIONS:

Minimum of five (5) years senior news management experience in a major market required along with line producing, field producing, and special projects production experience. Familiarity with SONY ELC, or other control room studio automation, non-linear desktop digital editing equipment, and newsroom I-News computer system, or other similar systems.

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7/31/2021

Job location

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Company

ViacomCBS

Job title

News Producer

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: a17f54e1c59e4c9da8dc05a8a20b1594@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: a17f54e1c59e4c9da8dc05a8a20b1594@de.works

REF#: 37286

CBS BUSINESS UNIT: CBS Television Stations

JOB TYPE: Full-Time Staff

JOB SCHEDULE: Full-Time

JOB LOCATION: Philadelphia, PA

ABOUT US:

CBS Television Stations consists of 29 owned-and-operated stations, including 16 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates. Among its stations are WCBS-TV and WLNY-TV (New York), KCBS-TV and KCAL-TV (Los Angeles), WBBM-TV (Chicago), KYW-TV and WPSG-TV (Philadelphia), KTVT-TV and KTXA-TV (Dallas-Ft. Worth), KPIX-TV and KBCW-TV (San Francisco), WBZ-TV and WSBK-TV (Boston), WUPA-TV (Atlanta), WWJ-TV and WKBD-TV (Detroit), KSTW-TV (Seattle), WTOG-TV (Tampa-St. Petersburg), WCCO-TV (Minneapolis), KCNC-TV (Denver), WFOR-TV and WBFS-TV (Miami), KOVR-TV and KMAX-TV (Sacramento), KDKA-TV and WPCW-TV (Pittsburgh), WJZ-TV

(Baltimore), as well as WCCO-TV's satellite stations KCCO-TV (Alexandria, Minn.) and KCCW-TV (Walker, Minn.).

DESCRIPTION:

News Producer - Philadelphia

CBS 3, KYW-TV / The CW Philly 57, WPSG-TV is seeking an experienced newscast producer. Candidate must possess strong leadership skills to work with a team to generate solid ideas for story selection and placement as well as utilize creative production techniques. Must write compelling teases and create memorable on-air moments. Must be flexible to let shows breathe while maintaining ratings-driven format times. The ideal candidate will thrive in producing breaking news, both within and outside of regular newscasts. We aren't looking for a show stacker, we are looking for a producer who's passionate about news and highly competitive.

QUALIFICATIONS:

Must have excellent writing skills. Knowledge of non-linear editing systems required as well as experience with Avid I-News or similar computer system. Minimum 3 - 5 years' experience. SAG-AFTRA union position. Please submit links and writing samples.

EEO Statement:

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FEIN

20-3548722

Date posted

10/8/2020

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Assignment Manager

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 62a9c76044e44afc99a9b110e9056d53@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 62a9c76044e44afc99a9b110e9056d53@de.works

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The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

CBS3 and CW Philly 57, the CBS owned and operated television stations in Philadelphia, have an immediate opening for an Assignment Manager. The individual is a highly competitive news professional that thrives on beating the competition and getting the story not just first but right. We are looking for an aggressive, motivated, and experienced News professional to own the assignment desk and provide editorial oversight. The Assignment Manager will work with the news management team to plan, execute and coordinate daily news coverage by directing the work of others and adhering to the highest standards of journalism. Monitor public service agency scanners and breaking content and assign personnel necessary to cover the story. Must be adept at tracking news on social media and coordinate with digital team on breaking news. Candidate must possess

excellent people skills both working with internal staff and while in contact with public agencies, government, station contacts and viewers. Assignment Manager will be responsible for guiding his/her staff of assignment editors and coordinate information for reporters and photographers in the field and oversee dissemination of information in the newsroom. Work closely with the VP of News to implement the vision for the newsroom.

Candidate must have a minimum of five years' experience in a medium to large market television news assignment desk. Must be flexible and available to cover breaking news on nights and weekends. Rotates on call weekends with news management team. If you thrive in a competitive, fast paced environment and possess the ability to multi-task with strong organizational skills we want to talk to you.

- Bachelor's degree preferred.
- Strong journalistic fundamentals, including excellent writing and communication skills.
- Ability to work under tight deadline pressure.
- Strong leadership skills along with experience supervising and motivating a team..

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FEIN

20-3548722

Date posted

7/21/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Anchor/Reporter

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 273bbb781d79460ca1ab09431b9466d7@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 273bbb781d79460ca1ab09431b9466d7@de.works

CBS News and Stations, brings together the power of CBS News, 28 owned television stations in 17 major U.S. markets, CBSN, CBSN Local platforms, local websites and cbsnews.com, under one umbrella. CBS News and Stations is home to the nations #1 news program 60 MINUTES, CBSN, the first 24/7 digital streaming news network, the award-winning broadcasts CBS MORNINGS, CBS SATURDAY MORNING, the CBS EVENING NEWS WITH NORAH O'DONNELL, CBS SUNDAY MORNING, CBS WEEKEND NEWS, 48 HOURS and FACE THE NATION WITH MARGARET BRENNAN. CBS News and Stations also produces the award-winning 60 MINUTES+ for Paramount+. CBS News and Stations provides news and information for the CBS Television Network, CBSNews.com, CBSN, CBS News Radio and podcasts, CBS Mobile, Paramount + and other digital platforms. CBS News and Stations is dedicated to providing the highest quality journalism under standards it pioneered and continues to set in today's digital age. CBS News earns more prestigious journalism awards than any other broadcast network.

CBS3/KYW-TV and CW Philly 57, the CBS-owned and operated television stations in Philadelphia, has an opening for on-air Anchor/Reporter. Preferred candidates will have extensive anchoring and reporting experience, outstanding writing, and verbal communications skills, possess a comprehensive understanding of television news production, and be able to handle live breaking news both in the studio and in the field. Candidates must be adept in interviewing and have impeccable news judgment! Anchor/Reporter will be required to contribute special reports and be

actively engaged with social media. Must be willing to attend station events and make appearances as needed. The ideal candidate will be a highly energetic newsroom leader and be able to work effectively with others in a deadline-driven team environment!

- BA or BS in Journalism, Communications, or related field
- A minimum of 3 years television anchor/reporter experience in medium/large market
- Excellent writing skills
- Ability to ad-lib easily in various types of situations
- Strong live reporting skills
- Ability to handle working under the pressure of intense deadlines
- Demonstrated ability to present scripts with clarity and energy
- Proven record of meeting deadlines and developing contacts
- Proven record of contributing story ideas
- Knowledge of the Philadelphia area and area news, events, government, and communities
- Well-versed in a wide variety of subjects to include local, state, and national affairs.
- Excellent computer skills and ability to work with a variety of computer applications for news as well as MS Applications
- Bi-lingual candidates strongly encouraged to apply

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FEIN

20-3548722

Date posted

10/12/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Sales & Marketing Assistant

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 699afa6a348c46f68daf316e32141276@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 699afa6a348c46f68daf316e32141276@de.works

CBS Television Stations consists of 28 CBS-owned stations in 17 major U.S. markets, as well as the stations' digital properties. The portfolio of stations includes 15 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates.

The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

CBS 3, KYW-TV / CW Philly 57, WPSG-TV is looking for an entry level Sales & Marketing Assistant to assist the sales team with the placement and processing of orders for TV Advertising Accounts. If a career in television sales interests you, this could be the role for you!

Responsibilities

- Develop a firm understanding of the sales process, Nielsen and comScore ratings and Wide Orbit software. Input and maintain orders, including revisions due to program changes and/or pre-empted spots.
- Act as liaison between station personnel, media buyers and salesperson.
- Organize and maintain schedules.
- Ensure all assigned duties are completed efficiently and with adherence to deadlines.
- Work directly for one or more Account Executives and maintain an effective working relationship with them and other sales and company personnel.
- Work with and develop an effective working relationship with all station and agency personnel.
- Perform general office duties including answering phones.

Qualifications:

- College degree preferred, preferably in communications, public relations, advertising or business.
- Highly organized with the ability to switch focus quickly when needed and work on multiple projects at the same time.
- Fast and accurate computer data entry skill and ability.
- Proficient in Microsoft Office including Excel, Word & PowerPoint.
- Excellent written and verbal skills.
- Enjoy working in a fast paced environment, able to act with a sense of urgency and adhere to set deadlines.
- Have a personable demeanor with strong team and customer focus.

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FEIN

20-3548722

Date posted

8/27/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Anchor/Reporter

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: e29e4c4b6acb46f3918d2b1a537a606e@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: e29e4c4b6acb46f3918d2b1a537a606e@de.works

CBS News and Stations, brings together the power of CBS News, 28 owned television stations in 17 major U.S. markets, CBSN, CBSN Local platforms, local websites and cbsnews.com, under one umbrella. CBS News and Stations is home to the nations #1 news program 60 MINUTES, CBSN, the first 24/7 digital streaming news network, the award-winning broadcasts CBS MORNINGS, CBS SATURDAY MORNING, the CBS EVENING NEWS WITH NORAH O'DONNELL, CBS SUNDAY MORNING, CBS WEEKEND NEWS, 48 HOURS and FACE THE NATION WITH MARGARET BRENNAN. CBS News and Stations also produces the award-winning 60 MINUTES+ for Paramount+. CBS News and Stations provides news and information for the CBS Television Network, CBSNews.com, CBSN, CBS News Radio and podcasts, CBS Mobile, Paramount + and other digital platforms. CBS News and Stations is dedicated to providing the highest quality journalism under standards it pioneered and continues to set in today's digital age. CBS News earns more prestigious journalism awards than any other broadcast network.

CBS3 and CW Philly 57, the CBS owned and operated television stations in Philadelphia, have an immediate opening for a **Traffic Anchor/Reporter** with medium to major market television experience. Candidates must have a good understanding of the Philadelphia area roadways and

public transit system. A successful candidate will use creativity to present visually interesting and insightful traffic segments on air. Reporter may also turn feature content.

QUALIFICATIONS: REQUIRED:

Live television experience is a must.

At a minimum, candidate should possess:

High energy, phenomenal communication skills

Professional on-air experience

Good public speaking skills

Knowledge of current events both in Philadelphia and nationally

College degree required

Strong computer skills and be willing to learn computer graphics system

Able to multi-task

Have extremely good people skills

Ability to write, shoot and edit material a plus

Bi-lingual candidates strongly encouraged to apply

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Date posted

10/19/2021

Job location

Philadelphia, PA

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Company

ViacomCBS

Job title

Reporter

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 317fa40087bc48b584635e39bd159c75@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 317fa40087bc48b584635e39bd159c75@de.works

CBS Television Stations consists of 28 CBS-owned stations in 17 major U.S. markets, as well as the stations' digital properties. The portfolio of stations includes 15 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates.

The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

CBS3 and CW Philly 57, the ViacomCBS owned and operated television stations in Philadelphia, have an immediate opening for on-air reporter.

RESPONSIBILITIES:

Gather, write, produce and present news content in a clear, concise and easy to understand way. Write active news copy, while telling creative people stories. Develop sources and breaking content. Pitch story ideas at daily news editorial meetings, conduct interviews and develop news content. Assist Producer in preparing newscast. Perform other duties as assigned by the News Director.

QUALIFICATIONS:

- Four-year college degree or equivalent experience along with at least five years reporting experience required.
- Possess strong news judgment, organizational skills, computer proficiency, keen sense of logistics, a clear and concise speaking voice.
- The ability to work well under tight deadlines.
- Must be able to report live under breaking news conditions. Must be creative and add to story telling during breaking news.
- All reporters should be familiar with the use of social media and the role it plays in newsgathering.
- All reporters are required to capture, write and file content for our website.
- A proven history of editorial judgment and mastery of journalistic ethics and libel law.
- Must have a valid driver's license as this person will periodically be required to drive company vehicle or personal vehicle to cover various assignments.
- Possess the ability to shoot and edit preferred.
- Bilingual Spanish/English a plus.

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Date posted

8/23/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Meteorologist

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 426d30e4cb9642e9becd39fe1d94313f@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 426d30e4cb9642e9becd39fe1d94313f@de.works

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Overview and Responsibilities:

CBS3 Philadelphia is seeking an engaged and energized on-air Meteorologist to join our hardworking weather team. Candidates must have a B.S. Degree in Meteorology or Earth Sciences. Top candidates will be phenomenal storytellers who are comfortable reporting live in the field during severe weather and community-related events. Must be proficient in creating dynamic weather computer graphics. Knowledge of desktop editing helpful. AMS seal and knowledge of WSI weather system preferred.

Basic Qualifications:

- B.S. Degree in Meteorology or Earth Sciences
- Three years on-air experience
- Proficient in weather graphics production
- AMS Seal preferred
- Ability to field report and write packages a plus

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Date posted

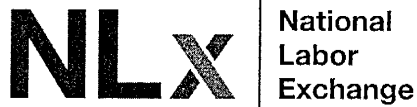
9/3/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Reporter

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 317fa40087bc48b584635e39bd159c75@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 317fa40087bc48b584635e39bd159c75@de.works

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RESPONSIBILITIES:

Gather, write, produce and present news content in a clear, concise and easy to understand way. Write active news copy, while telling creative people stories. Develop sources and breaking content.

Pitch story ideas at daily news editorial meetings, conduct interviews and develop news content. Assist Producer in preparing newscast. Perform other duties as assigned by the News Director.

QUALIFICATIONS:

- Four-year college degree or equivalent experience along with at least five years reporting experience required.
- Possess strong news judgment, organizational skills, computer proficiency, keen sense of logistics, a clear and concise speaking voice.
- The ability to work well under tight deadlines.
- Must be able to report live under breaking news conditions. Must be creative and add to story telling during breaking news.
- All reporters should be familiar with the use of social media and the role it plays in newsgathering.
- All reporters are required to capture, write and file content for our website.
- A proven history of editorial judgment and mastery of journalistic ethics and libel law.
- Must have a valid driver's license as this person will periodically be required to drive company vehicle or personal vehicle to cover various assignments.
- Possess the ability to shoot and edit preferred.
- Bilingual Spanish/English a plus.

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Date posted

8/23/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Sales Manager

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 63470e275deb45ea8809fab57e301016@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 63470e275deb45ea8809fab57e301016@de.works

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Sales Manager

The CBS Philadelphia Business Development/Digital Sales Manager will report to the VP, Director of Sales at KYW/WPSG and will be responsible for working closely with the sales team to prospect, develop, close, and maintain linear and digital advertising accounts on CBSPhilly.com and CBS Local Digital Media properties.

PRIMARY ACCOUNTABILITIES:

Coordinate new business and digital sales efforts of the CBS Philadelphia sales staff including:

- Provide ongoing sales training for digital sales products and services.
- Develop compelling sales proposals and presentations for sales staff for CBS Local new business and digital opportunities.
- Review local stations RFPs and make strategic recommendations to maximize linear and online revenue.
- Grow new business and online ad sales revenue and exceed revenue goals.
- Set sales agenda including, prioritizing and organizing sales calls based on maximum potential return.
- Maximize revenue by managing advertising inventory & pricing.
- Coordinate new business and online ad sales campaigns with local trafficking team.
- Prepare and review local market new business and digital sales reports and forecasts.
- Analyze competitive online media marketplace.
- Manage digital agency/client relationships.
- Work with CBS creative teams on production and trafficking of new business and digital assets for digital campaigns.
- Assist with new business and digital research requests in conjunction with CBS Philadelphia/CBS TV Stations research team.
- Assist the sales team with prospecting for new linear and digital business opportunities.
- Support the sales team in developing sponsorships around major CBS tent-pole events including NFL Football, College Basketball, Grammy Awards, Primetime Programming, etc.
- Work closely with local management team to develop solutions-based integrated media campaigns for clients.

CORE COMPETENCIES:

- Knowledge of the online media business and underlying technology and research
- Excellent sales skills including the ability to create and build relationships.
- Demonstrated record of sales successes and established relationships.
- Good organizational and time management skills.
- Excellent listening, negotiation and presentation skills. Team oriented.

- Highly proficient in PowerPoint and Excel
- Understanding of Wide Orbit, Google DFP, DSPs, Google Analytics, Salesforce, Scarborough, MOAT, Adobe Creative Cloud, and other web related applications a plus.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum 5 years of online advertising sales.
- Media sales prospecting experience (especially TV) is a plus.
- BS / BA degree preferred
- Dedicated and driven work ethic, excellent writing skills, comfortable making presentations to all size groups (5-50), outstanding computer skills

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FEIN

20-3548722

Date posted

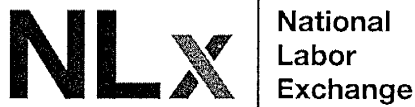
8/23/2021

Job location

Philadelphia, PA



In partnership with



Job Details

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Company

ViacomCBS

Job title

Account Executive (CBS3 & CW Philly 57)

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 6e55f9757913478199ff599776d8ae2e@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 6e55f9757913478199ff599776d8ae2e@de.works

CBS3 and CW Philly 57, the ViacomCBS owned and operated television stations in the # 4 television market Philadelphia, have an immediate opening. We are searching for an energetic and extremely motivated Multi-Platform sales professional. Candidate must possess strong presentation and communication skills, experience working with advertising agencies, growing market share, and proven success in closing new business and digital.

Responsibilities:

- Drive advertising sales across the CBS-Philadelphiaportfolio.
- Establish agency and direct-client relationships in the Philadelphia market and surrounding territories.
- Develop quarterly & annual plans to drive revenue and market share across all CBS-Philadelphia platforms.
- Continually prospect, develop and maintain new, non-traditional revenue opportunities.
- Understand client needs and collaborate with internal teams to create customized, integrated solutions.
- Build and deliver compelling sales presentations.
- Handle linear and digital execution, from pre-sell through post-recap.

Qualifications:

- 3+ years of multi-platform media sales experience
- Strong prospecting, marketing, presentation and closing skills.
- Proven track record of past selling skills.
- Excellent written and verbal communication skills.
- Valid Philadelphia drivers license.

Preferred Qualifications:

- College degree and ratings knowledge preferred; computer skills are a must.
- Minimum of five years media sales experience
- A strong work ethic and thrives in a fast paced and competitive environment.
- Self-motivated, detail oriented and able to handle multi-task projects in a fast-paced environment.
- Wide Orbit, Strata and Salesforce proficiency preferred.

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FEIN

20-3548722

Date posted

10/13/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Assignment Editor

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: a87b9bd964e2475d90bf2adc5d5067f3@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: a87b9bd964e2475d90bf2adc5d5067f3@de.works

CBS3 and CW Philly 57, the CBS owned and operated television stations in Philadelphia, have an immediate opening for a hardworking dynamic Assignment Editor. The individual is a highly competitive news professional that thrives on beating the competition and getting the story not just first but right while managing the operation of the assignment desk during your shift. Your demeanor is naturally geared towards a get it done attitude while maintaining the utmost professionalism especially when working with CBS News, other CBS O&O's, and station affiliates to share content. Come bring your talents and join our team!

Responsibilities:

- Meet deadlines in high stress breaking news situations.
- Multitask under pressure while logistically dispatching crews efficiently.
- Monitor police/fire scanners for breaking news, work with the Assignment Manager, Managing Editor on story ideas, and expanded coverage plans.
- Communicate internally via formats like Slack.
- Generate original stories and develop follow-ups, track social media for news gathering, update information in assignment desk I-news daybook, maintain contact lists, and story files.

- Develop new contacts with government agencies (city, state, federal), and public relations representatives.
- Coordinate long-range coverage such as political campaign coverage, election night coverage, and travel domestic or overseas.
- Handle video distribution and methods to move video via satellite, fiber, broadband, Dejero and LiveU etc. is a must.
- Adjust schedule to accommodate sickness, vacations, and operational needs of the station.

Qualifications:

- Bachelors or technical degree in broadcast journalism or related field preferred.
- Minimum 3 years experience in broadcast news with at least two years as an assignment editor in a major or medium market.
- Experience with I-news and desktop editing systems (Avid) a plus.
- Excellent verbal and written communication skills.
- Work effectively and professionally with newsroom personnel and the public.
- Organizational skills and the ability to multi-task a must.

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FEIN

20-3548722

Date posted

10/22/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Managing Editor Web

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: e141030a251947d48b9c612913a39656@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: e141030a251947d48b9c612913a39656@de.works

CBS Television Stations consists of 28 CBS-owned stations in 17 major U.S. markets, as well as the stations' digital properties. The portfolio of stations includes 15 that are part of the CBS Television Network, eight affiliates of The CW Network, three independent stations and two MyNetworkTV affiliates.

The station group's properties also include CBSN Local, a joint initiative with CBS Interactive that features direct-to-consumer streaming news services in the markets where the Company has local news organizations. CBS Television Stations' premium local content is also distributed to consumers by the group's websites and mobile applications.

CBS Philadelphia is looking for an experienced broadcast/digital journalist and strategist to join the digital team as Managing Editor. The position will report to the Director of Digital content and collaborate with the news and management teams at CBS3 to ensure that website news operations run smoothly. The Managing Editor will be responsible for helping build digital/social messaging. This individual will provide clear editorial direction to the digital news producers (who write and publish news, features and videos), lead all aspects of the conception, assignment and editing of content and help enforce editorial best practices that further the group's strategy and goals, including but not limited to attending daily editorial meeting, traffic growth, help lead content promotion, including

display copy, trend-tracking and social media to increase engagement. Track Metrics statuses daily, monthly and as needed by management. Assist with trafficking media and uploading of native content.

REQUIRED SKILLS/EXPERIENCE:

- Bachelor's degree
- At least four years journalism and website experience.
- Strong journalistic fundamentals, including excellent writing and editing skills
- Astute legal and ethical judgment skills
- Ability to work under tight deadline pressure
- Strong leadership skills along with experience supervising and motivating a team of highly functioning writers and editors.
- A proven track record using social media to grow traffic aggressively
- Knowledge of SEO best practices
- Familiarity with Internet culture, particularly what's trending and how a story goes viral.
- Familiarity with content management systems- including Wordpress.
- Television broadcast journalism experience preferred

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FEIN

20-3548722

Date posted

7/23/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Executive Producer, Impacting Communities

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 97b932bd4e1a4e22bb83747fcc5072af@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 97b932bd4e1a4e22bb83747fcc5072af@de.works

CBS News and Stations, brings together the power of CBS News, 28 owned television stations in 17 major U.S. markets, CBSN, CBSN Local platforms, local websites and cbsnews.com, under one umbrella. CBS News and Stations is home to the nations #1 news program 60 MINUTES, CBSN, the first 24/7 digital streaming news network, the award-winning broadcasts CBS MORNINGS, CBS SATURDAY MORNING, the CBS EVENING NEWS WITH NORAH O'DONNELL, CBS SUNDAY MORNING, CBS WEEKEND NEWS, 48 HOURS and FACE THE NATION WITH MARGARET BRENNAN. CBS News and Stations also produces the award-winning 60 MINUTES+ for Paramount+. CBS News and Stations provides news and information for the CBS Television Network, CBSNews.com, CBSN, CBS News Radio and podcasts, CBS Mobile, Paramount + and other digital platforms. CBS News and Stations is dedicated to providing the highest quality journalism under standards it pioneered and continues to set in today's digital age. CBS News earns more prestigious journalism awards than any other broadcast network.

The role and responsibility of local news stations is to accurately reflect and represent the communities where they live to hold the powerful accountable and to affect positive change in service to those communities. As we recommit to that purpose and reimagine how we engage with multi-platform audiences in the future, the CBS Owned Stations seek strong storytellers and content leaders who are as committed to creating tangible and meaningful impact in our communities as we are.

The EP, Impacting Communities at our stations will play a pivotal role in leading our next-generation storytelling efforts focusing on areas where we can affect change in the communities we serve every single day - as well as ensuring balance and authenticity in our local products across platforms. You will be entrusted with guiding a team of reporters tasked with building relationships and sourcing original stories at the neighborhood-level. You will be responsible for surfacing and creating content across platforms focused on critical local issues and neighborhood triumphs, using storytelling to inspire compassion, mobilize communities, and spark action + conversations. EP's will design a strategic plan in partnership with the News Director and the Vice President of Content Development to ensure reaching this goal every day as well as work alongside the General Manager and Creative Services Director to identify and leverage those relationships/partnerships that could grow into brand-compliant station wide commitments and campaigns.

If you have a passion for community service and the ability to surface and create unique and untold stories if you are able to build relationships and partnerships that can be used to bring a broader scope of community stories to our newscasts and news products, we want to hear from you!

Join us as we create a new community-based ecosystem of news gathering across CBS News and Stations.

Primary Accountability

Must have solid news judgement and strong story-telling skills

Accountable for community focused content ensuring accuracy and fairness

Must be able to ensure content is compelling across multiple platforms

Special attention to skills related to original/enterprise reporting, writing, graphics, story placement & timely communication that will inspire

Will partner with on-air, producing and writing other staff

Knowledge of desk top editing, graphics management and control room automation

Willing to work with all departments across disciplines, to produce relevant content

Strong social media skills

Compliance with CBS policies and journalistic standards

Competencies Desired

5 years or more experience as an Executive Producer or Assistant News Director a plus

Strong, measurable story-telling experience

Consistent track record in producing impactful community-based initiatives

Bachelors degree in journalism or similar field

Familiar with assigned market

Connected with key influencers within the community

Can manage all community-based campaigns with an emphasis on broad impact with neighborhood sensibility

Must be able to build and maintain partnerships with community leaders and organizations

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20-3548722

Date posted

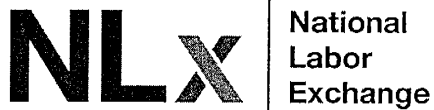
11/3/2021

Job location

Philadelphia, PA



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Company

ViacomCBS

Job title

Web Producer

Compliance Information

VEVRAA Federal Contractor

Request Priority Protected Veteran Referrals

EOE Protected Veterans/Disability

Contact Email: 97e34ad51ae345838fed483037b670c8@de.works

Job description

VEVRAA Federal Contractor Request Priority Protected Veteran Referrals EOE Protected Veterans/Disability Contact Email: 97e34ad51ae345838fed483037b670c8@de.works

CBSPhilly.com and CWPhilly.com provide trusted news, traffic, sports, weather, entertainment and lifestyle content has an immediate opening for a hardworking dynamic Digital Content Producer. As a news professional, you thrive in a high-performance breaking news environment while building strong communication across all verticals within a newsroom. You love to use your intuition in evaluating newsworthy content, anticipating, identifying, and carrying out the business needs while working independently. Come bring your talents and join our team as our next digital reporter serving our Philadelphia community.

Responsibilities:

- Handle overall production of the sites, app and social media channels.
- Write, copyedit, and publish news articles in addition to editing and uploading videos and photos.
- Oversee distribution of content on social media and facilitate livestreaming.
- Make important editorial decisions and identifying lead stories.
- Interact daily with the CBS Local editorial staff to coordinate online coverage and identify broadcast promotional opportunities.
- Meticulous about spelling, grammar and overall accuracy of the content.

- Creative and willing to think out-of-the-box to troubleshoot when technical issues arise.

Qualifications:

- College degree in journalism or communication or comparable work experience
- 3 years plus of news writing experience for breaking news
- Must be available to work mornings, evenings and weekends.
- HTML and Wordpress knowledge
- AP style and copyediting experience
- Work well under tight deadlines in a fast-paced newsroom
- Proficient in effectively using social media channels to drive traffic to the website.
- Video and photo editor
- Understands of SEO strategies

Preferred:

- Advanced video and photo editing experience
- Experience with web analytics tools, such as Google Analytics and Adobe Analytics

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FEIN

20-3548722

Date posted

10/22/2021

Job location

Philadelphia, PA

EXHIBIT C

DirectEmployers Distribution List

(The list of distribution sites is the same for each job listing)

DirectEmployers Distribution List

DirectEmployers Disability - https://diversity-screenshots.de.works/44495/disability/2021/3/1/ed63390d-d6d6-4eec-8d51-be21f4c42968_disability_2021-03-01T21-55-32-9938478Z.jpg

DirectEmployers Diversity - https://diversity-screenshots.de.works/44495/diversity/2021/3/1/ed63390d-d6d6-4eec-8d51-be21f4c42968_diversity_2021-03-01T21-55-32-9938478Z.jpg

DirectEmployers Women - https://diversity-screenshots.de.works/44495/women/2021/3/1/ed63390d-d6d6-4eec-8d51-be21f4c42968_women_2021-03-01T21-55-32-9938478Z.jpg

DirectEmployers Veterans - https://diversity-screenshots.de.works/44495/veterans/2021/3/1/ed63390d-d6d6-4eec-8d51-be21f4c42968_veterans_2021-03-01T21-55-32-9938478Z.jpg

DirectEmployers Minority - https://diversity-screenshots.de.works/44495/minority/2021/3/1/ed63390d-d6d6-4eec-8d51-be21f4c42968_minority_2021-03-01T21-55-32-9938478Z.jpg

Campus Pride - https://diversity-screenshots.de.works/44495/campuspride/2021/3/1/ed63390d-d6d6-4eec-8d51-be21f4c42968_campuspride_2021-03-01T21-55-32-9938478Z.jpg

AfricanAmericanJobsite.com - <http://www.africanamericanjobsite.com/>

AsianAmericanJobsite.com - <http://www.asianamericanjobsite.com/>

DirectEmployers African American - <https://africanamerican.dejobs.org/>

DirectEmployers Asian American - <https://asianamerican.dejobs.org/>

The Black Perspective - <https://blackperspective.com/career-search-engine/>

Diversityworkers.com - <http://www.diversityworkers.com/>

HispanicJobsite.com - <http://www.hispanicjobsite.com/>

Hispanic Today - <https://hispanic-today.com/career-search-engine/>

Jobs4Women.net - <http://www.jobs4women.net/>

Latino American - <https://latinoamerican.dejobs.org/>

DirectEmployers Hispanic American - <https://hispanicamerican.dejobs.org/>

Lgbtjobsite.com - <http://www.lgbtjobsite.com>

DirectEmployers LGBTQ - <https://lgbtq.dejobs.org/>

Native American - <https://nativeamerican.dejobs.org/>

RetiredStars.com - <http://www.retiredstars.com/>

SeniorJobsNetwork.com - <http://www.seniorjobsnetwork.com/>

Way Finders Careers - <http://wayfinderscareers.com/>

Women For Hire - <http://jobs.womenforhire.com/>

Women in Business and Industry - <https://wib-i.com/career-search-engine/>

Allsup Employment Services - <https://disability.dejobs.org/allsup-disability-partner/>

DisabilityJobSite.com - <http://www.disabilityjobsite.com/>

Disabled Veterans - <https://disabledveterans.dejobs.org/>

Easter Seals - <https://easterseals.dejobs.org>

Enable America - <https://enableamerica.dejobs.org>

Land A Job - <https://jobs.landajob.org/>

National Multiple Sclerosis Society - <https://nationalmssociety.dejobs.org>

The Career Index Plus - https://thecareerindex.com/dsp_intro.cfm

ArmedServicesJobs.com - <http://www.armedservicesjobs.com/>

Governors State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Grand Canyon University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Hamline University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Hampshire College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harper College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harvard University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harvard University, Graduate School of Design - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harvard University, Graduate School of Education & Harvard Divinity School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harvard University, Kennedy School of Government - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harvard University, Law School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Harvard University, T.H. Chan School of Public Health - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Hendrix College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Henry Ford College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Hofstra University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Hong Kong Polytechnic University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Howard University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

IE Business School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

IESE Business School, University of Navarra - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Illinois State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

IMD Business School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

iNav (Metro Atlanta Chamber) - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Indiana University Bloomington, College of Arts & Sciences -
<https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, Jacobs School of Music - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, Kelley School of Business-MBA -
<https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, Kelley School of Business-Undergraduate -
<https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, Maurer School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, School of Education - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, School of Informatics, Computing, and Engineering -
<https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University Bloomington, School of Public & Environmental Affairs -
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Indiana University Northwest - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University School of Optometry - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Indiana University South Bend - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

St. Mary's College of Maryland - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
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St. Thomas University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Stanford University Ford Dorsey Master's in International Policy -
<https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Stanford University, Graduate School of Education - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
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Temple University, School of Tourism and Hospitality Management -
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Texas Southern University, Thurgood Marshall School of Law -
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The National Society of Leadership and Success - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
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The Southern Baptist Theological Seminary - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
The Universities at Shady Grove - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

CASY/National Guard Employment Program - <https://jobs.msccn.org/usa/jobs/>
Military Spouse - <https://militaryspouse.dejobs.org/>
Military Spouse Connections - <https://militaryspouseconnection.dejobs.org/>
Military Spouse Corporate Career Network (MSCCN) - <https://jobs.msccn.org/usa/jobs/>
My Next Move for Veterans - <http://www.mynextmove.org/vets/find/browse?c=0>
Student Veterans Of America - <http://studentveteransofamerica.jobs>
The HER Foundation Inc. - <https://honorher.works/>
USA Cares - <https://careers.usacares.org/>
US Military Pipeline - <https://usmilitarypipeline.com/>

VetCentral on USNLx.com - <https://veterans.usnlx.com>
Veteran's Enterprise - <https://veteransenterprise.com/career-search-engine/>
Veterans Job Bank - <https://www.vets.gov/employment/job-seekers/search-jobs>
VeteranJobSite.com - <http://www.veteranjobsite.com/>
VetJobs - <https://jobs.vetjobs.org/>
American Job Center (USDOL) - <https://www.careeronestop.org/JobSearch/job-search.aspx>
CareerOneStop (USDOL/ETA) - <https://www.careeronestop.org/JobSearch/job-search.aspx>
My Next Move (USDOL/ETA) - <http://www.mynextmove.org>
My Next Move for Veterans (USDOL/ETA) - <http://www.mynextmove.org/vets/find/browse?c=0>
My Skills My Future (USDOL/ETA) - <http://www.myskillsmyfuture.org>
The National Labor Exchange (NLx) - <https://usnlx.com>
VetCentral - http://vetcentral.usnlx.com/vet_index.asp?stype=moc
State of Pennsylvania - <https://www.cwds.pa.gov/>
Adzuna - <https://www.adzuna.com/>
Juju - <http://www.job-search-engine.com/>
The Ladders - <http://TheLadders.com/>
LinkedIn - <https://www.linkedin.com/>
PhillyJobs.com - <https://www.phillyjobs.com/>
Zippia.com - <https://www.zippia.com>
Ziprecruiter.com - <https://www.ziprecruiter.com/>
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IUPUI, Herron School of Art and Design - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
IUPUI, Kelley School of Business - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
IUPUI, Lilly Family School of Philanthropy - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
IUPUI, Office of Student Employment - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
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UCAN, University Career Action Network - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
UCLA LLM Interview Program - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
UCLA, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Union University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
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LIM College (Laboratory Institute of Merchandising) - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
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Florida International University, College of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Florida State College at Jacksonville - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Florida State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Florida State University, College of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Fordham University, Gabelli School of Business (Graduate Programs) -
<https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Fordham University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Fort Valley State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Full Sail University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Fullerton College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Fundacion Empresa, Universidad de Navarra - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Gallaudet University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Gateway Community College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
George Mason University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Georgetown College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Georgetown University, Edmund A. Walsh School of Foreign Service - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Georgetown University, McCourt School of Public Policy - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Georgia State University, College of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Georgia Tech - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Georgia Tech, Scheller College of Business - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Golden Gate University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Golden Gate University School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Goucher College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Santa Clara University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Santa Fe Community College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Savannah College of Art and Design - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Savannah Technical College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
SDA Bocconi School of Management - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Seattle University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Service Academy Career Central (SACCentral) - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Seton Hall University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Seton Hall University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Shippensburg University of Pennsylvania (PASSHE) - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Siena College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Singapore Management University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Singapore Management University, Centre for Social Responsibility - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Singapore Management University, Dato Kho Hui Postgraduate - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
SIT Graduate Institute - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Slippery Rock University of Pennsylvania (PASSHE) - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
South Central College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
South Texas College of Law Houston - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southeast Missouri State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southeast Technical Institute - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southeastern Baptist Theological Seminary - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southeastern Louisiana University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southeastern Technical College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southern Connecticut State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southern Crescent Technical College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southern Methodist University, Dedman School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southern Union State Community College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southern University Law Center - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southwestern Law School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Southwestern University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Spokane Community College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
St. Ambrose University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
St. John's University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
St. Louis University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Villanova University, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Vincennes University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Virginia International University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Wade College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Wagner College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Wake Forest University School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Walsh College of Accountancy and Business - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Wartburg College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Washburn University School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Washington University in St. Louis - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Washington University in St. Louis, Olin Undergrad Business School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Washington University in St. Louis, School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Washtenaw Community College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
West Georgia Technical College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
West Virginia State University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
West Virginia University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
West Virginia University, College of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Western Illinois University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Western Michigan University Cooley Law School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

Western New England University School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Western Washington University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Whittier Law School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Widener University, Delaware Law School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
William & Mary, Raymond A. Mason School of Business - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
William James College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
William Jewell College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Wilmington College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Winthrop University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Yale University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Yale University, Law School - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Yale-NUS College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Yeshiva University - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
Yeshiva University, Benjamin N. Cardozo School of Law - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
York College of Pennsylvania - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>
York Technical College - <https://network.symplicity.com/philadelphia/pennsylvania/usa/jobs/paramount/careers/>

darmarpam@gmail.com
dedwards@amvets.org
kevin.cooper@abilitybeyond.org
Mcuda@woundedwarriorproject.org
aleacock@idaay.org
pennsylvania@bestbuddies.org

Pampaloni Veteran Advocacy - Daria Pampaloni
AMVETS - Denise Edwards
Ability Beyond - Kevin Cooper
Wounded Warrior Project - Mark Cuda

EXHIBIT D

- 1) Interview Logs 2020-2021
- 2) Interview Logs 2021-2022

Interview Logs 2020-2021

Interview Log for Period of April 01, 2020 – March 31, 2021

Full name	Job Title	1st Interview	Hired	Source
	Account Executive	12-Mar-2021		ViacomCBS Career Site
	Account Executive	22-Mar-2021		ViacomCBS Internal Employee
	Assignment Editor	05-Jan-2021		ViacomCBS Career Site
	Assignment Editor	05-Jan-2021		ViacomCBS Career Site
	Assignment Editor	05-Jan-2021		ViacomCBS Career Site
	Assignment Editor	05-Jan-2021		ViacomCBS Career Site
	Assignment Editor	05-Jan-2021		ViacomCBS Career Site
	Assignment Editor	05-Jan-2021		ViacomCBS Internal Employee
D'Amico, Hayley	Assignment Editor	25-Nov-2020	01-Mar-2021	ViacomCBS Internal Employee
	Assistant News Director	17-Mar-2021		ViacomCBS Internal Employee
	Assistant News Director	17-Mar-2021		ViacomCBS Internal Employee
	Assistant News Director	17-Mar-2021		ViacomCBS Internal Employee
	Digital Line Producer	07-Mar-2021		ViacomCBS Internal Employee
	Digital Line Producer	08-Mar-2021		ViacomCBS Internal Employee
	Digital Line Producer	07-Mar-2021		ViacomCBS Internal Employee
	Digital Line Producer	09-Mar-2021		ViacomCBS Internal Employee
Harrison, Craig	Director Broadcast Operations & Engineering	19-Jun-2020	20-Aug-2020	ViacomCBS Career Site
	Director Broadcast Operations & Engineering	19-Jun-2020		ViacomCBS Career Site
	Director Broadcast Operations & Engineering	22-Jun-2020		ViacomCBS Internal Employee
	Director Broadcast Operations & Engineering	19-Jun-2020		ViacomCBS Internal Employee
	Director Broadcast Operations & Engineering	02-Jul-2020		ViacomCBS Career Site
	Director Broadcast Operations & Engineering	27-Jul-2020		ViacomCBS Career Site
	Producer	09-Nov-2020		ViacomCBS Internal Employee
	Producer	09-Nov-2020		ViacomCBS Internal Employee
King, Becca	Producer	09-Nov-2020	12-Feb-2021	ViacomCBS Internal Employee
Robinson, Monica	Producer	09-Nov-2020	27-Jan-2021	ViacomCBS Career Site
	Producer	09-Nov-2020		ViacomCBS Career Site
	Producer	19-Nov-2020		ViacomCBS Career Site
	Producer	09-Nov-2020		ViacomCBS Career Site
Rauscher, Griffin	Sales Assistant	16-Jun-2020	10-Aug-2020	ViacomCBS Career Site
	VP Sales	23-Feb-2021		ViacomCBS Career Site

Interview Logs 2021-2022

Interview Log for Period of April 01, 2021 – March 31, 2022

Applicant Full Name	Job Title	Application Date	Ever Interviewed	Hired	Source
Eliza Heath	Account Executive	3/2/2021	Yes	5/3/2021	ViacomCBS Careers Site
Vincent Mondano	Account Executive	4/5/2021	Yes	5/17/2021	ViacomCBS Internal Employee
Joseph Rooney	Account Executive	1/10/2022	Yes	1/31/2022	ViacomCBS Internal Employee
Julio Quinones	Account Executive	12/24/2021	Yes	2/7/2022	ViacomCBS Internal Employee
	Account Executive	10/14/2021	Yes		LinkedIn
	Account Executive	11/3/2021	Yes		ViacomCBS Careers Site
	Account Executive	10/19/2021	Yes		ViacomCBS Careers Site
	Account Executive	10/27/2021	Yes		ViacomCBS Internal Employee
	Account Executive	10/21/2021	Yes		ViacomCBS Careers Site
	Account Executive	10/26/2021	Yes		ViacomCBS Careers Site
	Account Executive	1/24/2020	Yes		ViacomCBS Careers Site
	Account Executive	1/23/2020	Yes		ViacomCBS Careers Site
	Account Executive	1/30/2020	Yes		ViacomCBS Careers Site
	Account Executive	2/24/2021	Yes		ViacomCBS Internal Employee
	Siafa Lewis	Anchor/Reporter	10/13/2021	Yes	11/15/2021
Anchor/Reporter		10/15/2021	Yes		ViacomCBS Careers Site
Anchor/Reporter		10/20/2021	Yes		ViacomCBS Careers Site
Anchor/Reporter		10/18/2021	Yes		ViacomCBS Careers Site
Anchor/Reporter		10/20/2021	Yes		ViacomCBS Careers Site
Assignment Editor		11/12/2020	Yes		ViacomCBS Internal Employee
Valerie Carr	Assignment Editor	11/8/2021	Yes	2/14/2022	ViacomCBS Careers Site
	Assignment Editor	11/16/2021	Yes		ViacomCBS Careers Site
	Assignment Editor	11/6/2020	Yes		ViacomCBS Careers Site
	Assignment Editor	11/13/2020	Yes		ViacomCBS Careers Site
	Assignment Editor	11/23/2020	Yes		ViacomCBS Careers Site
	Assignment Editor	11/6/2020	Yes		ViacomCBS Careers Site
	Assignment Editor	11/18/2020	Yes		ViacomCBS Internal Employee
	Assignment Editor	11/11/2020	Yes		ViacomCBS Careers Site
	Assignment Manager	8/1/2021	Yes		ViacomCBS Internal Employee
	Assignment Manager	7/21/2021	Yes		LinkedIn
Assignment Manager	9/8/2021	Yes		ViacomCBS Careers Site	
Steven Fitton	Assignment Manager	7/25/2021	Yes	9/27/2021	ViacomCBS Careers Site
	Assistant News Director	5/19/2021	Yes		LinkedIn
	Assistant News Director	3/10/2021	Yes		ViacomCBS Careers Site
	Assistant News Director	3/11/2021	Yes		ViacomCBS Careers Site
Jonelle Fabian	Assistant News Director	5/21/2021	Yes	6/28/2021	ViacomCBS Careers Site
	Assistant News Director	3/16/2021	Yes		ViacomCBS Internal Employee
	Assistant News Director	3/10/2021	Yes		ViacomCBS Internal Employee
	Assistant News Director	3/10/2021	Yes		ViacomCBS Internal Employee

	Assistant News Director	3/16/2021	Yes		ViacomCBS Careers Site
	Assistant News Director	3/11/2021	Yes		ViacomCBS Internal Employee
	Associate Digital Line Producer	8/5/2021	Yes		ViacomCBS Internal Employee
	Associate Digital Line Producer	7/9/2021	Yes		Job Board
	Associate Digital Line Producer	7/8/2021	Yes		ViacomCBS Careers Site
	Associate Digital Line Producer	7/2/2021	Yes		ViacomCBS Careers Site
	Associate Digital Line Producer	7/5/2021	Yes		ViacomCBS Careers Site
	Associate Digital Line Producer	7/10/2021	Yes		ViacomCBS Careers Site
	Associate Digital Line Producer	7/6/2021	Yes		ViacomCBS Careers Site
Frederick Sinclair	Associate Digital Line Producer	8/9/2021	Yes	12/1/2021	ViacomCBS Careers Site
Aaron Eaton	Associate Digital Line Producer	8/20/2021	Yes	8/23/2021	ViacomCBS Internal Employee
	Broadcast Engineer	5/6/2021	Yes		ViacomCBS Careers Site
	Broadcast Engineer	5/18/2021	Yes		Job Board
Frank Palmisano	Broadcast Engineer	3/23/2021	Yes	8/2/2021	ViacomCBS Careers Site
	Broadcast Engineer 1	2/15/2022	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	3/23/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	5/2/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	4/4/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	7/5/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	5/19/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	7/7/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	5/24/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	6/9/2021	Yes		ViacomCBS Careers Site
	Broadcast Operations Manager	5/16/2021	Yes		LinkedIn
Joseph Kern	Broadcast Operations Manager	3/25/2021	Yes	9/27/2021	ViacomCBS Careers Site
Thomas Ignudo	Digital Content Producer	10/28/2021	Yes	2/2/2022	ViacomCBS Careers Site
	Digital Content Producer	11/16/2021	Yes		ViacomCBS Careers Site
	Digital Content Producer	10/27/2021	Yes		LinkedIn
	Digital Content Producer	1/22/2022	Yes		ViacomCBS Careers Site
	Digital Content Producer	2/1/2022	Yes		LinkedIn
	Digital Content Producer	11/3/2021	Yes		LinkedIn
	Digital Content Producer	11/1/2021	Yes		ViacomCBS Careers Site
Cherise Lynch	Digital Line Producer	3/2/2021	Yes	4/5/2021	ViacomCBS Internal Employee
Emily Grassi	Digital Line Producer	3/2/2021	Yes	5/10/2021	ViacomCBS Internal Employee
	Digital Line Producer	3/2/2021	Yes		ViacomCBS Internal Employee
	Digital Line Producer	3/2/2021	Yes		ViacomCBS Internal Employee
	Digital Line Producer	3/2/2021	Yes		Job Board (Campus or
	Digital Line Producer	3/9/2021	Yes		ViacomCBS Careers Site
	Digital Line Producer	3/4/2021	Yes		Diversity/Professional
	Digital Line Producer	3/2/2021	Yes		ViacomCBS Careers Site
	Director	1/21/2020	Yes		ViacomCBS Careers Site
	Director	1/12/2020	Yes		ViacomCBS Careers Site
	Director	1/22/2020	Yes		ViacomCBS Careers Site
	Director	1/8/2020	Yes		ViacomCBS Internal Employee
	Director	1/3/2020	Yes		ViacomCBS Careers Site
	Director	1/3/2020	Yes		ViacomCBS Internal Employee
	Director	4/8/2021	Yes		ViacomCBS Careers Site

	Director	4/16/2021	Yes		ViacomCBS Internal Employee
	Director	4/9/2021	Yes		ViacomCBS Careers Site
	Director	4/25/2021	Yes		ViacomCBS Careers Site
	Director	4/9/2021	Yes		ViacomCBS Careers Site
	Director Broadcast Operations & Engi	2/23/2022	Yes		ViacomCBS Careers Site
	Director Broadcast Operations & Engi	2/1/2022	Yes		ViacomCBS Careers Site
	Director Broadcast Operations & Engi	6/3/2020	Yes		ViacomCBS Careers Site
	Director Broadcast Operations & Engi	6/9/2020	Yes		ViacomCBS Careers Site
	Director Broadcast Operations & Engi	6/11/2020	Yes		ViacomCBS Careers Site
	Director Broadcast Operations & Engi	7/27/2020	Yes		ViacomCBS Internal Employee
	Director Broadcast Operations & Engi	6/28/2020	Yes		ViacomCBS Internal Employee
	Engineer	5/6/2021	Yes		ViacomCBS Careers Site
	Engineer	3/23/2021	Yes		ViacomCBS Internal Employee
	Engineer	3/24/2021	Yes		Job Board (Campus or Professional)
	Engineer	3/24/2021	Yes		ViacomCBS Careers Site
	Engineer	4/29/2021	Yes		ViacomCBS Careers Site
	Engineering Manager	11/24/2021	Yes		ViacomCBS Careers Site
	Engineering Manager	11/23/2021	Yes		ViacomCBS Careers Site
	Engineering Manager	11/26/2021	Yes		ViacomCBS Careers Site
Tammy Ryan	Executive Producer	7/21/2021	Yes	9/27/2021	ViacomCBS Careers Site
Ashley Williams	Executive Producer, Impacting Comm	11/19/2021	Yes	3/7/2022	ViacomCBS Internal Employee
Stephanie Ballesteros	Managing Editor Web	8/12/2021	Yes	9/20/2021	ViacomCBS Internal Employee
	Meteorologist	9/29/2021	Yes		ViacomCBS Careers Site
	Meteorologist	9/3/2021	Yes		ViacomCBS Careers Site
	Meteorologist	10/7/2021	Yes		ViacomCBS Careers Site
	Meteorologist	9/3/2021	Yes		ViacomCBS Internal Employee
Tammara Souza Hendric	Meteorologist	9/5/2021	Yes	12/19/2021	ViacomCBS Internal Employee
	Operations Manager	3/23/2021	Yes		Job Board (Campus or Professional)
	Operations Manager	5/2/2021	Yes		ViacomCBS Careers Site
	Operations Manager	3/25/2021	Yes		ViacomCBS Internal Employee
	Operations Manager	3/29/2021	Yes		ViacomCBS Internal Employee
	Operations Manager	3/24/2021	Yes		ViacomCBS Careers Site
	Operations Manager	3/25/2021	Yes		ViacomCBS Careers Site
	Photographer	4/2/2021	Yes		ViacomCBS Careers Site
	Photographer	3/20/2021	Yes		ViacomCBS Careers Site
	Photographer	3/29/2021	Yes		ViacomCBS Careers Site
	Photographer	3/22/2021	Yes		ViacomCBS Careers Site
	Photographer	3/15/2021	Yes		ViacomCBS Careers Site
	President & General Manager	12/28/2021	Yes		ViacomCBS Careers Site
	President & General Manager	12/16/2021	Yes		ViacomCBS Careers Site
	President & General Manager	12/27/2021	Yes		ViacomCBS Internal Employee
	President & General Manager	1/21/2022	Yes		ViacomCBS Internal Employee
	President & General Manager	2/15/2022	Yes		ViacomCBS Careers Site
	Producer	10/11/2020	Yes		ViacomCBS Internal Employee

	Producer	10/9/2020	Yes		ViacomCBS Internal Employee
	Producer	1/19/2022	Yes		LinkedIn
	Producer	10/15/2020	Yes		Job Board
	Producer	10/13/2020	Yes		ViacomCBS Careers Site
	Producer	10/12/2020	Yes		ViacomCBS Internal Employee
	Producer	10/9/2020	Yes		Job Board
	Producer	10/14/2020	Yes		ViacomCBS Careers Site
Alyssa Mancuso	Producer 1	9/3/2021	Yes	10/6/2021	ViacomCBS Careers Site
	Reporter	11/17/2021	Yes		ViacomCBS Careers Site
	Reporter	10/12/2021	Yes		ViacomCBS Careers Site
	Reporter	11/11/2021	Yes		ViacomCBS Internal Employee
	Reporter	12/23/2021	Yes		ViacomCBS Careers Site
	Reporter	8/27/2021	Yes		ViacomCBS Careers Site
	Reporter	2/24/2022	Yes		ViacomCBS Internal Employee
	Reporter	3/1/2022	Yes		ViacomCBS Careers Site
	Reporter	2/27/2022	Yes		ViacomCBS Internal Employee
	Reporter	3/4/2022	Yes		ViacomCBS Careers Site
Madeleine Slough	Reporter	12/27/2021	Yes	1/24/2022	ViacomCBS Careers Site
Brandon Goldner	Reporter	11/1/2021	Yes	4/4/2022	ViacomCBS Careers Site
	Reporter	3/25/2021	Yes		ViacomCBS Careers Site
	Reporter	3/25/2021	Yes		ViacomCBS Internal Employee
	Reporter	3/24/2021	Yes		ViacomCBS Internal Employee
	Reporter	3/25/2021	Yes		ViacomCBS Careers Site
	Reporter	4/5/2021	Yes		ViacomCBS Careers Site
	Reporter 1	3/9/2022	Yes		ViacomCBS Internal Employee
Ross DiMattei	Reporter 1	11/16/2021	Yes	1/31/2022	ViacomCBS Careers Site
	Sales & Marketing Assistant	9/23/2021	Yes		ViacomCBS Careers Site
	Sales & Marketing Assistant	9/1/2021	Yes		ViacomCBS Careers Site
	Sales & Marketing Assistant	8/29/2021	Yes		ViacomCBS Internal Employee
Karim Awad	Sales & Marketing Assistant	9/20/2021	Yes	11/22/2021	ViacomCBS Careers Site
	Sales Assistant	2/7/2020	Yes		ViacomCBS Careers Site
	Sales Assistant	2/11/2020	Yes		ViacomCBS Careers Site
	Sales Manager	8/27/2021	Yes		ViacomCBS Careers Site
	Sales Manager	9/21/2021	Yes		ViacomCBS Careers Site
	Sales Manager	8/28/2021	Yes		ViacomCBS Careers Site
	Sales Manager	8/27/2021	Yes		LinkedIn
Eric Lynch	Sales Manager	10/18/2021	Yes	1/18/2022	ViacomCBS Careers Site
	Traffic Anchor/Reporter	10/28/2021	Yes		ViacomCBS Careers Site
	Traffic Anchor/Reporter	11/1/2021	Yes		ViacomCBS Careers Site
	Traffic Anchor/Reporter	10/19/2021	Yes		ViacomCBS Careers Site
Chandler Lutz	Traffic Anchor/Reporter	11/2/2021	Yes	12/8/2021	ViacomCBS Internal Employee
	VP Sales	2/22/2021	Yes		ViacomCBS Internal Employee
	VP Sales	3/8/2021	Yes		ViacomCBS Careers Site
Kristin Long	VP Sales	3/18/2021	Yes	5/12/2021	ViacomCBS Careers Site

Web Producer	1/8/2020	Yes	ViacomCBS Careers Site
Web Producer	4/19/2021	Yes	ViacomCBS Careers Site
Web Producer	4/21/2021	Yes	ViacomCBS Careers Site
Web Producer	4/30/2021	Yes	ViacomCBS Careers Site
Web Producer	4/15/2021	Yes	Job Board (Campus or Professional)
Web Producer	4/18/2021	Yes	ViacomCBS Internal Employee
Web Producer	4/15/2021	Yes	ViacomCBS Internal Employee
Web Producer	4/19/2021	Yes	ViacomCBS Internal Employee

182 Interviews

EXHIBIT E
(AS REVISED)

- 1) Recruitment Initiatives 2020-2021
- 2) Recruitment Initiatives 2021-2022

Recruitment Initiatives 2020-2021

Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>NABJ / NAHJ 2020 Virtual Convention. As proud Platinum Sponsors, the CBS presence is strong with valuable panels, workshops, Career Fair, and our Virtual Photo Booth.</p> <p>CBS News will have 3 virtual booths this year, including Off-Air Talent, On-Air Talent and Hair, Makeup & Wardrobe Consultations. Attendees will have the opportunity to meet hiring managers, executive producers, senior producers, and recruiters to discuss job opportunities, career goals and reel critiques.</p>	August 05-07, 2020	John Wilson, VP/News Director

(b) Internship

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
CBS stations group internship programs were canceled for 2020 per corporate coronavirus pandemic guidance	N/A	N/A

(c) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
CBS stations events were canceled for 2020 per corporate coronavirus pandemic guidance	N/A	N/A

Training Management Personnel

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
ViacomCBS' e-training course for our Global Business Practices Statement ("BPS").	All Full-Time Employees January 2020	ViacomCBS' BPS is our code of conduct and reflects our commitment to strong ethical behavior and rigorous standards of business conduct. Across all of our brands, channels and regions, our BPS imparts the standards expected of everyone working for or on behalf of ViacomCBS. It outlines our overall ethical approach, explains our individual behavioral/legal responsibilities, and underscores our commitment to conducting business in a responsible and respectful manner.
Great Feedback Training – designed for managers.	February 25, 2021	Providing training to enable station personnel to acquire skills that could qualify them for higher level positions. Managers learn the feedback fundamentals and how to incorporate them with their teams. Explored how to start, participate, and finish a feedback conversations to create a positive feedback climate.

Recruitment Initiatives 2021-2022

Supplemental Recruitment Measures.

(a) Job Fairs.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>NABJ 2021 Virtual Convention & Career Fair. As proud Partner Diamond Sponsor, the CBS presence is strong with sessions featuring CBS News journalists and executives.</p> <p>Attendees will have the opportunity to meet and connect with CBS News representatives, recruiters, and journalists during the convention.</p>	<p>August 18-20, 2021</p> <p>3-day Career Fair</p>	<p>John Wilson, VP/News Director</p> <p>Other CBS News Group personnel</p>

(b) Participation in Events.

Description of Recruitment Measure:	Date:	Personnel Involved: (Name and Position)
<p>MaST Community Charter School (Virtual Career Week): The station sent a video of Pat Gallen discussing his career in the media.</p>	<p>5/3/2021</p>	<p>Pat Gallen: Sports Anchor</p>
<p>Rowan University - Alumni Success Interview: Tom Gardiner spoke on his journey to CBS3 in a recruiting/marketing video for his alma mater.</p>	<p>10/28/2021</p>	<p>Thomas Gardiner: News Photographer</p>

<p>Thomas Jefferson University - Professor Evan Laine's Pre-Law Class</p> <p>(In-Person Lecture): Jim Donovan engaged in a Q&A about media and broadcasting with 25 attendees</p>	<p>12/2/2021</p>	<p>Jim Donovan: Anchor</p>
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Training Management Personnel.

Description of Recruitment Measure:	Personnel Involved: (Name and position)	Describe Training:
<p>ViacomCBS' e-training course for our Global Business Practices Statement ("BPS").</p>	<p>All Full-Time Employees</p> <p>December 2021 - January 2022</p>	<p>ViacomCBS' BPS is our code of conduct and reflects our commitment to strong ethical behavior and rigorous standards of business conduct. Across all of our brands, channels and regions, our BPS imparts the standards expected of everyone working for or on behalf of ViacomCBS. It outlines our overall ethical approach, explains our individual behavioral/legal responsibilities, and underscores our commitment to conducting business in a responsible and respectful manner.</p>
<p>Mind Gym - Virtual workout, Building bridges</p> <p>We have all experienced—or witnessed—an act of exclusion. We may have wondered if we should respond, how to respond or whether it was bad enough to warrant a response at all.</p>	<p>All department heads and 2nd level managers</p> <p>April 15, 2021</p>	<p>In this session managers learn to recognize both the overt and subtle forms of exclusion, before exploring ways to overcome the common psychological blockers that convince us to stay silent. Overcoming these will allow us to decide when and how we're going to speak up in a way that builds bridges and creates more inclusion.</p>
<p>Mind Gym Virtual workout, Your impact on others</p> <p>What is Your impact on others all about?</p> <p>Imagine this: you behave in exactly the same way with two different people. One sees you as honest, the other as ruthless. Why does this happen?</p> <p>We've each got different ways of looking at the world. And if we understand how others look at things (and us), then we can adapt the way we behave. Explore how to spot the things that make different people tick, and learn how to flex your behavior to have the greatest impact on others.</p>	<p>All department heads and 2nd level managers</p> <p>August 12, 2021</p>	<p>In this session managers learn to:</p> <ul style="list-style-type: none"> •Spot when we're letting our own motivations influence how we interpret others' behavior. •Appreciate how your behavior affects those around you. •Recognize your strengths and weaknesses, so you can manage your impact on others in different situations.

<p>Preventing Sexual Harassment</p>	<p>All Full-Time Employees January 04, 2022</p>	<p>Everyone has the right to work in a safe and respectful work environment that is free from sexual harassment. Whether part-time, full-time, temporary, or engaged as a contractor or intern, we must remember that the workplace is a shared environment and we are each responsible for our own actions.</p> <p>In this course employees learn about the various aspects of sexual harassment, including who's protected against it, how and where it can happen, and the actions you can take to prevent it.</p>
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Sproul, Gayle C

From: Lynn Kalagian <Lynn.Kalagian@fcc.gov>
Sent: Wednesday, July 13, 2022 9:28 AM
To: Sproul, Gayle C
Cc: Elizabeth Goldin
Subject: March 2022 Broadcast EEO Audit

External Email

Ms. Sproul,

Upon review of the audit response filed on behalf Paramount Global, licensee of stations KYW-TV, Philadelphia, PA (Fac ID No. 25453) and WPSG-TV, Philadelphia, PA (Fac ID No. 12499), (the "station employment unit" or "SEU"), we found that the station employment unit did not provide sufficient documentation for its recruitment initiatives as required in Section 73.2080(c)(5)(iv) of the Commission's rules. As a station employment unit with more than ten full-time employees that is not located in a smaller market, this station employment unit is required to provide documentation for four recruitment initiatives. This station employment unit only provided documentation for 1.5 recruitment initiatives.

Please amend the SEU's audit response and upload it to each station's on-line Public Inspection File. Should you have any questions regarding this matter, please contact either myself or the other EEO staff copied here.

Sincerely,

Lynn Kalagian-Jones
EEO Specialist
Investigations & Hearings Division

Enforcement Bureau

2020-2021 Report

Hosting/Sponsoring Job Fair

Supplemental Initiative	Documentation Provided
NABJ/NAHJ 2020 Virtual Convention & Career Fair (Platinum Sponsor)	Email registration confirmation dated July 13, 2020

Management Training re: Methods of Ensuring Equal Opportunity / Preventing Discrimination

Supplemental Initiative	Documentation Provided
ViacomCBS Global Business Practices Statement Training – 2020	2020 List of completions for Global Business Practices training; P. Marrero completion email, 12/20/20

Training To Help Station Personnel Acquire Skills For Higher Level Positions

Supplemental Initiative	Documentation Provided
Mind Gym Great Feedback Training – Feb. 25, 2021	Email Invitation to Philadelphia management staff as required attendees, invoice from Mind Gym and handout

2021-2022 Report

Hosting/Sponsoring Job Fair

Supplemental Initiative	Documentation Provided
NABJ 2021 Virtual Convention & Career Fair (Diamond Sponsor)	Email registration confirmation dated July 22, 2021

Participation in Four Events Sponsored by Educational Institutions re: Broadcasting Careers

Supplemental Initiative	Documentation Provided
MaST Community Charter School (Virtual Career Week) Pat Gallen	May 12, 2021 Email with letter thanking Pat Gallen for participation
Rowan University: Alumni Success Interview, Tom Gardiner	Screenshot of Rowan U YouTube channel: "Alumni Success: Tom Gardiner '97 Captures It All," Nov. 4, 2021 https://www.youtube.com/watch?v=njITmKnHKsM
Thomas Jefferson University, Prof. E. Laine's pre-law class, Jim Donovan (anchor), Guest Speaker 12/2/21	Nov. 30, 2021 Email confirmation to KYW management of Donovan's appearance scheduled for 12/2/21.

Management Training re: Methods of Ensuring Equal Opportunity / Preventing Discrimination

Supplemental Initiative	Documentation Provided
ViacomCBS Global Business Practices Statement Training –2021	2021 List of completions for Global Business Practices training

ViacomCBS Sexual Harassment Training – Preventing Sexual Harassment	2021 List of completions for Preventing Sexual Harassment Training
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Training To Help Station Personnel Acquire Skills For Higher Level Positions

Supplemental Initiative	Documentation Provided
Mind Gym Building Bridges Training April 15, 2021	Email Invitation to Philadelphia management staff as required attendees, invoice from Mind Gym and handout
Mind Gym Your Impact on Others Training Aug. 12, 2021	Email Invitation to Philadelphia management staff as required attendees, invoice from Mind Gym and handout

Documentation of Supplemental Recruitment Initiatives 2020 – 2021

From: vdodson@nabj.org <vdodson@nabj.org>
Sent: Monday, July 13, 2020 5:42 PM
To: Wilson, John M <wilson@kyw.com>
Cc: Adams, Chanel <cadams1@cbs.com>
Subject: #NABJNAHJ20 Convention & Career Fair Booth Staff Registration Confirmation

External Email

John Wilson
CBS Television Stations
524 W. 57th Street
New York, NY - 10019

Dear John:

We are pleased to confirm your registration for the #NABJNAHJ20 Convention & Career Fair on Aug. 5-8, 2020.

You're registered for:

Sales Date	Description	Unit Price	Qty	Gross Amount
07/13/20	Complimentary Booth Personnel	\$0.00	1	\$0.00
Balance Due				\$0.00

Listed below are your Attendee Service Center (ASC) link and login information. Within the service center, you are able to update your registration information and make payments.

NOTE: All balances must be paid in full on or before July 6, 2020.

Attendee Service Center

Url: https://www.nabjnahjconvention.com/asc_login.cfm

Login: wilson@kyw.com

Password: BSVB3883

For your convenience, we have listed below our convention cancellation policies. Please read them carefully and note any deadlines.

Registration and Cancellation Policies:

- **Registration transfer to different individual requests** must be in writing and received on or before Monday, July 6, 2020. Click [HERE](#) to submit your registration transfer request.
- Access to all professional development breakfasts and luncheons are on a first-come, first-served basis. Limited to the first 400 registrants per meal event.
- ****All requests for refunds must be in writing by Monday, July 20, 2020. No Exceptions. Click [HERE](#) to submit your refund request. In lieu of a refund, canceling registrants may choose from one of the following options:**
 - Transfer to this year's virtual convention and donate the difference to a student or member for registration
 - Transfer your current registration to this year's virtual convention and apply the difference to next year's convention
 - Transfer to the virtual convention and pay the balance, if your current paid amount is less than the new rates
- **If you DO NOT cancel this year, you will be given \$70 off next year's convention pre-registration rate.**

Click [HERE](#) to indicate your preference.

Additional Conference Information

Visit our website for all your conference needs – including program, speakers, and exhibitor information.

Questions

Contact membership@nabj.org.

This confirmation letter serves as your written receipt. Please keep it for your records. Thank you for your attendance and continued support of #NABJNAHJ20!

We look forward to seeing you virtually!

Sincerely,
#NABJNAHJ20

Notifications and Disclaimers: As a media-centric organization, all NABJ-NAHJ events are subject to being photographed, video/audio-recorded, screen captured or live-streamed.

Attendees, exhibitors, special guests, presenters, and partners of events may be captured via these formats. Full sessions and activities are subject to live-streaming and all such content is the sole property of NABJ-NAHJ to be used in any way NABJ-NAHJ determines to be appropriate.

In order to provide listed services and event access, NABJ-NAHJ may export your basic registration information to a secure convention vendor or partner (this includes name and email address but not financial or private information).

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KYW/WPSG Business Practices Statement Training 2020: List of Completions

First Name	Last Name	Module	Completion Date	Division	Position Title
Paul	Marrero	ViacomCBS Business Practices Statement	12/29/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Sr HR Manager
Caitlin	Elbon	ViacomCBS Business Practices Statement	12/28/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Editor
Mark	Bertolino	ViacomCBS Business Practices Statement	12/28/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Graphic Artist
Wilfredo	Manzano	ViacomCBS Business Practices Statement	12/27/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	VP Creative Services
Paul	Hicks	ViacomCBS Business Practices Statement	12/26/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Lighting/Teleprompter Technician
Arrelle	Frischia	ViacomCBS Business Practices Statement	12/23/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Writer/Producer/Editor
Janelle	Burrell	ViacomCBS Business Practices Statement	12/22/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Anchor
Scott	Hezlep	ViacomCBS Business Practices Statement	12/21/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Michael	Spatocco	ViacomCBS Business Practices Statement	12/21/2020	CBS Television Stations-TV Stations Philadelphia WSPG-TV	Photographer
Juan	Ledonne	ViacomCBS Business Practices Statement	12/21/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Joseph	Holden	ViacomCBS Business Practices Statement	12/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Reporter
Stephen	Witkowski	ViacomCBS Business Practices Statement	12/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Iman	Jones	ViacomCBS Business Practices Statement	12/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Assignment Editor
Jeff	McCloskey	ViacomCBS Business Practices Statement	12/16/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Graphic Artist
Paul	Zucker	ViacomCBS Business Practices Statement	12/14/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
James	McHugh	ViacomCBS Business Practices Statement	12/14/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Sofia	Darsania	ViacomCBS Business Practices Statement	12/13/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Accountant/Analyst
Stephen	Lindsey	ViacomCBS Business Practices Statement	12/11/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Executive Producer
Jeremy	Freedenberg	ViacomCBS Business Practices Statement	12/10/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Producer
Lisa	Shiner	ViacomCBS Business Practices Statement	12/08/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
Neil	Rattigan	ViacomCBS Business Practices Statement	12/08/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Producer
Amy	McKeever	ViacomCBS Business Practices Statement	12/07/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Manager Accounting
Nathan	Sykes	ViacomCBS Business Practices Statement	12/06/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Jennifer	Peck	ViacomCBS Business Practices Statement	12/06/2020	CBS Television Stations-TV Stations Philadelphia WSPG-TV	Editor
Timothy	Hopkins	ViacomCBS Business Practices Statement	12/06/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Edward	Specht	ViacomCBS Business Practices Statement	12/06/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
David	Ferguson	ViacomCBS Business Practices Statement	12/03/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Vehicle Fleet Supervisor
Attheer	Hussein	ViacomCBS Business Practices Statement	12/02/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Maria	Rodriguez	ViacomCBS Business Practices Statement	12/02/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Editor
Steven	Fittou	ViacomCBS Business Practices Statement	12/01/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Assignment Manager
Taurin	Gordon	ViacomCBS Business Practices Statement	12/01/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Production Coordinator
Danielle	Dolan	ViacomCBS Business Practices Statement	12/01/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Editor
Scott	Jacobson	ViacomCBS Business Practices Statement	12/01/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Edwin	Diaz	ViacomCBS Business Practices Statement	11/30/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Howard	Gray	ViacomCBS Business Practices Statement	11/30/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Reporter
Christopher	Brady	ViacomCBS Business Practices Statement	11/30/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer Supervisor
Fletcher	Rumbaugh	ViacomCBS Business Practices Statement	11/29/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Stephanie	Stahl	ViacomCBS Business Practices Statement	11/29/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Reporter
James	Touhey	ViacomCBS Business Practices Statement	11/29/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Reporter
James	Casciato	ViacomCBS Business Practices Statement	11/23/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director Programming
Perry	Shildt	ViacomCBS Business Practices Statement	11/21/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
David	Conkling	ViacomCBS Business Practices Statement	11/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director Broadcast Operations & Engineering
Peter	Cornell	ViacomCBS Business Practices Statement	11/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Justin	Haines	ViacomCBS Business Practices Statement	11/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist

KYW/WPSG Business Practices Statement Training 2020: List of Completions

First Name	Last Name	Module	Completion Date	Division	Position Title
Mark	Lubner	ViacomCBS Business Practices Statement	11/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Casey	Kuhn	ViacomCBS Business Practices Statement	11/20/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Dawn	Noonan	ViacomCBS Business Practices Statement	11/18/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
Dennis	Richardson	ViacomCBS Business Practices Statement	11/18/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
William	Kenworthy	ViacomCBS Business Practices Statement	11/18/2020	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer

From: Marrero, Paul
To: Marrero, Paul
Subject: Reminder - ViacomCBS' Global Business Practices Statement E-training - *Action Required*
Date: Tuesday, December 29, 2020 11:48:35 AM
Attachments: image001.png

VIACOMCBS

Stuff We Gotta Know as Part of the ViacomCBS Community: Rules, Expectations and Resources



Congratulations, Paul Marrero

You've successfully completed the course and received credit. You may now exit the course.

Print Certificate



Stuff We Gotta Know as Part of the ViacomCBS Community: Rules, Expectations and Resources

This course will familiarize participants with ViacomCBS' Code of Conduct, The Business Practices Statement (BPS), and several of its major topics.

The course is pitched to a busy workforce, acknowledging that we get it: nobody feels like they have time to read the BPS, let alone take a course about it. But our BPS is important. It's a statement of our rules, ethics and values. And when we all know it and live by it, it binds us together as a community.

Targeted at 30-40 minutes, the course concludes with an eight-question Knowledge Check and a Certification including a Conflicts of Interest Questionnaire.

From: Viacom Business Integrity Training Center <Mandatory_eTraining@ViacomCBS.com>

Sent: Sunday, December 27, 2020 11:03 AM

To: Marrero, Paul <marrero@kyw.com>

Subject: ViacomCBS' Global Business Practices Statement E-training - *Action Required*

External Email

undefined



Our records indicate that you have not yet completed ViacomCBS' Global Business Practices Statement e-course and certification which is due on 01/17/2021. The training is **mandatory** for all ViacomCBS employees.

Failure to complete this training by the due date means we will reach out to your supervisor and HR representative.

The initial request with instructions is below, please complete it immediately. Let us know if you run into any issues or have any questions. Thank you.

Hello Paul Marrero,

You have been assigned **ViacomCBS' e-training course for our Global Business Practices Statement ("BPS")**.

ViacomCBS' BPS is our code of conduct and reflects our commitment to strong ethical behavior and rigorous standards of business conduct. Across all of our brands, channels and regions, our BPS imparts the standards expected of everyone working for or on behalf of ViacomCBS. It outlines our overall ethical approach, explains our individual behavioral/legal responsibilities and underscores our commitment to conducting business in a responsible and respectful manner.

The following *mandatory* e-training course highlights a few key areas where the BPS should guide the day-to-day decision-making for all ViacomCBS employees. **All employees of ViacomCBS and our family of companies worldwide are required to complete this training.** Please complete the course within two months of this email - 01/17/2021.

To access the training:

- Click this link to access the training: **Your BPS e-training**
- From your 'To Do List', click on the course titled:
"Stuff We Gotta Know as Part of the ViacomCBS Community: Rules, Expectations and Resources"
- Those of you who are not connected to OKTA, can still access the training by clicking this link: **click here**
- Enter your Employee ID 000044122 and password (if you don't remember your password, you can request a new one)

Additional Notes:

1. The training can be viewed on Smart phones, tablets and other electronic devices
2. The course will take approximately 30 minutes to complete
3. This course is best viewed in the default window size at 100%. Resizing the window may alter the layout of your course
4. If you experience any issues with audio or viewing course images, legacy Viacom employees please contact TechConnect at Tech.Connect@viacom.com, legacy CBS employees please submit a Stagehand ticket or call (800) 507-8382.
5. For any other questions or additional information about this training, please email Mandatory_eTraining@ViacomCBS.com

Marrero, Paul

Subject: Topic: Viacom, Inc, Virtual workout, Great feedback

Location: Mind Gym

Start: Thu 2/25/2021 1:00 PM

End: Thu 2/25/2021 3:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Marrero, Paul

Required Attendees Visomirski, Sara; Fabian, Jonelle; Fogliano, Tina; Forzato, Jamie; Gardner, Samuel; Harrison, Craig; Higgins, Matt; Lindsay, Steve; Lustig, Marc; Manzano, Wilfredo; Milito, Toni; Olson, Mark S; Pearl, Julie A; Casciato, Perry J; Pozniak, Paul; Scharf, Michael C - KYW; Smith, Manny; Sosangelis, Sofia; Stanton Jr, Don; Walz-Zelley, Sharon; Wilson, John M; mckeever@kyw.com; Chow, Linda; Stewart, Brandin; Ledonne, Steve

From: Mind Gym - Please do not reply <messenger@webex.com>

Sent: Wednesday, February 17, 2021 10:12 AM

To: outsourcing.webex@themindgym.com

Subject: Viacom, Inc, Virtual workout, Great feedback, Thursday, February 25, 2021, 1:00 pm

Hi Participant,

Mind Gym invites you to participate in the following virtual session:

Topic: **Viacom, Inc, Virtual workout, Great feedback**

Date: **Thursday, February 25, 2021**

Time: **1:00 pm, Eastern Standard Time (New York, GMT-05:00)**

Session number: **128 912 5030**

Session password: **Virtuals@MindGym**

If you have not used WebEx on your computer or laptop before:

We highly recommend you test it on your computer at least a day before the session (it only takes a few minutes). Click on the link to test: <https://www.webex.com/test-meeting.html>

To participate in the session, you are required to have:

1. A computer to yourself
 2. A headset (with a microphone) or a phone. If using a phone, we advise using a headset so you don't have to hold a phone throughout the session.
 3. Access to strong internet connectivity
 4. A quiet place to participate
-

6 steps to log in:

1. Click on this link to log in:

<https://themindgym.webex.com/themindgym/k2/j.php?MTID=t21ac70dff6b8905bdc3406d7ac056836>

2. Enter your name and email address in the spaces provided

3. Enter the session password: **Virtuals@MindGym** (The password should automatically fill in after clicking the link. If

you have any troubles with the password, try deleting the password and typing it manually.)

4. Click **Join Now**

5. Be patient while the 'Session in progress' screen loads in a separate window

6. Once the WebEx window opens, choose your audio settings:

- If using a headset through your computer, please click **Use computer for Audio**
- If using a landline phone, please click **Use Phone**. Dial in details and instructions will appear. If you are calling from outside UK or US, click **All global call-in numbers** to get local toll numbers for each country

To add this session to your calendar program (for example Microsoft Outlook), click this link:

<https://themindgym.webex.com/themindgym/k2/j.php?MTID=t548d3e807f504af0b28ac1b197c1a020>

Technical problems? Contact WebEx support on:

• USA: 1 866 229 3239

• UK: 0 800 389 9772

Other country numbers can be found by clicking here:

<https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>

More information about Mind Gym can be found at:

Website: <https://www.themindgym.com>

Twitter @themindgym

Invoice



To
Viacom, Inc.
1540 Broadway
New York NY 10036
United States

Page 1 of 1
Date: 01-Mar-2021
Invoice No: 160477
PO #: 593854
Terms: Net 60
Due Date: 30-Apr-2021
Currency: US Dollar

Qty	Item	Options	Description	Net Amt
1	Virtual workout	Date: 25-Feb-2021 Time: 10:00 AM Course: Virtual workout, Viacom, Great feedback, English (en_US), 2 State: New York (US) Country: United States	A 10 minute introduction session and a 90 minute training session with tips, tools and techniques on a specific topic. Delivered virtually by a Mind Gym coach for up to 16 participants. Client receives service team support to schedule coaches to deliver workout(s) and manage participant feedback collection, analysis and reporting. Participants are granted access to WebEx via the internet. Each participant requires a computer or laptop with a headset or phone, a quiet area to work and internet access. Participants receive personal handouts in PDF format and optional pre and post emails.	\$2,016.00

Contract or SOW: MindGym_CBSP Philly_Statement of Works_01.11.21

Sub Total: \$2,016.00
Tax Total: \$0.00
TOTAL DUE: \$2,016.00

REMITTANCE DETAILS

PAY BY WIRE TRANSFER:
HSBC Bank USA N.A.
Routing No.: 021001088
Account No.: 048371467
Swift Code: MRMDUS33

CHECKS NOT ACCEPTED

Mind Gym (USA) Inc
475 Park Ave South, Floor 2
New York NY 10016
United States
NY

T: +1 646 649 4333
F: +1 646 495 5078
www.themindgym.com

EIN: 20-8305061. DUNS: 011493229

GREAT FEEDBACK

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Virtual Handout >

VIACOMCBS

Empowered by  mindgym



GREAT FEEDBACK

WHAT MAKES FOR GREAT FEEDBACK

GIVING FEEDBACK

CAR MODEL

DELIVERING FEEDBACK

FORMAL FEEDBACK MOMENTS

FEEDBACK IN DIFFERENT SITUATIONS

CREATING A CULTURE OF FEEDBACK

HANDLING CHALLENGING REACTIONS

MY SITUATION

ACTIONS FOR SUCCESS

ADDITIONAL RESOURCES

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GREAT FEEDBACK





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WHAT MAKES FOR GREAT FEEDBACK

The intent is positive

To support performance through recognition and growth; helps us learn what works and where we might need to focus



It's frequent

Make feedback a habit—don't wait until a formal check-in; it should be a regular, two-way conversation



It's specific

Includes the context + the behavior observed + the impact; it's descriptive and evidence-based, and not left open to interpretation



We need to be mindful of the role bias plays when delivering feedback.



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TO WHOM DO YOU NEED TO GIVE FEEDBACK?

Individuals:

What outcome do I want to achieve?



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CAR MODEL

 Context	 Action	 Result
What was the situation? When did this occur?	What did they do or say? What behavior was observed? Be specific.	What was the result or impact of their action? How can you reinforce their value and contributions?
<p align="center">Don't forget to follow up: agree on next steps and ownership What should continue? What could be done differently?</p>		

In use

Positive	I thought last week's campaign meeting went really well.	You were timely, followed up with the sales team, and addressed the client's concerns.	Because of your efforts, we won that business for all of Q3, which really helps with our annual revenue target.
Constructive	During our department meeting earlier this week.	You went through your presentation without pausing for questions.	We were not able to check for understanding with the SVPs, which was one of our intended meeting outcomes.

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- WHAT MAKES FOR GREAT FEEDBACK
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- ACTIONS FOR SUCCESS
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DELIVERING FEEDBACK

Be mindful of the role bias plays when delivering feedback.

To mitigate bias, ask yourself:

- Is the feedback objective?
- Is the feedback being shared with positive intent?
- Do I give everyone on my team the same quality of feedback?
- Do some team members get lower quality feedback from me?
- How can I change my routines to give everyone on my team high-quality feedback?

Tips for giving for feedback in a virtual environment

Ask yourself: "How much feedback do I actually share in a virtual setting?"

Consider the methods of communication you use to deliver informal feedback. Are you leveraging all options?

Get technical – turn your camera on, make sure your connection is stable, join a minute or two early to welcome them.

Be intentional when scheduling time to deliver feedback virtually (e.g. schedule time post-meetings).



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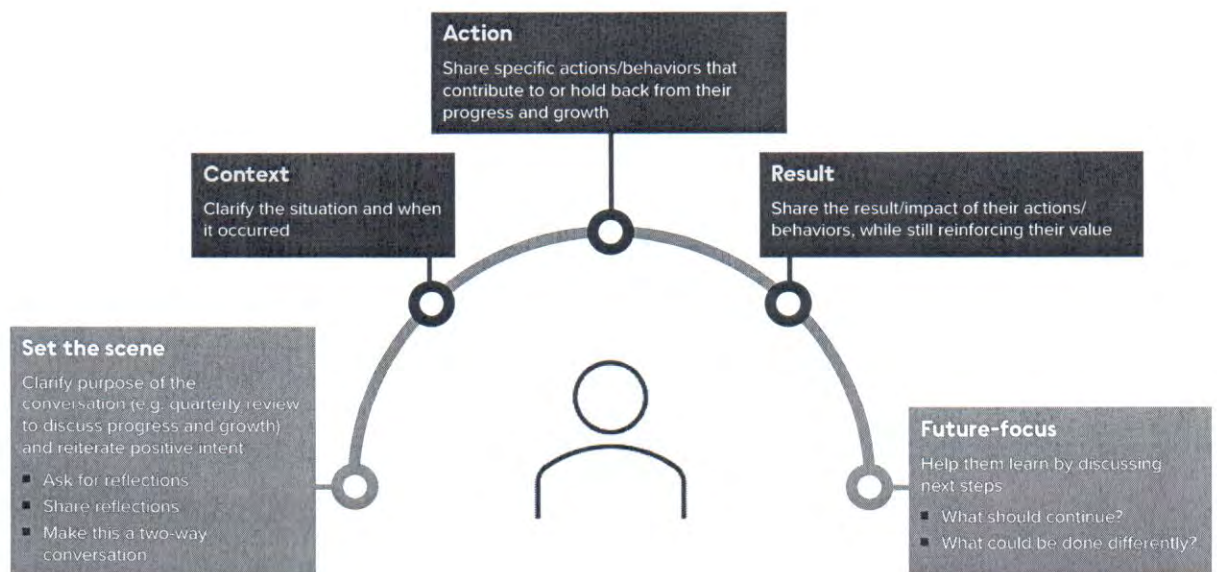
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WHAT ABOUT FORMAL FEEDBACK MOMENTS?

Formal feedback moments may consist of multiple CAR examples.





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FEEDBACK IN DIFFERENT SITUATIONS

For example:

- Giving feedback upwards
- Triangulation
- Reconciling conflicting feedback
- Giving peer-to-peer feedback

Tips for giving feedback in these situations:

- Find an appropriate time
- Focus on areas that affect you directly
- Be tactful
- Explain consequences but don't exaggerate impact
- Ask questions, be consultative
- Demonstrate what's in it for them
- Give positive feedback

My situation:

How to approach this situation:



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CREATING A CULTURE OF FEEDBACK

Guidance on how to ask



O1 Give permission

"I would like to hear your perspective on..."



O2 Start with your own reflections

"I felt that overall, my communication skills are strong. I want to improve by focusing on..."



O3 Ask for specific examples

"What did you think about the way I manage our team meetings?"



O4 Check understanding

"Let me replay what I heard."



O5 Commit to action

"Here's what I plan to do differently..."



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HANDLING CHALLENGING REACTIONS

"That isn't the case."
"I don't think that's fair."
"No one else thinks that."

"OK then, fine."
"I hear you."
"Thank you, bye."

"What do you mean by that?"
"Is this because you want to fire me?"
"You've always wanted me to fail."

"I didn't do that because..."
"The reason for that is..."
"It wasn't me; it was..."

Denial

Fake acceptance

Mistrust

Rationalizing

Avoid it

- Refrain from judgment
- Give very specific feedback
- Highlight the evidence
- Explain the positive impact of adapting the behavior

- Think of your past experiences with this person
- Use lots of questions
- Ask the individual about the importance and impact of the behavior

- Be clear, honest, and specific
- Report accurate impact and frequency
- Consider a range of sources: peers, manager(s), clients, etc.

- Anticipate the arguments
- Use examples where rationalizing is difficult
- Explain the importance of overcoming the difficulties

Manage it

- Listen and repeat back what you've heard
- Share where the facts are coming from
- Differentiate between the event and the impact

- Articulate that this is a concern
- Check understanding
- Use probing questions about specific changes in the individual's behavior

- Allow the other person to express their emotions without overreacting
- Explain the impact on your relationship
- Examine where the mistrust stems from
- Stick to the facts

- Be prepared to accept the rationalization
- Explain the importance of personal responsibility
- Ask what they will do if the situation recurred



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1. What is the situation?

2. Use the CAR model to plan out your feedback.

Context:

Action (be specific):

Result (describe impact, reinforce value):

Follow up (if needed):

3. What challenging reactions might arise?

4. How will I overcome any difficulties?



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Role-model asking for and giving feedback.

1

Reinforce and encourage others to be open to feedback.

2

Make feedback a habit: a regular and recurring part of your daily conversations.

3



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ADDITIONAL RESOURCES

LinkedIn Learning

Giving and Receiving Feedback

Having Difficult Conversations

RUINOUS EMPATHY™	RADICAL CANDOR™
MANIPULATIVE INDICERS™	OBNOXIOUS AGGRESSION™

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getAbstract

www.getabstract.com

The Truth Doesn't Have to Hurt
- Deb Bright

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HOW TO Say ANYTHING TO ANYONE

How to Say Anything to Anyone
- Shari Harley

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fixit

GETTING ACCOUNTABILITY RIGHT

240 SOLUTIONS

Fix It: Getting Accountability Right
- Roger Connors and Tom Smith

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THANK YOU

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Empowered by  **mindgym**

Documentation of Supplemental Recruitment Initiatives 2021 – 2022

From: [Wilson, John M](#)
To: [Marrero, Paul](#)
Subject: FW: #NABJ21 Virtual Convention & Career Fair Registration Confirmation (Partner)
Date: Tuesday, February 1, 2022 4:52:18 PM

College students and young professionals...

JOHN WILSON
VICE PRESIDENT / NEWS DIRECTOR | CBS3 EYEWITNESS NEWS
215.977.5420 | wilson@cbs3.com



From: vdodson@nabj.org <vdodson@nabj.org>
Sent: Thursday, July 22, 2021 5:48 PM
To: Wilson, John M <wilson@kyw.com>
Cc: curcio@cbsnews.com
Subject: #NABJ21 Virtual Convention & Career Fair Registration Confirmation (Partner)

External Email



John Wilson
CBS News
524 W. 57th St.
New York, NY - 10019

Dear John:

We are pleased to confirm your registration for the #NABJ21 Convention & Career Fair on Aug. 18-21, 2021. Click the link below to view your registration receipt.

You're registered for:

Sales Date	Description	Unit Price	Qty	Gross Amount
07/22/21	Full Registration Partner Comp	\$0.00	1	\$0.00
Balance Due				\$0.00

Listed below is your Attendee Service Center (ASC) link and login information to update

your registration information and make payments. NOTE: All balances must be paid in full on or before July 31, 2021.

Attendee Service Center

ASC URL: https://s4.goeshow.com/nabj/annual/2021/asc_login.cfm

ASC Password: 716038

For your convenience, we have listed below our convention cancellation policies. Please read them carefully and note any deadlines and fees.

Cancellations and Refunds

Registration refund requests must be submitted [HERE](#), on our internal portal, by July 31, 2021. Refunds will not be issued for cancellations made after this date regardless of registration date or no-shows. Refunds will be issued within 6 weeks after the conference, and a processing fee will be deducted. Registrations processed prior to July 31, 2021, will be eligible for a refund, less a \$50 administration fee for Partners.

Career Fair

Get a head start as you prepare for the #NABJ21 Career Fair! Upload your resume and links to your reel or portfolio for recruiters to preview before the conference at www.nabjcareers.org. Attendees will be able to request appointments in the vFairs exhibit hall starting at 8 a.m. EDT on Aug. 4-20. Appointments are based on the recruiters' availability.

We recommend you [submit](#) your resume/reel as early as possible and no later than the end of day Aug. 1! Recruiters may choose to reach out to you in advance.

Don't forget to post/reupload your resume/portfolio/reel and be sure to select that you will be attending the "NABJ 2021 Virtual Career Fair/Convention" so recruiters can easily find you in our convention database.

Convention Access

To sign in to the convention on Wednesday, Aug. 18 beginning at 7 a.m. EDT, please go to nabj21.vfairs.com. (This site will also be updated with event information leading up to the conference). Bookmark or save this link and use it every day during the convention.

-
-

You will be prompted to log in.

-
-

Your login ID is the email you registered for convention with, which is wilson@kyw.com.

-
-

Your password is numeric and exclusive to you. It is **716038**.

-
-

Please keep this info available at all times, as you will need it a few times throughout the day. When promoted, always enter your full name.

Additional Conference Information

Stay tuned to nabj21.vfairs.com for all your conference needs – including program, speakers, and exhibitor information.

Questions

Contact our registrar at membership@nabj.org between the hours of 9:00 a.m. and 5:00 p.m. EDT, Monday – Friday.

This confirmation letter serves as your written receipt. Please keep it for your records. Thank you for your attendance and continued support of NABJ!

We look forward to seeing you virtually!

Sincerely,
#NABJ21

Notifications and Disclaimers: As a media-centric organization, all NABJ events are subject to being photographed, video/audio-recorded or live-streamed. Attendees, exhibitors, special guests, presenters, and partners of events may be captured via these formats. Full sessions and activities are subject to live-streaming and all such content is the sole property of NABJ to be used in any way NABJ determines to be appropriate.

In order to provide listed services and event access, NABJ may export your basic registration information to a secure convention vendor or partner (this includes name and email address but not financial or private information).

Please Note: Underage drinking is not permitted at NABJ events. In addition, all convention attendees are subject to the rules of the NABJ Code of Conduct.

Important Notice: Entry to each event is on a first-come, first-serve basis based on capacity. At the discretion of NABJ, some sessions may be available for limited playback.

Marrero, Paul

Subject: FW: Mast Emails
Attachments: Career Day Volunteer - Thank You Letter_PG.docx.pdf

From: Erica Titlow <etitlow@mastccs.org>
Sent: Wednesday, May 12, 2021 3:37 PM
To: Gallen, Patrick <gallen@viacomcbs.com>
Subject: Thank You!

External Email

Hello,

I wanted to send a letter of thanks from MaST Schools for participating in our Career Week. It was a hit!

We are so appreciative of the time you took to put together your recording. The letter is attached below.

Have a nice day!

--

Erica Titlow, M.S.

K-4 School Counselor
Club Ophelia Co-Sponsor
[School Counseling App](#)
MaST Community Charter School
1800 Byberry Road
Philadelphia, PA 19116
267-348-1100x1431
Google Voice: 267-536-9412

MaST Community Charter Schools

Dear Pat Gallen,

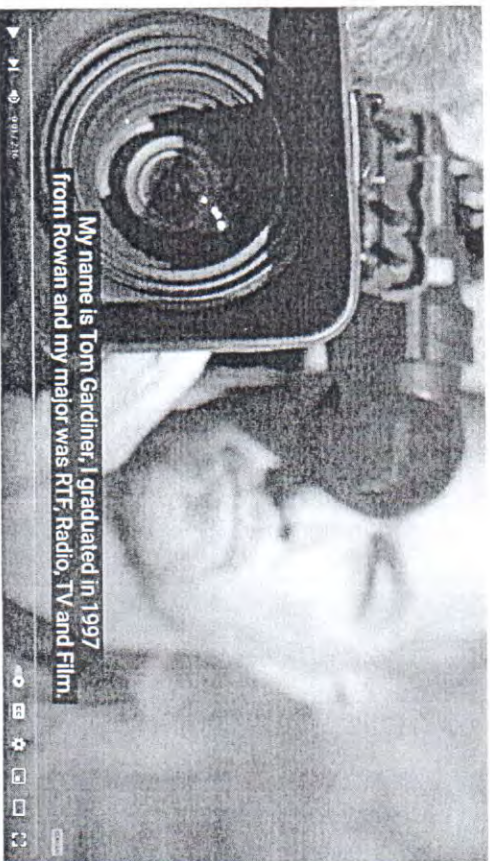
On behalf of MaST Schools, I would like to thank you for taking time out of your busy schedule to participate in our first ever Virtual Career Week! Several students and staff have asked me if we can have a Career Week every week because they enjoyed it so much!

Our students are very fortunate to have such caring community members, like yourself, who want to invest in their future by sharing your own experiences. For that, I say thank you and I hope you can join us again next year.

With much gratitude,

Erica Titlow
K-4 School Counselor
MaST Charter School





My name is Tom Gardiner, I graduated in 1997 from Rowan and my major was RTF, Radio, TV and Film.

Alumni Success: Tom Gardiner '97 Captures It All

150 views • Nov 4, 2021



Tom Gardner a Rowan '97 alum works as a news photographer and has captured thousands of stories over the past 20 years. He's covered many "shocking" events and has won several major awards. In the 1990s, he was the first of a successful person and loved to travel.

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Added a comment

10 DISLIKE SHARE SAVE

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- Stronger Now: National Heart Through Dance**
Rowan University
110 views • 1 month ago
- 2022 Accepted Students Day!**
Rowan University
923 views • 3 weeks ago
- Challenging Club**
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219 views • 2 months ago
- Campus Profile - Western University**
Rowan University
15 views • 4 weeks ago
- Freshman Decision at University**
Rowan University
696 views • 9 weeks ago
- ONE ON ONE**
Rowan University
822 views • 1 year ago
- Top 10 Moments That Made Us**
Rowan University
334 views • 3 months ago
- CNU Spring Commencement**
Rowan University
May 2, 2022 - 2:50 PM
CNU Spring Commencement
120 views • 1 month ago
- Twenty Women Candidates**
Rowan University
23 views • 1 hour ago
- My College Adventure from RT2**
Rowan University
141 views • 3 months ago
- How to (or Should You?) Survive Hydroplaning in (Earl) Spring**
Rowan University
262 views • 1 year ago
- Johnny Depp Bombshell**
Rowan University
379 views • 4 days ago

From: [Hampton, Alicia C](#)
To: [Marrero, Paul](#)
Cc: [Wilson, John M](#)
Subject: Fw: Thomas Jefferson University - Donovan Appearance - 12/2/21
Date: Wednesday, May 4, 2022 12:22:50 PM
Attachments: [Donovan 12-2 Jefferson Univ Speaker \(Philly\).pdf](#)
[image.png](#)

Good afternoon,

Below is Jim Donovan's event confirmation for his Thomas Jefferson University visit.

Thank you,

ALICIA HAMPTON
NEWS ASSOCIATE | CBS3 & THE CW PHILLY
P 215.977.5422 | hampton@cbs3.com



From: Hampton, Alicia C
Sent: Tuesday, November 30, 2021 4:01 PM
To: @KYW-TV AssignmentDesk <assignmentdesk@cbs3.com>; Fitton, Steven <fitton@viacomcbs.com>
Cc: Visomirski, Sara <svisomirski@viacomcbs.com>; Stewart, Brandin <bstewart@viacbs.com>; Wilson, John M <wilson@viacomcbs.com>; Fabian, Jonelle <fabian@viacomcbs.com>; Smith, Manny <smith@viacomcbs.com>; Donovan, Jim G <donovan@viacomcbs.com>
Subject: Thomas Jefferson University - Donovan Appearance - 12/2/21

Hello All,

Jim Donovan will be the guest speaker for Professor Evan Laine's Class at **Thomas Jefferson University's East Falls Campus** on **Thursday, December 2, 2021**. This appearance goes from **11:00 AM to 12:00 PM**.

Contact: Professor Evan Laine

Phone: (215) [951-2768](tel:951-2768)

Public Appearance Confirmation Sheet Attached

Kind Regards,

Alicia Hampton
News Associate
215.977.5422 | hampton@cbs3.com

VIACOMCBS

Accepted ✓



Public Appearance Confirmation Sheet

CBS 3 Anchor/Reporter and Role Jim Donovan - Guest Speaker

Date Thur 12/2/21 Time start/end 11 AM - Noon

Number of Attendees 25

Name of Event Professor Evan Laine's Class at Thomas Jefferson University

Location East Falls Campus

4201 Henry Ave, Philadelphia, PA 19144

Description of event Pre-law class. Q/A about media and broadcasting

Contact name Professor Evan Laine

Organization Thomas Jefferson University

Contact Email Evan.Laine@Jefferson.edu

Phone # 215-951-2768 Cell phone # _____

Organization agrees to conform to the following guidelines:

- CBS 3's name and the name, title and photo of the personality booked must appear in all promotional material printed for the event. **This copy must be approved by the station prior to printing.** (FAX to 215-977-5659 or email: nick@cbs3.com for same day approval)
- The station logo must appear on all printed materials and must be no smaller than other event sponsor logos. Any publicity or social media done to promote the event should include the Anchor/Reporter and CBS 3's social info.

CBS 3 Contact: Dani Nick (215) 977-5422

CC: Organization (with Bio/Photo)
 Brien Kennedy
 John Wilson
 Lauren Sullivan
 Reminder (To Talent)

Assignment Desk
 Shemeka Moore
 Samuel Gardner
 Stephen McKenzie

KYW/WPSG Business Practices Statement Training 2021- List of Completions

First Name	Last Name	Module Title	Completion Date	Division	Position Title
Andrew	Wheeler	ViacomCBS Business Practices Statement	01/03/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
John	Schumach	ViacomCBS Business Practices Statement	01/03/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	IT Engineer
Jennifer	Arroyo	ViacomCBS Business Practices Statement	01/04/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Sean	Talant	ViacomCBS Business Practices Statement	01/05/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
Bradley	Nau	ViacomCBS Business Practices Statement	01/05/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
Dawn	Sentner	ViacomCBS Business Practices Statement	01/06/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Assignment Desk Editor
Donald	Stanton	ViacomCBS Business Practices Statement	01/06/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Executive Producer
Adam	Fox	ViacomCBS Business Practices Statement	01/06/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
William	Ng	ViacomCBS Business Practices Statement	01/06/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Graphic Artist
Teresa	Nazario	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Victoria	Woodill	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Reporter
Cherise	Lynch	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Digital Line Producer
Courtney	Cherry	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Digital Line Producer
Michael	Henry	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Editor
John	Wilson	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	VP News Director
Paul	Pozniak	ViacomCBS Business Practices Statement	01/07/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Executive Producer Sports
Amanda	Burge	ViacomCBS Business Practices Statement	01/08/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Mathew	Petrillo	ViacomCBS Business Practices Statement	01/08/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Reporter
Julie	Pearl	ViacomCBS Business Practices Statement	01/08/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Executive Producer
Mathew	Maiorano	ViacomCBS Business Practices Statement	01/08/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
Patrick	Gallen	ViacomCBS Business Practices Statement	01/09/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Reporter
Patrick	Wenger	ViacomCBS Business Practices Statement	01/10/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Matthew	Dombar	ViacomCBS Business Practices Statement	01/10/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Maintenance Technician
Alan	Wheeler	ViacomCBS Business Practices Statement	01/10/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
Linda	Chow	ViacomCBS Business Practices Statement	01/11/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Assistant Controller
Ryejin	Baek-Cao	ViacomCBS Business Practices Statement	01/11/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	NewsWriter
Jessica	Anecharic	ViacomCBS Business Practices Statement	01/12/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Anchor
Katharine	Bilo	ViacomCBS Business Practices Statement	01/12/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Anchor Weather
Darnian	Tracy	ViacomCBS Business Practices Statement	01/12/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Editor Supervisor
Andrea	Korff	ViacomCBS Business Practices Statement	01/12/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
Monica	Avery	ViacomCBS Business Practices Statement	01/12/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Matthew	Mangiarac	ViacomCBS Business Practices Statement	01/13/2021	CBS Television Stations- TV Stations Philadelphia WSPG-TV	Reporter
Emily	Grassi	ViacomCBS Business Practices Statement	01/13/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Digital Line Producer
Kelly	Lobb	ViacomCBS Business Practices Statement	01/14/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	NewsWriter
Robert	Henderso	ViacomCBS Business Practices Statement	01/14/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	NewsWriter
Thomas	Gardiner	ViacomCBS Business Practices Statement	01/15/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Photographer
Amy	Piontek	ViacomCBS Business Practices Statement	01/15/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Jennifer	Connor	ViacomCBS Business Practices Statement	01/16/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Jan	Carabeo	ViacomCBS Business Practices Statement	01/16/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Reporter
Jaimie	Carman	ViacomCBS Business Practices Statement	01/16/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Ulisses	Washingt	ViacomCBS Business Practices Statement	01/16/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Anchor
Manuel	Smith	ViacomCBS Business Practices Statement	01/17/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Managing Editor
Saul	Stokes	ViacomCBS Business Practices Statement	01/23/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Producer
Ronald	Holloman	ViacomCBS Business Practices Statement	03/03/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Tech Specialist
Hayley	D'Amico	ViacomCBS Business Practices Statement	03/03/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Assignment Editor
Rebecca	King	ViacomCBS Business Practices Statement	03/03/2021	CBS Television Stations- TV Stations Philadelphia KYW-TV	Writer/Producer

KYW/WPSG Business Practices Statement Training 2021: List of Completions

First Name	Last Name	Module Title	Completion Date	Division	Position Title
Monica	Robinson	ViacomCBS Business Practices Statement	06/30/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Writer/Producer
Francis	Palmisano	ViacomCBS Business Practices Statement	08/10/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Aaron	Eaton	ViacomCBS Business Practices Statement	09/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Associate Digital Line Producer
Grace	Kadhim	ViacomCBS Business Practices Statement	10/01/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
Frederick	Sindlar	ViacomCBS Business Practices Statement	11/08/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Associate Producer
Alysa	Mancuso	ViacomCBS Business Practices Statement	12/05/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Producer
Daniel	Shapiro	ViacomCBS Business Practices Statement	12/29/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director

KYW/WPSG Sexual Harassment Prevention Training 2021- List of Completions

First Name	Last Name	Module Title	Completion Date	Division	Position Title
Scott	Hezlep	Preventing Sexual Harassment (NY Edition)	12/24/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Amy	McKeever	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Manager Accounting
Linda	Chow	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Assistant Controller
Jessica	Anecharico	Preventing Sexual Harassment (NY Edition)	12/14/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Anchor
Paul	Zucker	Preventing Sexual Harassment (NY Edition)	12/16/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
Peter	Conkling	Preventing Sexual Harassment (NY Edition)	12/15/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director Broadcast
Taurin	Gordon	Preventing Sexual Harassment (NY Edition)	12/28/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Production Coordinator
Nathan	Sylves	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
David	Ferguson	Preventing Sexual Harassment (NY Edition)	12/14/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Vehicle Fleet Supervisor
Justin	Cornell	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Atheer	Hussein	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Robert	Haines	Preventing Sexual Harassment (NY Edition)	12/19/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Michael	Spatocco	Preventing Sexual Harassment (NY Edition)	12/28/2021	CBS Television Stations-TV Stations Philadelphia WSPG-TV	Photographer
Caitlin	Elbon	Preventing Sexual Harassment (NY Edition)	12/30/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Editor
Matthew	Majorano	Preventing Sexual Harassment (NY Edition)	12/20/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Bradley	Nau	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Jennifer	Peck	Preventing Sexual Harassment (NY Edition)	12/14/2021	CBS Television Stations-TV Stations Philadelphia WSPG-TV	Editor
Cherise	Lynch	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Digital Line Producer
Mark	Bertolino	Preventing Sexual Harassment (NY Edition)	12/28/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Graphic Artist
Fletcher	Rumbaugh	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Stephen	Witkowski	Preventing Sexual Harassment (NY Edition)	12/26/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Mark	Lubner	Preventing Sexual Harassment (NY Edition)	12/18/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Digital Line Producer
Courtney	Cherry	Preventing Sexual Harassment (NY Edition)	12/20/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Juan	Ledone	Preventing Sexual Harassment (NY Edition)	12/15/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Matthew	Dombar	Preventing Sexual Harassment (NY Edition)	12/19/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Timothy	Hopkins	Preventing Sexual Harassment (NY Edition)	12/15/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Dawn	Noonan	Preventing Sexual Harassment (NY Edition)	12/14/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
Perry	Casciato	Preventing Sexual Harassment (NY Edition)	12/29/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director Programming
Dennis	Richardson	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Andrea	Korff	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Casey	Kuhn	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Michael	Henry	Preventing Sexual Harassment (NY Edition)	12/16/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Editor
Lisa	Sliner	Preventing Sexual Harassment (NY Edition)	12/28/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
John	Schumacher	Preventing Sexual Harassment (NY Edition)	12/20/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	IT Engineer
Danielle	Dolan	Preventing Sexual Harassment (NY Edition)	12/30/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Editor
Edward	Specht	Preventing Sexual Harassment (NY Edition)	12/23/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Ulisses	Washington	Preventing Sexual Harassment (NY Edition)	12/30/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Anchor
David	Shildt	Preventing Sexual Harassment (NY Edition)	12/23/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Tech Specialist
Stephanie	Stahl	Preventing Sexual Harassment (NY Edition)	12/20/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Reporter
Scott	Jacobson	Preventing Sexual Harassment (NY Edition)	12/17/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Neil	Rattigan	Preventing Sexual Harassment (NY Edition)	12/31/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Producer
Paul	Pozniak	Preventing Sexual Harassment (NY Edition)	12/26/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Executive Producer Sports
Adam	Fox	Preventing Sexual Harassment (NY Edition)	12/28/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
William	Kenworthy	Preventing Sexual Harassment (NY Edition)	12/16/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Photographer
Frederick	Sinclair	Preventing Sexual Harassment (NY Edition)	12/20/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Associate Producer
Rebecca	King	Preventing Sexual Harassment (NY Edition)	12/30/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Writer/Producer
Francis	Palmasano	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Maintenance Technician
Grace	Kadhim	Preventing Sexual Harassment (NY Edition)	12/15/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director
Aaron	Eaton	Preventing Sexual Harassment (NY Edition)	12/27/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Associate Digital Line Producer
Daniel	Shapiro	Preventing Sexual Harassment (NY Edition)	12/29/2021	CBS Television Stations-TV Stations Philadelphia KYW-TV	Director

Marrero, Paul

Subject: Mind Gym - Virtual workout, Building bridges

Location: 90 Minutes - WebEx

Start: Thu 4/15/2021 1:00 PM

End: Thu 4/15/2021 2:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Marrero, Paul

Required Attendees Marrero, Paul; Stewart, Brandin; Chow, Linda; Fabian, Jonelle; Fogliano, Tina; Forzato, Jamie; Gardner Gregory; Harrison, Craig; Lustig, Marc; Manzano, Wilfredo; McKeever, Amy M; Milito, Toni; Olson, Mark S; Pearl, Julie A; Pozniak, Paul; Scharf, Michael C - KYW; Smith, Manny; Sosangelis, Sofia; Stanton Jr, Don; Visomirski, Sara; Walz-Zelley, Sharon; Wilson, John M; Lindsay, Steve; Casciato, Perry J; Gardner, Samuel

Optional Attendees:'linda.chow@netzero.com'; 'm_lustig@verizon.net'

Hi Participant,

Mind Gym invites you to participate in the following virtual session:

Topic: **Viacom Inc, Virtual workout, Building bridges**

Date: **Thursday, April 15, 2021**

Time: **1:00 pm, Eastern Daylight Time (New York, GMT-04:00)**

Session number: **128 856 6007**

Session password: **Virtuals@MindGym**

If you have not used WebEx on your computer or laptop before:

We highly recommend you test it on your computer at least a day before the session (it only takes a few minutes). Click on the link to test: <https://www.webex.com/test-meeting.html>

To participate in the session, you are required to have:

1. A computer to yourself
2. A headset (with a microphone) or a phone. If using a phone, we advise using a headset so you don't have to hold a phone throughout the session.
3. Access to strong internet connectivity
4. A quiet place to participate

6 steps to log in:

1. Click on this link to log in:

<https://themindgym.webex.com/themindgym/k2/j.php?MTID=tc209828da20dcc02852f7341874c395c>

2. Enter your name and email address in the spaces provided

3. Enter the session password: **Virtuals@MindGym** (The password should automatically fill in after clicking the link. If you have any troubles with the password, try deleting the password and typing it manually.)

4. Click **Join Now**

5. Be patient while the 'Session in progress' screen loads in a separate window

6. Once the WebEx window opens, choose your audio settings:

- If using a headset through your computer, please click **Use computer for Audio**

- If using a landline phone, please click **Use Phone**. Dial in details and instructions will appear. If you are calling from outside UK or US, click **All global call-in numbers** to get local toll numbers for each country

To add this session to your calendar program (for example Microsoft Outlook), click this link:
<https://themindgym.webex.com/themindgym/k2/j.php?MTID=t52221f4c3c83df4c18efb23e4be35968>

Technical problems? Contact WebEx support on:

- USA: 1 866 229 3239
- UK: 0 800 389 9772

Other country numbers can be found by clicking here:

<https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>

More information about Mind Gym can be found at:

Website: <https://www.themindgym.com>

Twitter @themindgym

Invoice



To
Viacom, Inc.
1540 Broadway
New York NY 10036
United States

Page 1 of 1
Date: 28-Apr-2021
Invoice No: 161267
PO #: 263433
Terms: Net 60
Due Date: 27-Jun-2021
Currency: US Dollar

Qty	Item	Options	Description	Net Amt
1	Virtual workout	Date: 15-Apr-2021 Time: 1:00 PM Course: Virtual workout, Building bridges, English (en_US), 6 State: New York (US) Country: United States	A 10 minute introduction session and a 90 minute training session with tips, tools and techniques on a specific topic. Delivered virtually by a Mind Gym coach for up to 16 participants. Client receives service team support to schedule coaches to deliver workout(s) and manage participant feedback collection, analysis and reporting. Participants are granted access to WebEx via the internet. Each participant requires a computer or laptop with a headset or phone, a quiet area to work and internet access. Participants receive personal handouts in PDF format and optional pre and post emails.	\$2,016.00

Contract or SOW: Mind Gym & ViacomCBSPhilly - SOW 2021 (final)

Sub Total: \$2,016.00
Tax Total: \$0.00
TOTAL DUE: \$2,016.00

REMITTANCE DETAILS

PAY BY WIRE TRANSFER:
HSBC Bank USA N.A.
Routing No.: 021001088
Account No.: 048371467
Swift Code: MRMDUS33

CHECKS NOT ACCEPTED

Mind Gym (USA) Inc
475 Park Ave South, Floor 2
New York NY 10016
United States
NY

T: +1 646 649 4333
F: +1 646 495 5078
www.themindgym.com

EIN: 20-8305061. DUNS: 011493229

Building bridges

You are shortly going to be attending the Mind Gym Virtual Workout, Building bridges. Mind Gym believes that time is precious, so the session will be delivered at pace. We also believe that there are a host of tips, techniques, and insights from the worlds of psychology and related science that can help us in our everyday lives, at home, at work, and in between.

What is a Virtual Workout?

These days, you don't even have to make it down to the gym to give your mind a workout. Our Virtual Workouts are run from the comfort of your own home or desk, but with maximum participation, so prepare to get involved throughout the session.

What is Building bridges?

We have all experienced—or witnessed—an act of exclusion. We may have wondered if we should respond, how to respond or whether it was bad enough to warrant a response at all.

In this session you'll learn to recognize both the overt and subtle forms of exclusion, before exploring ways to overcome the common psychological blockers that convince us to stay silent. Overcoming these will allow us to decide when and how we're going to speak up in a way that builds bridges and creates more inclusion.

In this session you will:

- Learn how to recognize a microaggression when you see it, and consider what to do if you experience one, hear about one, or send one yourself
- Overcome the psychological traps that trick us into staying silent when our gut tells us to speak up
- Practice how you'd respond in a way that works for you, the situation and those around you

Three points to ponder before the session:

1. Think about a time when you were excluded. What happened? How did it feel?
2. Think about a time when you saw somebody being excluded, and you walked away from the situation thinking, "I wish I'd said something." What stopped you from speaking up?
3. When someone comes to you to discuss a comment or behavior they thought was problematic, what do you say?

Marrero, Paul

Subject: Mind Gym Training, Your impact on others, Thursday, August 12, 2021, 1:00 pm

Location: Virtual Link Below

Start: Thu 8/12/2021 1:00 PM

End: Thu 8/12/2021 2:00 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Marrero, Paul

Required Attendees Stewart, Brandin; Chow, Linda; Fabian, Jonelle; Fogliano, Tina; Forzato, Jamie; Long, Kristin R; Harrison, Craig; Lustig, Marc; Manzano, Wilfredo; McKeever, Amy M; Milito, Toni; Olson, Mark S; Pearl, Julie A; Pozniak, Paul; Scharf, Michael C - KYW; Smith, Manny; Sosangelis, Sofia; Stanton Jr, Don; Visomirski, Sara; Walz-Zelley, Sharon; Wilson, John M; Lindsay, Steve; Casciato, Perry J

Hi Participant,

Mind Gym invites you to participate in the following virtual session:

Topic: **Viacom Inc, Virtual workout, Your impact on others**

Date: **Thursday, August 12, 2021**

Time: **1:00 pm, Eastern Daylight Time (New York, GMT-04:00)**

Session number: **128 678 6724**

Session password: **Virtuals@MindGym**

If you have not used WebEx on your computer or laptop before:

We highly recommend you test it on your computer at least a day before the session (it only takes a few minutes). Click on the link to test: <https://www.webex.com/test-meeting.html>

To participate in the session, you are required to have:

1. A computer to yourself
2. A headset (with a microphone) or a phone. If using a phone, we advise using a headset so you don't have to hold a phone throughout the session.
3. Access to strong internet connectivity
4. A quiet place to participate

6 steps to log in:

1. Click on this link to log in:
<https://themindgym.webex.com/themindgym/k2/j.php?MTID=t5a420e3a3fc6bb6c150915f1a548bdc5>
2. Enter your name and email address in the spaces provided
3. Enter the session password: **Virtuals@MindGym** (The password should automatically fill in after clicking the link. If you have any troubles with the password, try deleting the password and typing it manually.)
4. Click **Join Now**
5. Be patient while the 'Session in progress' screen loads in a separate window
6. Once the WebEx window opens, choose your audio settings:
 - If using a headset through your computer, please click **Use computer for Audio**
 - If using a landline phone, please click **Use Phone**. Dial in details and instructions will appear. If you are calling from outside UK or US, click **All global call-in numbers** to get local toll numbers for each country

To add this session to your calendar program (for example Microsoft Outlook), click this link:

<https://themindgym.webex.com/themindgym/k2/j.php?MTID=tdebdf378cfef1338654ad879758b005>

Technical problems? Contact WebEx support on:

- USA: 1 866 229 3239
- UK: 0 800 389 9772

Other country numbers can be found by clicking here:

<https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>

More information about Mind Gym can be found at:

Website: <https://www.themindgym.com>

Twitter @themindgym

Invoice



To
Viacom, Inc.
1540 Broadway
New York NY 10036
United States

Page 1 of 1
Date: 19-Aug-2021
Invoice No: 163450
PO #: 263433
Terms: Net 60
Due Date: 18-Oct-2021
Currency: US Dollar

Qty	Item	Options	Description	Net Amt
1	Virtual workout	Date: 12-Aug-2021 Time: 1:00 PM Course: Virtual workout, Your impact on others, English (en_US), 6.4 State: New York (US) Country: United States	A 10 minute introduction session and a 90 minute training session with tips, tools and techniques on a specific topic. Delivered virtually by a Mind Gym coach for up to 16 participants. Client receives service team support to schedule coaches to deliver workout(s) and manage participant feedback collection, analysis and reporting. Participants are granted access to WebEx via the internet. Each participant requires a computer or laptop with a headset or phone, a quiet area to work and internet access. Participants receive personal handouts in PDF format and optional pre and post emails.	\$2,016.00

Contract or SOW: Mind Gym & ViacomCBSPhilly - SOW 2021 (final)

Sub Total: \$2,016.00
Tax Total: \$0.00
TOTAL DUE: \$2,016.00

REMITTANCE DETAILS

PAY BY WIRE TRANSFER:
HSBC Bank USA N.A.
Routing No.: 021001088
Account No.: 048371467
Swift Code: MRMDUS33

CHECKS NOT ACCEPTED

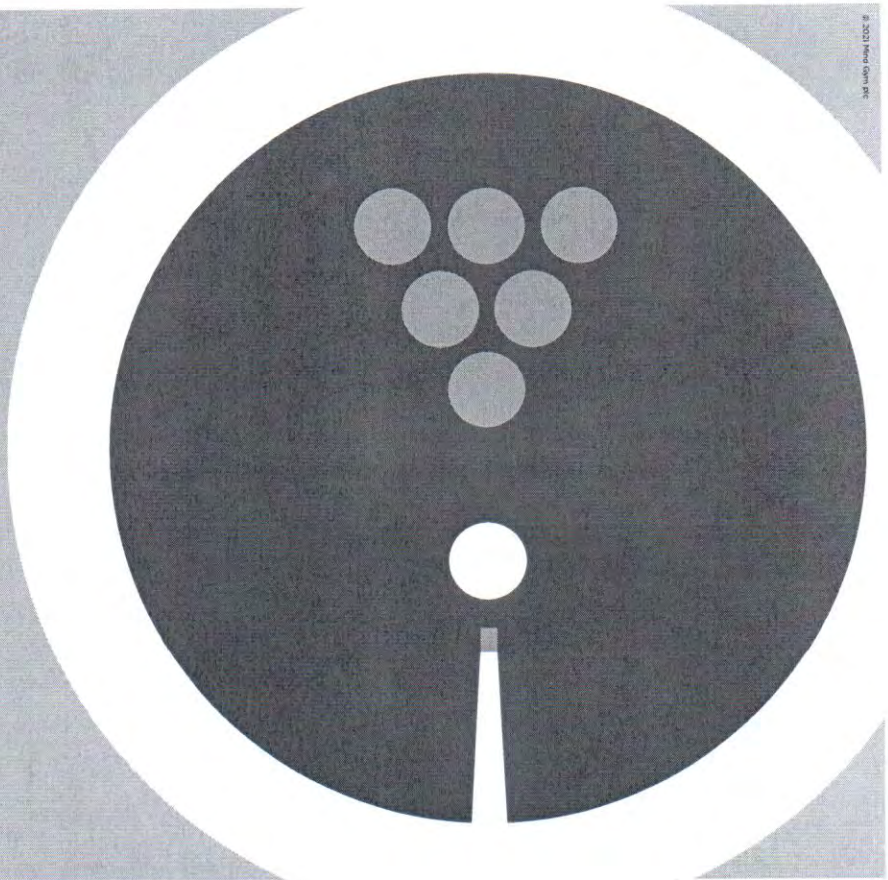
Mind Gym (USA) Inc
475 Park Ave South, Floor 2
New York NY 10016
United States
NY

T: +1 646 649 4333
F: +1 646 495 5078
www.themindgym.com

EIN: 20-8305061. DUNS: 011493229

Your impact on others

Virtual handout



**“We don’t see things as they are,
we see things as we are”**

Anaïs Nin

Your impact on others



1 The benefits

Who do you want to manage your impact on?

What will be the benefits of doing this?



2 Motivation and behavior

Motivation

To understand our impact on others, we need to understand that:

There is a difference between how we perceive ourselves and how others perceive us. Our perception of others (and theirs of us) is based on our behavior. Our motivations drive how we behave. We behave differently in different situations to satisfy our motivational style.

Behavior

Like a bouy bobbing atop the waves, our behavior can fluctuate according to changes in our environment.

However, just as a bouy is firmly anchored to the seafloor, beneath this surface fluctuation our behaviour connects back to and is anchored by our internal motivations.

3 Questionnaire

Distribute 10 points across the three options for each question.

I really like it when...

- A Things are done correctly
- B Things are done amicably
- C I've achieved something difficult

I really dislike it when I feel that I'm doing something...

- A Unprofessional
- B Unsociable
- C Boring

It would really bother me if I lost...

- A My independence
- B My allies or friends
- C My get up and go

I love having time to...

- A Do something properly
- B Get to know new people
- C Take on new challenges

I like...

- A Getting on with things
- B Being in the middle of things
- C Being in charge

I most appreciate praise when it...

- A Comes from an expert
- B Comes from the heart
- C Comes from results

I am at my best when...

- A I'm working out the solution to a difficult question
- B I'm helping others
- C I'm making things happen

I value...

- A Freedom
- B Friendship
- C Results

The best decisions are made...

- A Based on the facts
- B Collaboratively
- C Decisively

My motto is...

- A If a job's worth doing it's worth doing well
- B Treat others as you would like to be treated
- C Actions speak louder than words

4 Your results

Instructions

The three letters (A, B, and C) represent the three motivation styles:
A = Professional, B = Carer, and C = Driver.

Note down which letter represents which style.

Next, add up all your scores for A, B, and C. Note down your scores for each letter.

The letter with the highest score represents your dominant motivational style.

Scoring

> 40 for one letter = this is your single motivational style

< 23 for one letter = your motivational style is a blend of your two highest scores

23-39 for all letters = your motivational style is a blend of all three styles

5 Motivational styles

Carer

Best bits:

Honest, sincere, supportive, friendly, sociable.

What they bring to a team:

- A desire for harmony within the group – be it their family, team at work or friends.
- They enjoy working with others.
- They are naturally social, friendly, and make an effort to get to know someone.



Driver

Best bits:

Direct, competitive, excitable, fast, decisive, challenging.

What they bring to a team:

- They are motivated by challenge, excitement and getting things done.
- They want to get to the point fast, and ideally first.
- They like demanding goals with clear outcomes and preferably a competitive element.



Professional

Best bits:

Independent, rigorous, thorough, accurate.

What they bring to a team:

- They are motivated by doing something well.
- They want the best possible solution, and once they commit, they will do whatever it takes to get it.
- Their mantra is, 'If the job's worth doing, it's worth doing well.'



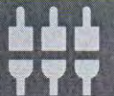
Adapter

Best bits:

Flexible, collaborative, mediator, adaptable, jack of all trades.

What they bring to the team:

- A combination of the other three styles, they see the merits in focusing on people, getting things done, and quality.
- They value flexibility and take a balanced approach to any situation.



6 How they interact

Person X thinks about person Y...

	Professional	Carer	Driver	Adapter
Professional	<ul style="list-style-type: none"> Is rigorous and careful Is a perfectionist Is self-reliant 	<ul style="list-style-type: none"> Considers all factors Is suspicious of people Seems cold 	<ul style="list-style-type: none"> Is thorough Is overly concerned with facts, not actions Is too reserved 	<ul style="list-style-type: none"> Makes me think Should be more flexible Should be less concerned with details
Carer	<ul style="list-style-type: none"> Is overly emotional Can be impractical Is idealistic 	<ul style="list-style-type: none"> Is trusting Sees the positives in others Is friendly and supportive 	<ul style="list-style-type: none"> Encourages me Is a pushover Sees feelings as more important than actions 	<ul style="list-style-type: none"> Is considerate Should consider action Should think about himself
Driver	<ul style="list-style-type: none"> Gets things done Takes risks without checking facts Is too results-driven 	<ul style="list-style-type: none"> Provides directions Doesn't consider feelings Can be aggressive and competitive 	<ul style="list-style-type: none"> Is proactive Is results-driven Is confident and competitive 	<ul style="list-style-type: none"> Drives forward Doesn't listen enough Should compromise more
Adapter	<ul style="list-style-type: none"> Understands the importance of rigor Is a loose cannon Can't be alone 	<ul style="list-style-type: none"> Considers feelings Can be too action-orientated Can focus overly on facts 	<ul style="list-style-type: none"> Can be results-focused Lacks conviction Seems to blow in the wind 	<ul style="list-style-type: none"> Is flexible and open to compromise Is curious Enjoys ambiguity

7 **The best and the worst**

What elements of your motivational style have the potential to impact others negatively if overdone?

What advice would you give other people in order to get the best out of your motivational style?

8 **My situation**

What have been your biggest insights about your impact on others?

What will you do differently in the future?

5 tips for success

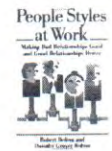
- 01** Different people will perceive you in different ways.
- 02** Look past the behavior to see the motivation.
- 03** Remember the strengths of each motivational style.
- 04** Be aware that you can have too much of a good thing.
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Having presence

Rapport building

Managing expectations

EXHIBIT F

Chart listing complaints

Chart listing complaints

EEOC DOCKET CASES

Labor Docket No.	Parties	Issue	Status
F-3-21 Filed 3/16/21 EEOC Charge No. 530-2021-02594	Kevin Kingsley v. ViacomCBS Television Stations CB3 (KYW-TV)	Kevin Kingsley, a former part-time IATSE stage technician at KYW, alleges that his assignment was ended in May 2020 due to retaliation and discrimination based on his age and disability, and that such discrimination and retaliation is ongoing because KYW refuses to hire him.	Dismissal & Notice of Rights to Sue issued 7-6-21.
F-10-21 Filed 5/27/21 EEOC Charge No: 510-2022-00447	Lia Rosalsky v. CBS Television Stations (KYW-TV, Philadelphia, PA)	Lia Rosalsky a writer/producer at KYW-TV in Philadelphia alleges gender discrimination and failure to promote to full-time employment.	

<p>F-4-20 Filed 1/10/20</p> <p>PHRC Complaint No. 201903092</p> <p>EEOC Charge No. 17F202060940</p>	<p>Brien Kennedy v. CBS Television Stations (KYW- TV/WPSG, Philadelphia, PA) & Peter Dunn</p>	<p>Whether Mr. Kennedy, a former KYW TV/WPSG-TV President and General Manager, was terminated in retaliation for cooperating with an internal investigation of alleged policy violations.</p>	<p>Position statement and verified answer filed on October 16, 2020; supplemental information provided at request of PHRC on January 14, 2021. Notice of right to sue issued at request of complainant on May 28, 2021.</p>
<p>L-10-21 Filed 10/4/21</p> <p>United States District Court- Eastern District of Pennsylvania Civil Action No.: 2:21-cv- 04367-ER</p>	<p>Kevin Kingsley v. CBS Television Stations (CBS 3)</p>	<p>Plaintiff, a former per diem at KYW, laid off in May 2020, asserts claims of discrimination based on age and disability, and retaliation for past complaints. Plaintiff previously filed an EEOC charge regarding this matter, which was dismissed without finding.</p>	

EXHIBIT G

Paramount Global's Non-Discrimination and Anti-Harassment Policy

Guidelines for you.

**VIACOMCBS
POLICY GUIDE**

VIACOMCBS

ViacomCBS Policy Guide

This Policy Guide works in concert with the Business Conduct Statement (BCS) and contains additional ViacomCBS policies, procedures and programs not addressed by the Business Conduct Statement (BCS) for staff employees.

How This Policy Guide and the BCS Work Together:

ViacomCBS's BCS is our Code of Conduct. It sets out standards, which define what is expected of everyone working for, on behalf of, or otherwise affiliated with ViacomCBS – both in terms of high ethical standards and compliance with all applicable laws. All employees are required to have read, be familiar with and certify willingness to comply with the BCS. However, no single guide can address all the issues and expectations that arise in the workplace.

This Policy Guide contains additional guidelines that may not be covered in the BCS, but that are relevant to the day-to-day expectations of ViacomCBS employees in the workplace (such as dress code, office hours, dating relationships, etc.).

This Policy Guide supersedes the policies, procedures and programs covered by earlier policy manuals or guides that were previously applicable to you. Previously issued policies pertaining to subjects not specifically covered in this Policy Guide will remain in effect until further notice. As an employee of ViacomCBS, you are expected to review and comply with the provisions of this document as well as any other policies promulgated by ViacomCBS, including but not limited to the ViacomCBS BCS.

From time to time, policies may be revised, deleted or new policies may be adopted with or without notice to you. Any changes to existing policies or any new policies will be posted in the most current version of the Policy Guide available on the ViacomCBS Intranet. Please refer to the ViacomCBS Total Rewards Portal for confirmation on any policy. You should always consult with Human Resources if you need guidance or information on a particular policy or program. Violation of these policies may result in discipline up to and including termination. This Policy Guide does not constitute a contract and nothing herein changes the at-will status of employees. Any written agreement or contract between an employee and ViacomCBS that alters these policies must be signed by the appropriate division management and approved by the ViacomCBS Chief People Officer or General Counsel.

The policies contained in this Policy Guide apply to all ViacomCBS Corporation full-time staff employees, exempt and non-exempt. Except as set forth below, such policies also apply to employees covered under an applicable collective bargaining agreement, unless otherwise specified in that collective bargaining agreement, or a talent contract or a valid personal services agreement. Policies for Holidays, Personal Days, Vacation, and Sick Leave do not apply to employees covered by a collective bargaining agreement unless the collective bargaining agreement expressly provides for participation in such policies. In the event that ViacomCBS offers any additional paid or unpaid time off to employees beyond the policies contained in this Policy Guide, such additional time off will not apply to employees covered by a collective bargaining agreement unless expressly provided by ViacomCBS.

SPEAKING UP AND NON-RETALIATION POLICY

ViacomCBS's Speaking Up & Non-Retaliation Policy can be found in the BCS. We expect all members of our community to speak up, ask questions and escalate concerns when employees observe behavior that seems to violate our policies. All individuals who believe they have experienced an incident of harassment, discrimination or retaliation or any other inappropriate or questionable behavior that they believe is contrary to ViacomCBS's business practices or policies are expected to report their complaints promptly.

ViacomCBS's complaint procedures are set forth on page 8 herein as well as in the Reporting Concerns section of the BCS.

ViacomCBS absolutely prohibits retaliation against anyone for raising or helping to address an integrity concern in good faith. Retaliation is unacceptable, and any form of retaliation in violation of this policy can result in disciplinary action, up to and including discharge.

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General Employment Policies

This section of the ViacomCBS Policy Guide contains policies on a wide range of general employment matters.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

ViacomCBS is committed to a work environment in which all individuals are treated with respect and dignity, regardless of their race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, ViacomCBS expects that all relationships among persons in the workplace and any other work-related environment will be professional and free of bias, prejudice and harassment. Every employee has the right to feel safe when working with co-workers, including managers, vendors, suppliers, clients, visitors, talent or independent contractors. ViacomCBS does not tolerate any type of harassment, discrimination or retaliation; therefore, any such behavior will lead to disciplinary action up to and including termination.

Equal Employment Opportunity

It is the policy of ViacomCBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law. In some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) are also protected characteristics. ViacomCBS prohibits and will not tolerate any such discrimination or harassment. Although the ViacomCBS Chief People Officer has the overall responsibility for the implementation of this policy, every individual working at ViacomCBS is expected to assist in the furtherance of this policy.

This means that it is each employee's responsibility to ensure that all personnel actions and practices are administered in a fair, equal and consistent manner that furthers the principles of equal employment opportunity. All recruiting, hiring, training, promotion, discipline and termination decisions in all job classifications must be based on valid and non-discriminatory criteria without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law.

Definitions of Harassment

a. **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering,

General Employment Policies *continued*

catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based harassment* – that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) – or sex stereotyping (meaning that an individual’s conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas and perceptions about how individuals of either sex should act or look) – may also constitute discrimination or harassment if the conduct is directed at an individual *because of that person’s sex*.

b. Harassment on the basis of all protected characteristics is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran’s status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law – including, in some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one’s religion) – or that of an individual’s relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual’s work performance; or (c) otherwise adversely affects an individual’s employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic

material that denigrates or shows hostility or aversion toward an individual or group (including, but not limited to, through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication).

Individuals and Conduct Covered

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at ViacomCBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to ViacomCBS (e.g., an outside vendor, consultant, or customer).

With regard to non-employees, the protections and prohibitions against discrimination and harassment in this policy apply to non-employees who provide services to ViacomCBS (including contractors, subcontractors, vendors, and consultants) while they are on ViacomCBS premises and/or while engaged in conducting business for or on behalf of ViacomCBS (“covered non-employees”). Covered non-employees include persons commonly referred to as “gig” workers and temporary workers, as well as persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with ViacomCBS. Therefore, this policy: (i) prohibits discrimination and harassment engaged in by covered non-employees, whether directed at a fellow covered non-employee or an employee or intern of ViacomCBS; and (ii) prohibits discrimination and harassment directed at covered non-employees, whether engaged in by a fellow covered non-employee or by an employee or intern of ViacomCBS.

Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such harassment by any means, including, but not limited to, in-person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on work or personal devices or during non-work hours, will be subject to discipline up to and including termination.

General Employment Policies *continued*

Supervisory Responsibility

Managers and supervisors are charged with additional responsibilities because of their positions of authority within ViacomCBS. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the ViacomCBS Human Resources Department or to the ViacomCBS Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported.

Managers and supervisors will be subject to discipline up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

Retaliation Is Prohibited

ViacomCBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual because that person engaged in protected activity. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment to a manager or supervisor or other person designated to receive complaints; making a report of

suspected discrimination or harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint of discrimination or harassment. Retaliation is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action up to and including termination.

What Retaliation Is Not

Negative employment actions do not rise to the level of retaliation simply because they occur after an employee engages in protected activity. Individuals continue to be subject to all ViacomCBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

ViacomCBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to ViacomCBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, the ViacomCBS Human Resources Department (Human Resources Business Partner or Human Resources Production Partner), the ViacomCBS Chief People Officer, ViacomCBS Compliance Officers, a lawyer in their Business Unit, ViacomCBS' General Counsel, or the ViacomCBS Openline at (855) 833-5027 or visit [Openline.ViacomCBS.com](https://www.viacombcs.com). The Company has engaged NAVEX Global's EthicsPoint, an external vendor, to receive phone calls or online reports through our ViacomCBS Openline hotline and website.

Individuals should not feel obligated to file a complaint with their immediate supervisor before bringing the matter to the attention of one of the other ViacomCBS-designated resources identified above.

General Employment Policies *continued*

Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the ViacomCBS Human Resources Department or to the ViacomCBS Compliance Officers.

ViacomCBS also has a Complaint Form (available from your Human Resources representative or at totalrewards.viacomcbs.com) to report incidents of sexual harassment that individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a ViacomCBS Compliance Officer or the ViacomCBS Openline website at Openline.ViacomCBS.com.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, ViacomCBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subjected to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. ViacomCBS will make every effort to stop alleged harassment, discrimination or retaliation, but can only do so with the cooperation of individuals working at ViacomCBS.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated fairly, promptly, thoroughly and impartially by the Human Resources Department, the ViacomCBS Employee Relations Team, ViacomCBS's Compliance Department, or another appropriate party in a manner that provides all parties appropriate due process and reaches conclusions based on the evidence collected. This procedure will apply regardless of the manner in which the individual made the complaint. Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where

necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation. Individuals must respond truthfully, promptly and fully to all inquiries made by the designated investigator. Withholding responsive information, providing incomplete information or attempting to mislead or misdirect any investigation (or encouraging or pressuring others to do so) may result in disciplinary action up to and including termination. As part of its investigation, ViacomCBS will review relevant documents (if any), which may include without limitation e-mails and text messages.

Each investigation will be tracked for reasonable progress and documented in writing, which will include documents or information reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and the right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. ViacomCBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if it is unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action and applicable law.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as ViacomCBS believes appropriate under the circumstances.

General Employment Policies *continued*

Additional Information About These Policies

Individuals who have questions or concerns about these policies should talk with their Human Resources Business Partner, Human Resources Production Partner, any member of the ViacomCBS Human Resources Department, any member of the ViacomCBS Employee Relations team, any lawyer on the ViacomCBS Employment Law team, a lawyer in your Business Unit or a ViacomCBS Compliance Officer.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of ViacomCBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Other Avenues for Relief

Aside from the internal complaint procedure available at ViacomCBS, individuals may also choose to pursue legal remedies with the following governmental entity:

- U.S. Equal Employment Opportunity Commission (EEOC) – employees have, depending upon jurisdiction, up to 300 days from the date of any harassment or discrimination to file a complaint with the EEOC. The EEOC does not award relief, but may take other action including pursuing cases in the federal courts, which may award remedies if unlawful behavior is found to have occurred.
 - Contact: www.eeoc.gov (website), info@eeoc.gov (e-mail), 800-669-4000 (voice)

Individuals in New York may choose to pursue legal remedies with the following governmental entities:

- New York State Division of Human Rights (NYS DHR) – individuals in New York State have one (1) year from the date of any discrimination or harassment, and three (3) years from the date of any sexual harassment, to file a complaint with the NYSDHR. To file a complaint, individuals do not need an attorney. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or

discrimination, instead of filing a complaint with the NYSDHR. Remedies include injunctive relief as well as monetary damages, attorney's fees, and civil fines.

- Contact: www.dhr.ny.gov, 718-741-8400
- New York City Commission on Human Rights (NYCCHR)
 - individuals in New York City have one (1) year to file a complaint of discrimination or harassment and three (3) years to file a complaint of gender-based harassment with the NYCCHR. Alternatively, a lawsuit may be brought within three (3) years of the alleged harassment or discrimination, instead of filing a complaint with the NYCCHR. Remedies include injunctive relief as well as monetary damages and civil fines paid to the City of New York.
 - Contact: www.nyc.gov/humanrights, 311, 212-306-7450
 - Report allegations of discrimination, harassment or retaliation directly to the New York State Attorney General's Office, you may call (212) 416-8250 or fill out an online complaint form, which may be found at <https://formsnym.ag.ny.gov/OAGOnlineSubmissionForm/faces/OAGCRBHome>, and then emailed to Civil.Rights@ag.ny.gov or faxed to (212) 416-6030 or mailed to Office of the Attorney General, The Capitol, Albany, NY 12224-O341

Individuals in California may also raise questions or report potential harassment, discrimination or retaliation to the following governmental agency:

- California Department of Fair Employment and Housing (DFEH).
 - Contact: 2218 Kausen Drive, Suite 100, Elk Grove, CA 95758 (by mail); www.dfeh.ca.gov (website); contact.center@dfeh.ca.gov (e-mail); 800-884-1684 (voice); 800-700-2320 (TTY)

Individuals in Massachusetts may also raise questions or report potential sexual harassment by filing a formal complaint with the following governmental entity:

- The Massachusetts Commission Against Discrimination (MCAD) – individuals in this state have 300 days to file a complaint.
 - Contact: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

General Employment Policies *continued*

Individuals in other ViacomCBS work locations may be subject to additional applicable state and local laws. Where the conduct complained of involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and individuals should contact their local police department.

ANTI-BULLYING POLICY

ViacomCBS believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category. Bullying or abusive conduct is conduct with malice that a reasonable person would find hostile or offensive. Examples of what constitutes abusive or bullying conduct include repeated use of insults, derogatory remarks and epithets; threatening, intimidating or humiliating verbal or physical conduct; and the gratuitous sabotage of a person's work performance. It does not include a single act unless it is especially severe and egregious, but ViacomCBS strongly discourages such behavior at any time.

If you experience any behavior of this nature, please report it immediately to your manager or local Human Resources representative, or utilize any of the reporting procedures set forth in this Policy Guide or the Business Conduct Statement. ViacomCBS will promptly and thoroughly investigate any allegations of misconduct. ViacomCBS prohibits retaliation against any individual who makes a good-faith report or cooperates in an investigation of a suspected violation of this policy.

REQUESTING AN ACCOMMODATION

ViacomCBS is committed to a work environment in which all individuals are treated with respect and dignity. It is ViacomCBS's policy to ensure compliance with all federal, state, and local equal employment opportunity laws in all hiring and employment practices. ViacomCBS prohibits discrimination with respect to hiring, promotion, compensation, benefits, training, discharge and all other aspects of the employment relationship against employees or applicants with disabilities, sincerely-held religious beliefs and other characteristics as protected by applicable law.

ViacomCBS works to provide employees and applicants who request a reasonable accommodation for characteristics protected under applicable law, where such accommodations do not cause an undue hardship to ViacomCBS.

Requesting an Accommodation

If an employee or applicant needs to request a reasonable accommodation so that they may perform the essential functions of the job they hold or seek, they should call **Unum at 1-866-891-7934**. Employees and applicants should be prepared to discuss the reason why the accommodation is being requested (for example, for religious needs or due to a disability); the nature, extent and expected duration of the accommodation; and how the requested accommodation would allow the employee or applicant to perform the essential functions of the job and why such functions could not be performed in the absence of an accommodation. While ViacomCBS is not required under law to grant employees or applicants their preferred or requested accommodation, ViacomCBS will consider all accommodations that are reasonable and do not create an undue hardship upon ViacomCBS.

In cases involving a disability, ViacomCBS reserves the right to request medical documentation and other medical guidance to support the accommodation request. In other cases, ViacomCBS reserves the right to request relevant documentation in support of the accommodation request.

Once the interactive process is complete, and ViacomCBS has had an opportunity to evaluate the employee or applicant's request, ViacomCBS will inform the employee or applicant whether an accommodation will be provided.

Information regarding requests for accommodations will be kept confidential and shared with others only if there is a legitimate business reason for doing so.

Employees may initiate a request for an accommodation by calling **Unum at 1-866-891-7934**.

No Retaliation; Complaint Procedure

ViacomCBS prohibits discrimination or retaliation against employees or applicants who request an accommodation for a disability, a sincerely-held religious belief or other protected characteristic.

EXHIBIT H

Paramount Global's 2021 Business Conduct Statement

Global Business Conduct Statement 2021

VIACOMCBS

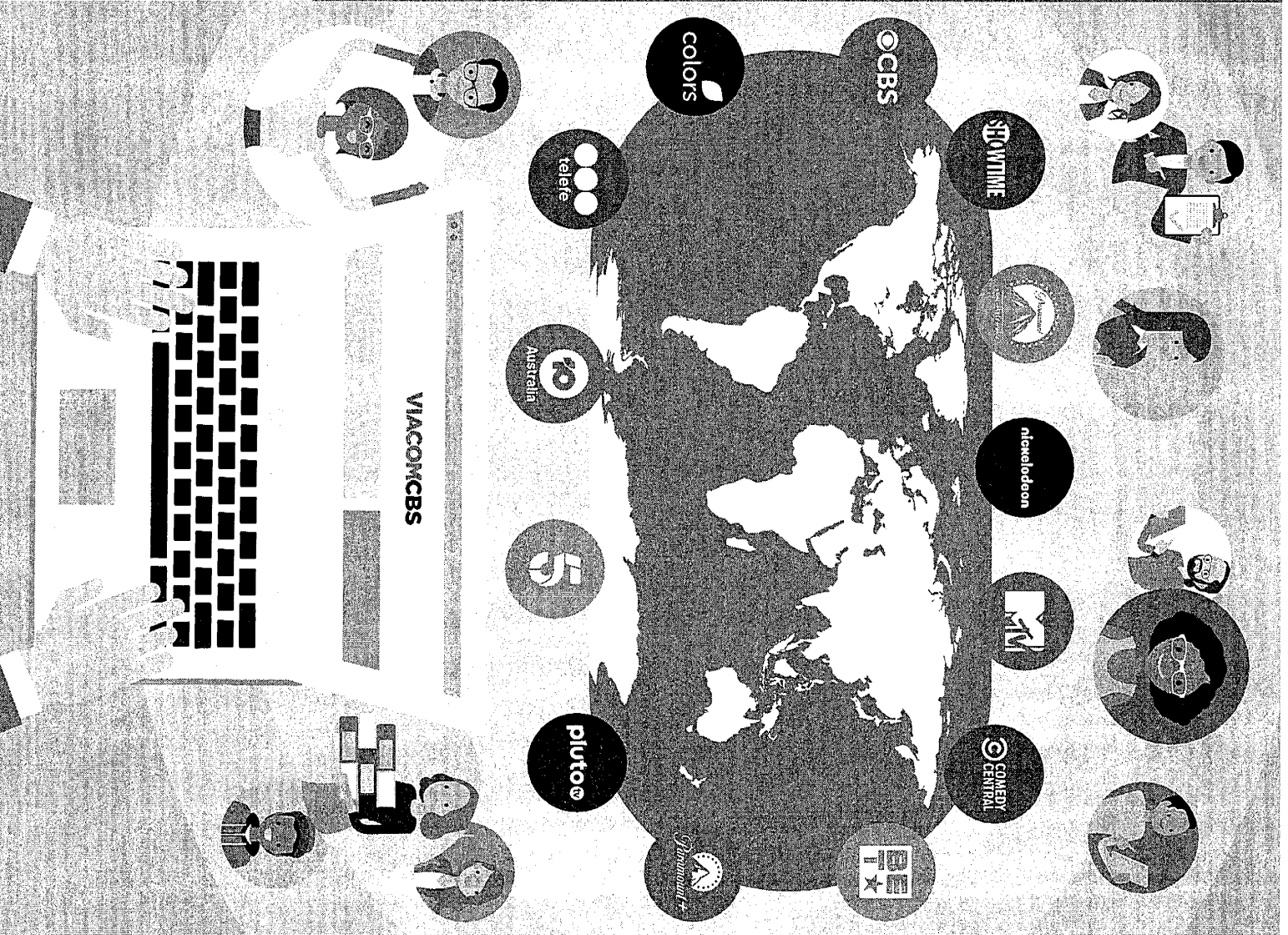
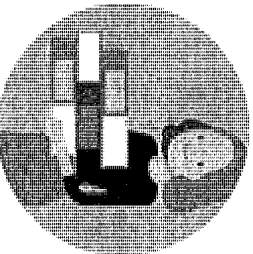
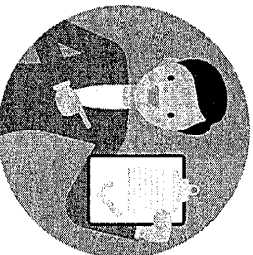
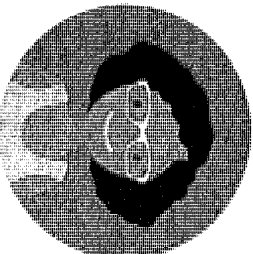


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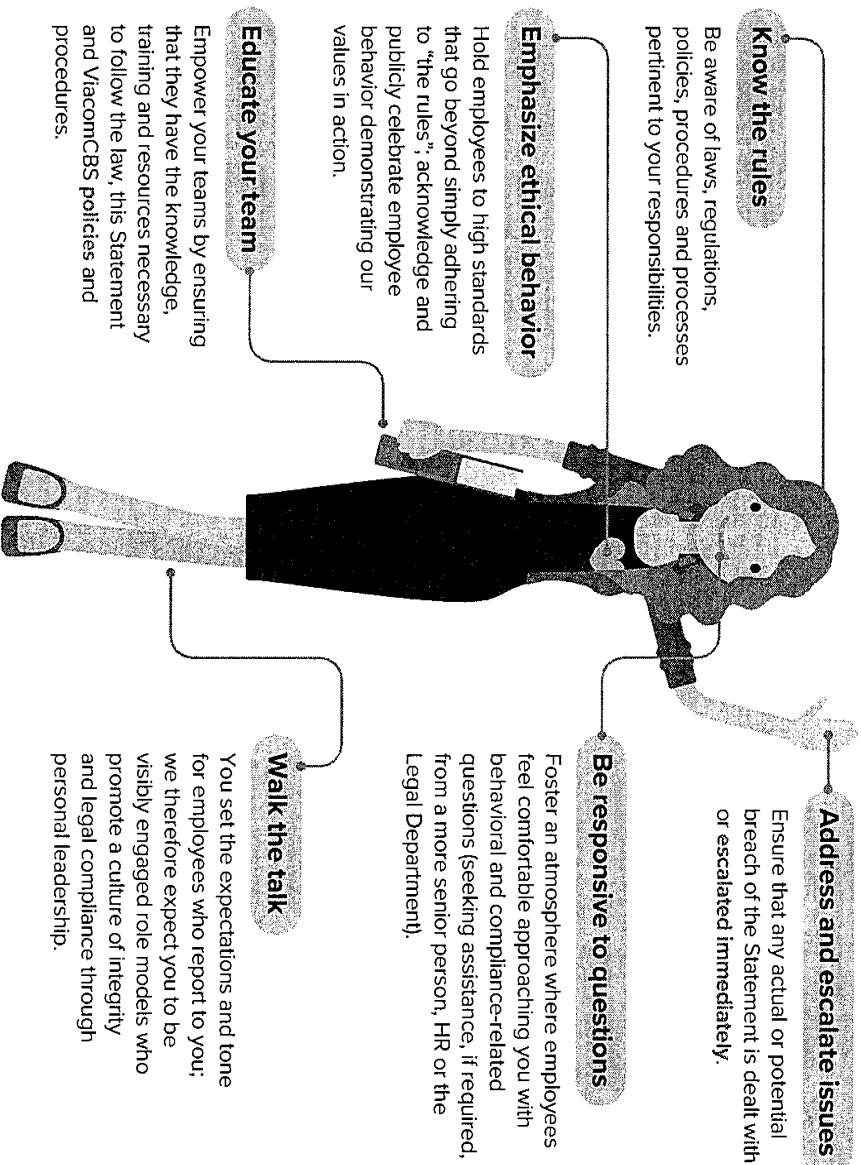
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Special responsibilities of leaders & supervisors

Those of us who lead or manage others have the added responsibility of acting as role models, exemplifying the behaviors we expect in order to create a strong ethical climate and to reflect our shared values.

As a leader or manager, you should in particular:



Supplier & business partner responsibilities

Partnering with outside organizations is an essential part of doing business. These organizations can be seen as extensions of ViacomCBS so it's critical that they adhere to the same high standards to which we hold our employees.

We expect all suppliers and business partners to review, understand and follow our Supplier Code of Conduct and relevant provisions in this statement.

Director responsibilities

If you serve on the Board of Directors and have questions or need additional guidance about the topics discussed in this Statement, please consult ViacomCBS' Chief Compliance Officer or Corporate Secretary.

EXHIBIT I

Compilation of emails/memos distributing EEO policy documents

- A September 30, 2019 memo from the Chief Compliance Office of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy
- 2016 CBS Corporation Business Conduct Statement, page 10
- August 14, 2020 memo of the Chief Compliance Officer, ViacomCBS (now Paramount Global) and pages from the 2020 ViacomCBS Global Business Practices Statement
- December 13, 2021 memo from the President and CEO, ViacomCBS (now Paramount Global) and pages from the 2021 ViacomCBS Global Business Practices Statement

Paramount



September 30, 2019 Memo from the Chief Compliance Officer of CBS Corporation to all CBS Corporation employees regarding CBS EEO Policy

From: [Joe Ianniello and Hazel-Ann Mayers](#)
Subject: Updated CBS Non-Discrimination and Anti-Harassment Policy
Date: Monday, September 30, 2019 12:18:31 PM
Attachments: [CBS Non-Discrimination and Anti-Harassment Policy.pdf](#)
[Sexual Harassment Complaint Form.pdf](#)

Dear Colleagues,

At CBS, we are dedicated to maintaining a workplace that is safe, fair, and inclusive, where every employee, regardless of position, is respected and given the opportunities to develop and thrive. This commitment is non-negotiable and, as such, it is crucial that our work environment be free from discrimination, harassment, and retaliation.

Our **CBS Non-Discrimination and Anti-Harassment Policy**, also known as the CBS Equal Employment Opportunity (EEO) Policy, has been revised and is [attached](#) here for you to review. The policy describes our shared commitment to a positive work environment for everyone, requiring all of us to display a high standard of ethics in every situation. Importantly, the policy also syncs squarely with our overall ongoing cultural transformation.

We ask that you review and understand the policy and be prepared for any related training. As you will see, the policy increases the avenues available for reporting complaints, explaining how to report concerns to several internal sources, including your supervisor, Human Resources Business Partner, Human Resources Production Partner, or the Compliance department. The policy also describes how to report complaints to the new **CBS Openline website and hotline**, which are operated through an independent third party, NAVEX Global.

We also remind you of the **Complaint Form** ([attached](#)) that you may use to file a complaint of sexual harassment. You do not need to complete this form to file a complaint, but it is another avenue for reporting; it may be submitted to your Human Resources Business Partner, Human Resources Production Partner, the Compliance department, or the CBS Openline website.

We value all our employees, and integral to that value is ensuring that every day working for CBS is a day where dignity is assured and speaking up is encouraged and supported. If you have any questions, please do not hesitate to contact us, a member of the CBS Compliance department, or your Human Resources Business Partner.

Thank you for all that you do to make CBS a safe, fair, and inclusive place to work.

Joe and Hazel

CBS Compliance Officers

Hazel-Ann Mayers 212-975-2927
Sonya Cheney 212-975-1738

CBS Human Resources Contacts, by Business Unit:

Broadcast

Kevin Oldis

323-575-2743

Corporate and Sports	Bryn Berglund	212-975-5261
Global Television Distribution	Andrew Herreria	310-264-3335
Television Studios	Ellen Goldsmith	818-655-1741
Interactive	Elise Ben-Yair	818-568-1676
Publishing	Carolyn Connolly	212-698-1202
Showtime and Network/Digital Sales	Elizabeth Casanas	212-708-1469
Television Stations	Jessica Hurst	212-975-7545

CBS NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

CBS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CBS expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment. CBS does not tolerate any type of harassment, discrimination or retaliation; therefore, any such behavior will lead to disciplinary action, up to and including termination.

Equal Employment Opportunity

It is the policy of CBS to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law. In some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) are also protected characteristics. CBS prohibits and will not tolerate any such discrimination or harassment. Although the CBS Chief People Officer has the overall responsibility for the implementation of this policy, every individual working at CBS is expected to assist in the furtherance of this policy.

This means that it is each employee's responsibility to ensure that all personnel actions and practices are administered in a fair, equal and consistent manner that furthers the principles of equal employment opportunity. All recruiting, hiring, training, promotion, discipline and termination decisions in all job classifications must be based on valid and non-discriminatory criteria without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law.

Definitions of Harassment

a. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, regardless of whether the complaining individual is the intended target of any such harassment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or activity or requests for sexual favors; sexual jokes and innuendoes; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication); other physical, verbal or visual conduct of a sexual nature; and conditioning employment opportunities (for example, hiring, promotion, or continued employment) on sexual favors. *Sex-based* harassment – that is, conduct not involving sexual activity or language (e.g., male manager yells only at female employees and not males) – or sex stereotyping (meaning that an individual's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas and perceptions about how individuals of

either sex should act or look) – may also constitute discrimination or harassment if the conduct is directed at an individual *because of that person's sex*.

b. Harassment on the basis of all protected characteristics is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, religion, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status, sexual and reproductive health decisions, or any other characteristic protected by law – including, in some jurisdictions such as in New York or California, traits historically associated with race (including hair texture and hairstyle) and religion (including wearing any attire or having facial hair in accordance with one's religion) – or that of an individual's relatives, friends or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (b) has the purpose or effect of unreasonably interfering with an individual's work performance; or (c) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including, but not limited to, through posting on walls, e-mail, text message, instant messenger, social media, or other electronic communication).

Individuals and Conduct Covered

These policies apply to and cover all applicants, employees, interns (whether paid or unpaid), contractors, temporary workers, vendors and any other individuals conducting business or providing services at CBS, regardless of immigration status, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to CBS (e.g., an outside vendor, consultant, or customer).

With regard to non-employees, the protections and prohibitions against discrimination and harassment in this policy apply to non-employees who provide services to CBS (including contractors, subcontractors, vendors, and consultants) while they are on CBS premises and/or while engaged in conducting business for or on behalf of CBS ("covered non-employees"). Covered non-employees include persons commonly referred to as "gig" workers and temporary workers, as well as persons providing equipment repair, cleaning services, or any other services provided pursuant to a contract with CBS. Therefore, this policy: (i) prohibits discrimination and harassment engaged in by covered non-employees, whether directed at a fellow covered non-employee or an employee or intern of CBS; and (ii) prohibits discrimination and harassment directed at covered non-employees, whether engaged in by a fellow covered non-employee or by an employee or intern of CBS.

Conduct prohibited by these policies is unacceptable in the workplace (including on set or other project-related worksites) and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events. Any individual who engages in such harassment by any means, including, but not limited to, in person behavior, through the use of computers, e-mail, telephone, or social media or any other means, whether on work or personal devices or during non-work hours, will be subject to discipline, up to and including termination.

Supervisory Responsibility

Managers and supervisors are charged with additional responsibilities because of their positions of authority within CBS. Managers and supervisors are required to promote a work environment where individuals feel safe and comfortable asking questions or raising concerns about these policies, and to make themselves available to listen to and discuss concerns. As such, managers and supervisors are responsible for any harassment and discrimination that should have been known to them with reasonable care and attention to the workplace for which they are responsible. While these duties are mandatory for managers and supervisors, they also are strongly encouraged for all individuals who are covered by this policy.

Managers and supervisors are required to report any complaint of harassment or discrimination they receive or any harassment or discrimination they observe, without exception. If a manager or supervisor receives a report of harassment or discrimination, or is otherwise aware of such conduct, they are required to promptly report it to the CBS Human Resources Department or to the CBS Compliance Officers, even where they may believe the conduct is trivial, or where an individual (including the complainant or otherwise) asks that it not be reported.

Managers and supervisors will be subject to discipline, up to and including termination, for failing to report any allegations or suspicions of harassment or discrimination, otherwise knowingly allowing harassment or discrimination to continue, or for engaging in any harassing, discriminatory, or retaliatory conduct themselves.

Retaliation Is Prohibited

CBS policy and federal, state and local law prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation is defined as an adverse action taken against an individual because that person engaged in protected activity. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. Protected activities with regard to discrimination or harassment include making complaints about discrimination or harassment to a manager or supervisor or other person designated to receive complaints; making a report of suspected discrimination or harassment even where the individual is not the recipient; assisting another individual complaining of discrimination or harassment; filing a formal complaint about discrimination or harassment with a government agency; opposing discrimination or harassment; or providing information during an investigation of discrimination or harassment or providing testimony in connection with a complaint of discrimination or harassment. Retaliation is a serious violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination.

What Retaliation Is Not

Negative employment actions do not rise to the level of retaliation simply because they occur after an employee engages in protected activity. Individuals continue to be subject to all CBS policies, job requirements and disciplinary rules regardless of their engaging in protected activity. This policy regarding retaliation is not intended to protect persons making intentionally false charges of discrimination or harassment.

Complaint Procedure

Reporting an Incident of Harassment, Discrimination or Retaliation

CBS strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to CBS's policy or who have concerns about such matters should report their complaints to their immediate supervisor, their department head, any senior manager of the business unit, the CBS Human Resources Department (Human Resources Business Partner or Human Resources Production Partner), the CBS Chief People Officer, CBS Compliance Officers, or the CBS Openline at (844) 238-9006 or cbsopenline.ethicspoint.com. The Company has engaged NAVEX Global's EthicsPoint, an external vendor, to receive phone calls or online reports through our CBS Openline hotline and website.

Individuals should not feel obligated to file a complaint with their immediate supervisor before bringing the matter to the attention of one of the other CBS designated resources identified above. Supervisors or managers who receive a complaint of a violation of this policy must promptly report the complaint to the CBS Human Resources Department or to the CBS Compliance Officers.

CBS also has a Complaint Form (available from your Human Resources representative or at CBS & You) to report incidents of sexual harassment which individuals may complete if they prefer. Once the individual completes a Complaint Form, it should be submitted to the relevant Human Resources representative, a CBS Compliance Officer or the CBS Openline website at cbsopenline.ethicspoint.com.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, CBS strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Anyone, whether personally subjected to harassment, discrimination or retaliation, or a bystander who is a witness to such conduct, is encouraged to promptly report the incident. CBS will make every effort to stop alleged harassment, discrimination or retaliation, but can only do so with the cooperation of individuals working at CBS.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that the behavior is unwelcome and requesting that it be discontinued.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated fairly, promptly, thoroughly and impartially by the Human Resources Department, CBS's Compliance Department, or another appropriate party in a manner that provides all parties appropriate due process and reaches conclusions based on the evidence collected. This procedure will apply regardless of the manner in which the individual made the complaint. Upon receipt of the complaint, the designated investigator will conduct a prompt review of the allegations. The investigation may include, but is not limited to, individual interviews with the complainant, other parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All individuals, including managers and supervisors, are required to cooperate with any internal investigation of harassment, discrimination or retaliation. Individuals must respond truthfully, promptly and fully to all inquiries made by the designated investigator. Withholding responsive information, providing incomplete information or attempting to mislead or misdirect any investigation (or encouraging or pressuring others to do so) may result in disciplinary action up to and including termination. As part of its investigation, CBS will review relevant documents (if any), which may include e-mails and text messages.

Each investigation will be tracked for reasonable progress and documented in writing, which will include documents reviewed, individuals interviewed, any relevant prior incidents, and how the complaint is resolved. Each complainant will be notified following the completion of the investigation and will be advised of the results of the investigation, whether corrective action was taken and the right to file a complaint externally. Individuals about whom a complaint was made will be notified as well. CBS will endeavor to complete the investigation as soon as possible, and will notify the complainant if it is unable to do so.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with a thorough investigation, appropriate corrective action and applicable law.

Responsive Action

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/ or disciplinary action such as warnings, reprimands, withholding of a promotion or pay increase, prospective reduction of wages, demotion, reassignment, temporary suspension without pay or termination, as CBS believes appropriate under the circumstances.

Additional Information About These Policies

Individuals who have questions or concerns about these policies should talk with their Human Resources Business Partner, Human Resources Production Partner, any member of the CBS Human Resources Department or a CBS Compliance Officer.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of CBS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination

CBS COMPLAINT FORM FOR REPORTING SEXUAL HARASSMENT

If you believe that you have been subject to sexual harassment, you are encouraged to complete this form and submit it to a member of the Human Resources Department, a CBS Compliance Officer or the CBS Openline website (cbsopenline.ethicspoint.com). Once you submit this form, CBS will follow the procedures in our Non-Discrimination and Anti-Harassment Policy to investigate. CBS prohibits retaliation against employees who submit reports of sexual harassment and/or who participate in investigations related to sexual harassment.

You may also report an allegation of sexual harassment verbally or using any other reporting method outlined in CBS's Non-Discrimination and Anti-Harassment Policy.

Complainant Information

Name:

Job Title:

Work Location:

Work Phone:

Work Email:

Immediate Supervisor's Name:

Title:

Work Phone:

Preferred Communication Method (circle one): Email Phone In Person

Complaint Information

1. Your complaint of sexual harassment is made against:

Name:

Job Title:

Work Location:

Work Phone:

Relationship to You (circle one):

Supervisor Subordinate Co-worker Other

2. Please describe the conduct or incident(s) that forms the basis of this complaint and how it is affecting you and your work. Please use additional sheets if necessary and attach any relevant documents or evidence.

3. Date(s) the conduct or incident occurred:

4. Is the conduct or incident continuing? (circle one) Yes No

5. Please list the name(s) and contact information of any witnesses or individuals that may have information related to your complaint.

6. (Optional) Have you previously complained of or provided any information about sexual harassment at CBS? If yes, when and to whom did you complain or provide information?

I request that CBS investigate this complaint of sexual harassment using the procedures outlined in CBS's Non-Discrimination and Anti-Harassment Policy, and that CBS advise me of the results of the investigation.

Name

Signature

Date _____

If you have retained legal counsel and would like us to work with them, please provide their contact information.



2016 Business Conduct Statement

CBS & YOU  **YOUR COMPLIANCE PROGRAM**

2016 Business Conduct Statement

CBS CORPORATION BUSINESS CONDUCT STATEMENT



- Ⓒ Using CBS assets, facilities or services for any improper purpose. You are personally responsible for all CBS funds and other assets over which you have control.
- Ⓒ Committing CBS assets for services, transactions, or liabilities if you do not have the appropriate level of approval or signatory authority.
- Ⓒ Fraud or falsification in the preparation, evaluation, review or audit of any financial statement of CBS or any document, record or information that is or may be used in any financial statement of CBS (for example, concealing or falsifying data given to internal or external auditors or used internally in the reporting of revenues).
- Ⓒ Fraud or misrepresentation in the preparation, recording, evaluation, review or audit of an employee's expense report or any other financial document related to reimbursement of business-related expenses.
- Ⓒ Any practice that results in customers or clients being charged for services that were not provided or being charged an inflated price or more than agreed upon for a service.
- Ⓒ Any practice that intentionally results in the inflation or exaggeration of reported sales or revenues.
- Ⓒ Fraud in the recording and maintaining of financial records of CBS (for example, intentionally recording sales or expenses in the wrong period, capitalizing items that should be expensed or recording personal expenses as business expenses).
- Ⓒ Noncompliance with CBS's internal accounting controls (for example, not obtaining required approvals).
- Ⓒ Misrepresentation to a senior officer or CBS's internal or external auditors or accountants regarding a matter contained in the financial records, financial reports or audit reports of CBS.
- Ⓒ Deviation from full and fair reporting of CBS's results of operations, financial condition or cash flows.
- Ⓒ Improperly influencing, coercing, manipulating or misleading any independent public or certified accountant engaged in the performance of an audit of CBS's financial statements.

You may not engage in any misleading or deceptive financial practice, whether or not it is listed here, and you are required to report any such practices if you become aware of them. Please refer to the Employee/Officer or Director Reporting Procedures described in the section entitled "Implementation of the CBS Business Conduct Statement" for procedures to report improper financial practices or financial misconduct matters that have come to your attention.

Improper Influence of Auditors

You may not take any action (whether or not listed as an example below), directly or indirectly, to coerce, manipulate, mislead or influence any of our auditors, when you know, should know or intend that your actions may render our financial statements misleading. For example, you may not influence an auditor to (i) issue a report on CBS's financial statements that is not warranted in the circumstances, (ii) refrain from performing audit, review or other procedures, (iii) refrain from issuing a report or withdrawing an issued report or (iv) refrain from communicating matters to CBS Corporation's Audit Committee.

As additional examples of prohibited conduct, you may not (i) offer money, gifts, financial incentives, future employment or contracts for nonaudit services, (ii) provide inaccurate or misleading legal analysis or other information, (iii) threaten to cancel an auditor's existing engagements, (iv) seek to have an audit partner removed from the engagement, (v) engage in blackmail or (vi) make physical or verbal threats.

EQUAL EMPLOYMENT OPPORTUNITY

CBS places a high value on providing equal employment opportunity and maintaining a diverse workforce. We work hard to comply with all applicable laws prohibiting discrimination and we strive to make our workforce reflect the rich diversity of our society and our customers. CBS recruits and hires without regard to race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression,

transgender status or any other characteristic protected by law. We strive to administer all personnel actions such as hiring, compensation, promotions, benefits, transfers, layoffs, Company-sponsored training, education, tuition assistance, terminations and social and recreational programs in a manner consistent with equal employment opportunity.

All managers, directors and supervisory personnel are required to make a personal commitment to practice and enforce the principles of our equal employment opportunity policy.

VI. HARASSMENT-FREE WORKPLACE ENVIRONMENT

CBS has a "zero tolerance" policy for sexual harassment or harassment based on race, color, national origin, religion, sex, age, physical disability, mental disability, medical condition, ancestry, alienage or citizenship status, marital status, creed, genetic information, height or weight, sexual orientation, military or veteran's status, gender, gender identity, gender expression, transgender status or any other characteristic protected by law. Discriminatory treatment, including sexual harassment and harassment based on a person's race, age or other protected status, is strictly prohibited. CBS will take all steps necessary and appropriate to stop such acts of harassment or discrimination of which it becomes aware.

Unlawful harassment may occur not only as a result of conduct by supervisors, but also due to conduct by directors and/or fellow employees, and, under some circumstances, conduct by customers, vendors, consultants, visitors and independent contractors. Unlawful harassment can take place in the office or in work-related settings outside the workplace, such as during business trips, business meetings and business-related social events. This Statement applies with equal force to conduct in all such settings.

Sexual harassment may exist where compensation or other employment benefits are conditioned on granting sexual favors. Sexual harassment also may exist where there is a hostile work environment caused by a pattern of unwanted sexual advances or unwanted visual, verbal or physical conduct of a sexual nature.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature are sexual harassment when:

- ❑ Submission to the conduct is made, either explicitly or implicitly, a term or condition of the individual's employment.
- ❑ Submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting the individual (such as a promotion or a bonus).
- ❑ Or the conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.

CBS also believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category. Bullying or abusive conduct is conduct with malice that a reasonable person would find hostile or offensive. Examples of what constitutes abusive or bullying conduct includes repeated use of insults, derogatory remarks and epithets; threatening, intimidating or humiliating verbal or physical conduct; and the gratuitous sabotage of a person's work performance. It does not include a single act unless it is especially severe and egregious, but CBS strongly discourages such behavior at any time.

Specific Examples of Inappropriate Work-Related Conduct

The following are examples of things you may not do; but the list is not exhaustive. CBS expects all directors, officers and employees to observe the spirit as well as the letter of the harassment-free workplace policy. For example, you may not do any of the following:

- ❑ Ask for dates, or make sexual advances, where it is clear, or becomes clear, that the overture is unwelcome.
- ❑ Threaten or engage in retaliation after an overture or inappropriate conduct is rejected or in response to the good faith reporting of such conduct.



August 14, 2020, memo from the Executive Vice President, Chief Compliance Officer and Chief Audit Executive of ViacomCBS and relevant pages from the 2020 ViacomCBS Global Business Practices Statement

From: Office of Henry Moniz
Sent: Friday, August 14, 2020 8:36 AM
To: (ViacomCBS) Office of Henry Moniz
Subject: ViacomCBS' Business Practices Statement & Reporting Hotline
Attachments: ViacomCBS' GLOBAL BUSINESS PRACTICES STATEMENT 2020.pdf

OFFICE OF
HENRY T. A. MONIZ
EVP, Chief Compliance Officer
and Chief Audit Executive

VIACOMCBS

Team,

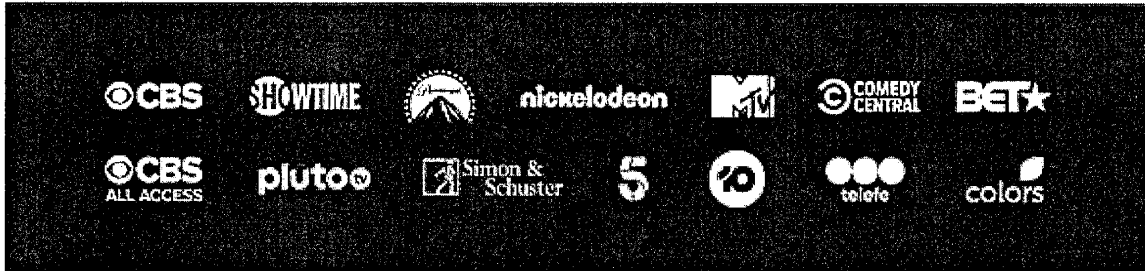
In the past few months we've lived through a series of extremely challenging events for the world, our country and the ViacomCBS community. Amidst these difficult times, we're heartened by our employees' ability to adapt, come together as a community and stand up for what is right.

With that in mind, The Office of Global Compliance wanted to remind employees about resources and standards for the whole community. It starts with a single document: our global [Business Practices Statement](#) (BPS). The BPS is ViacomCBS' code of conduct and supersedes all prior versions of legacy-CBS' Business Conduct Statement and legacy-Viacom's Business Practices Statement. It contains important policies on matters such as our organizational commitment to Diversity and Inclusion, Speaking Up, Anti-Harassment and many other important topics including, for example, Fraud Prevention and Anti-Bribery and Corruption. The BPS explains our individual ethical and legal responsibilities - and underscores our commitment to conducting business in a responsible and respectful manner. It forms the backbone of shared expectations for ViacomCBS employees, partners and suppliers across the globe. Formal training on the BPS will follow later this year.

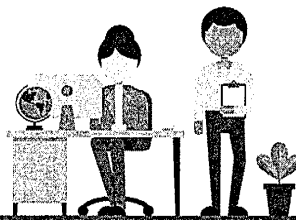
If you have a concern that our business standards are not being upheld, we encourage you to contact your manager, department head, HR representative or any of ViacomCBS' lawyers or Compliance Officers. If, however, you'd prefer to discuss your questions or concerns with someone outside of your location or team, one option is through [OPENLINE](#), ViacomCBS' reporting hotline. Calls to OPENLINE can be made 24 hours a day, 7 days a week and you may remain anonymous if you wish.

Sincerely,

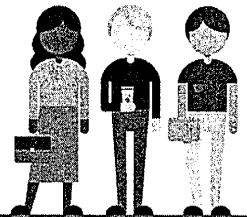
Henry T.A. Moniz
Chief Compliance Officer and Chief Audit Executive



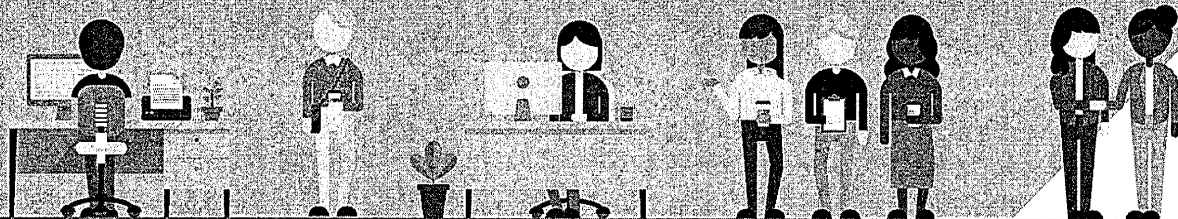
2020 VIACOMCBS



GLOBAL BUSINESS



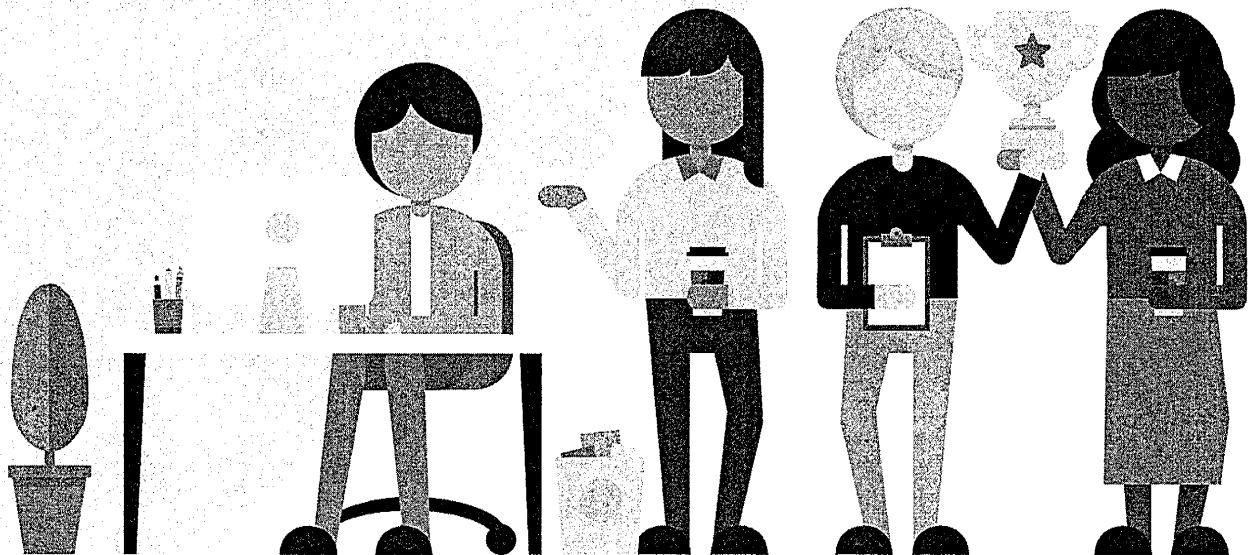
PRACTICES STATEMENT



CREATING A GREAT

PLACE TO WORK

- ▶ How we can all help ensure a safe and inclusive work environment.



VALUING DIVERSITY & INCLUSION

HOW WE DO THE RIGHT THING

We embrace global diversity in all its forms and strive to maintain an inclusive environment and a culture that values all perspectives and backgrounds.

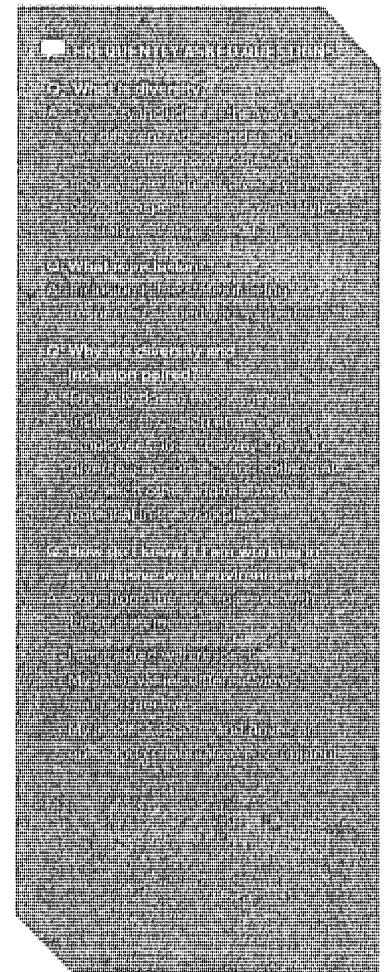
✓ WHY IT MATTERS

We are focused on creating an environment that supports all of our people, professionally and personally, to ensure that we can bring our best selves to work and drive creativity, innovation and results by connecting with the rich diversity of our employees, audiences and partners.

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Promoting equal engagement of all employees
- Ensuring that all employment decisions are based on individual merit and business needs, irrespective of race, religious creed, color, sexual orientation, national origin, gender, ancestry, physical or mental disability, age, sex, gender expression, gender identity, military and veteran status, marital status or any other personal characteristic protected by applicable law

- Extending this commitment to every aspect of our business and operations, from the programming and movies we create to employee benefits, programs, hiring and development
- Recognizing and respecting the value that diversity of people and ideas brings to the workplace, enabling us all to have a “place at the table” and realize our full potential
- Having people in leadership positions hold themselves accountable for creating, developing, promoting and championing a diverse, multicultural workforce and leading by example — all day, every day — in the way they behave and champion the principles of diversity and inclusion throughout ViacomCBS



For more information, contact Human Resources for guidance.

PROMOTING A HARASSMENT-FREE WORKPLACE

HOW WE DO THE RIGHT THING

We are committed to providing a work environment free of offensive or unlawful harassment.

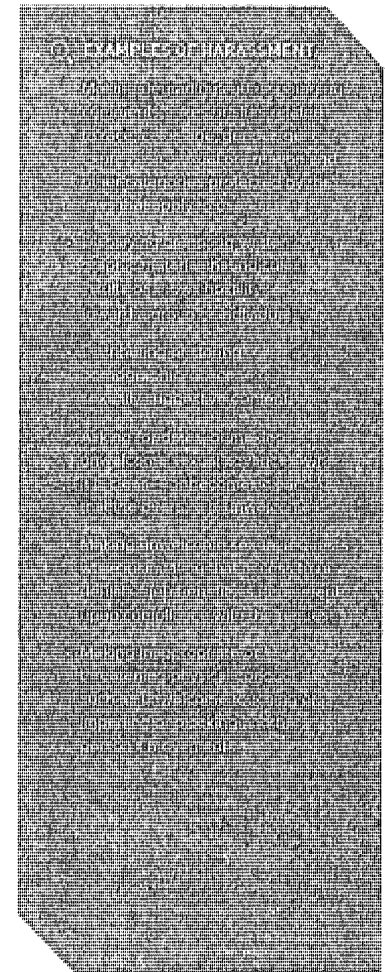
✓ WHY IT MATTERS

At ViacomCBS, we feel strongly that every employee should be treated with dignity and respect, regardless of their race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law. We have zero tolerance for a hostile work environment.

We should never be subjected to harassment (sexual or otherwise), whether in the office or in any other work-related settings, including meetings, trips and social events. Harassment includes verbal, physical and visual conduct that creates an intimidating, abusive, offensive or hostile working environment which interferes with work performance. Every employee has the right to feel safe when working with co-workers, including managers, vendors, suppliers, clients, visitors or independent contractors.

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Being familiar with and adhering to ViacomCBS' Policy Against Harassment and this Statement's guidance on [Valuing Diversity & Inclusion](#)
 - Never making inappropriate statements concerning a person's race, religious creed, color, sexual orientation, national origin, ancestry, physical or mental disability, age, sex, gender, gender expression, gender identity, military and veteran status, marital status or other legally protected personal characteristic, or inappropriate statements of a sexual nature, such as comments about an individual's body or appearance or intrusive personal questions or comments
- (continued on next page)*

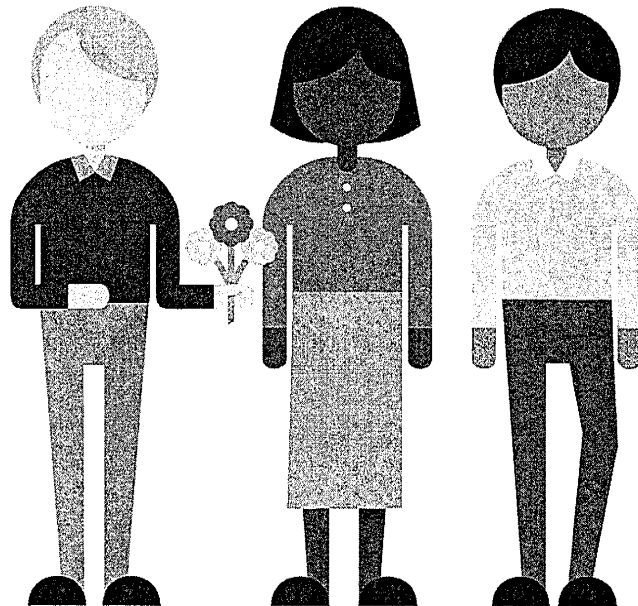


PROMOTING A HARASSMENT-FREE WORKPLACE (CONT.)

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK (CONT.)

- Conducting ourselves appropriately and remaining conscientious of how our actions and comments might be perceived or misunderstood by others
- Refusing to engage in any conduct of an overtly sexual nature, whether welcome or unwelcome
- Never displaying items, transmitting content or engaging in conduct that is sexually offensive, explicit or likely to offend our diverse workplace (for example, creating or sharing suggestive or offensive jokes, cartoons, letters, notes or invitations, whether by email, voicemail or other means)
- Adhering to ViacomCBS' guidance on harassment whenever utilizing social media
- Reporting instances of harassment to a manager or someone from your Human Resources, Legal or Compliance Department; and refusing to retaliate after an unwanted overture or inappropriate conduct is rejected, or in response to the reporting of such conduct

➤ [CLICK HERE FOR ADDITIONAL GUIDANCE ON DATING IN THE WORKPLACE](#)



ENSURING HEALTH & SAFETY IN THE WORKPLACE

HOW WE DO THE RIGHT THING

We are committed to maintaining a safe and healthy work environment for all employees, contractors, visitors and business partners. By delivering world-class health and safety measures across our multinational, multicultural and multi-disciplined work environments, we minimize health hazards and injuries to our employees, partners and audiences.

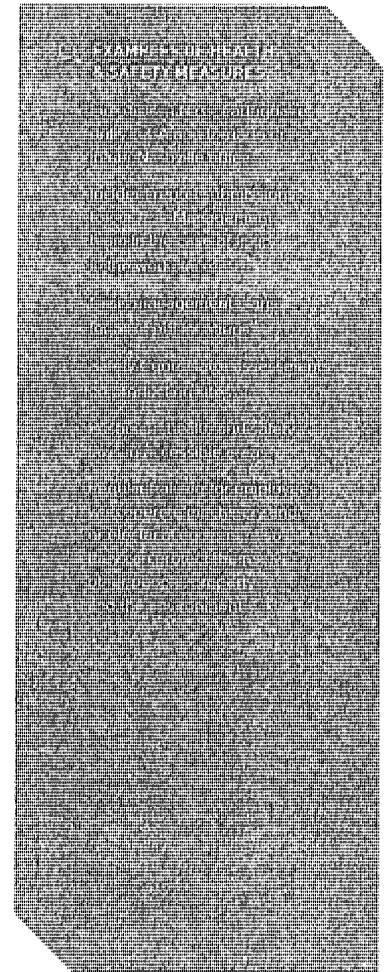
✓ WHY IT MATTERS

Feeling physically safe and secure at work is a prerequisite to being creative, innovative and successful. Health and safety regulatory requirements help ensure all employees will be able to come to work without fear of avoidable harm or injury. By being compliant with those regulations, we contribute positively to the Company's success and make ViacomCBS a workplace where everyone can feel comfortable and secure.

👁️ WHAT IT LOOKS LIKE IN OUR DAY-TO-DAY WORK

- Taking the initiative to prevent accidents and injuries
- Proactively reporting health and safety risks in the workplace
- Meeting or exceeding all regulatory requirements

- Requiring our business partners, vendors and suppliers to operate their respective businesses in a safe and environmentally responsible manner
- Periodically assessing risks to health and safety in our daily work processes
- Conducting safety training for relevant audiences in a timely manner
- Recording and reporting accidents and incidents when they happen
- Encouraging managers and employees to work together to implement and maintain a safe work environment — managers should support and hold their teams accountable for complying with safety measures and best practices; employees should cooperate with their managers by adhering to these safety measures
- Encouraging an active safety culture, wherever you work



For more information, contact Human Resources for guidance.

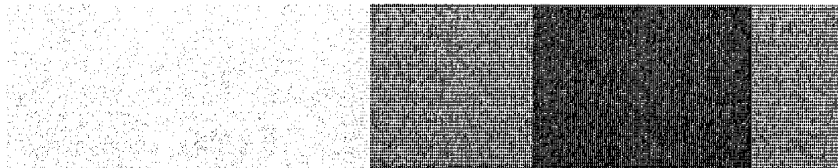
Paramount



December 13, 2021 memo from Bob Bakish, President and CEO, ViacomCBS (now Paramount Global), and relevant pages from the 2021 ViacomCBS Global Business Practices Statement

From: Office of Bob Bakish
Sent: Monday, December 13, 2021 3:26 PM
Subject: Our Code of Conduct: ViacomCBS' Global Business Conduct Statement (BCS)
Attachments: 2021 ViacomCBS Business Conduct Statement.pdf

**OFFICE OF
BOB BAKISH**
President & CEO



Team,

As we continue to grow and evolve our company, it remains important as ever that we hold ourselves accountable to doing business the right way, according to standards that reflect our core values.

These standards make up our Code of Conduct, otherwise known as the ViacomCBS Global Business Conduct Statement (BCS). The BCS describes our shared expectations for appropriate professional behavior, and our ethical and legal responsibilities as employees. Beyond detailing our company policies, the BCS is a key resource to help us navigate any number of sensitive and complex situations that may arise at work. Copies of the BCS in multiple languages can be found here, with an English-language version attached.

Our entire organization must adhere to the BCS, so to better familiarize yourself with its contents, we plan to launch mandatory online training starting in the new year for all employees. In the meantime, please take a moment to review the document, and contact our ViacomCBS Global Compliance team (GlobalCompliance@viacomcbs.com) with any questions.

Additionally, should you become aware of a possible ethics violation, we also ask that you please voice your concerns to either your manager, department head, HR Business Partner or any of ViacomCBS' Compliance Officers or lawyers.

For employees who would prefer to talk to someone outside their location or team, please contact OPENLINE at 855-833-5027 or [visit OPENLINE](#). Calls to OPENLINE can be made 24/7 and you may either choose to remain anonymous, or, if you're comfortable doing so, self-identify, as the Global Compliance team may want to follow up with you to gather more information, as needed. To that end, please know that reporting will be kept as confidential as possible and that we strongly prohibit any retaliation against those who do the right thing by speaking up.

Thank you for helping to make our ViacomCBS community better in all ways.

Best,
Bob

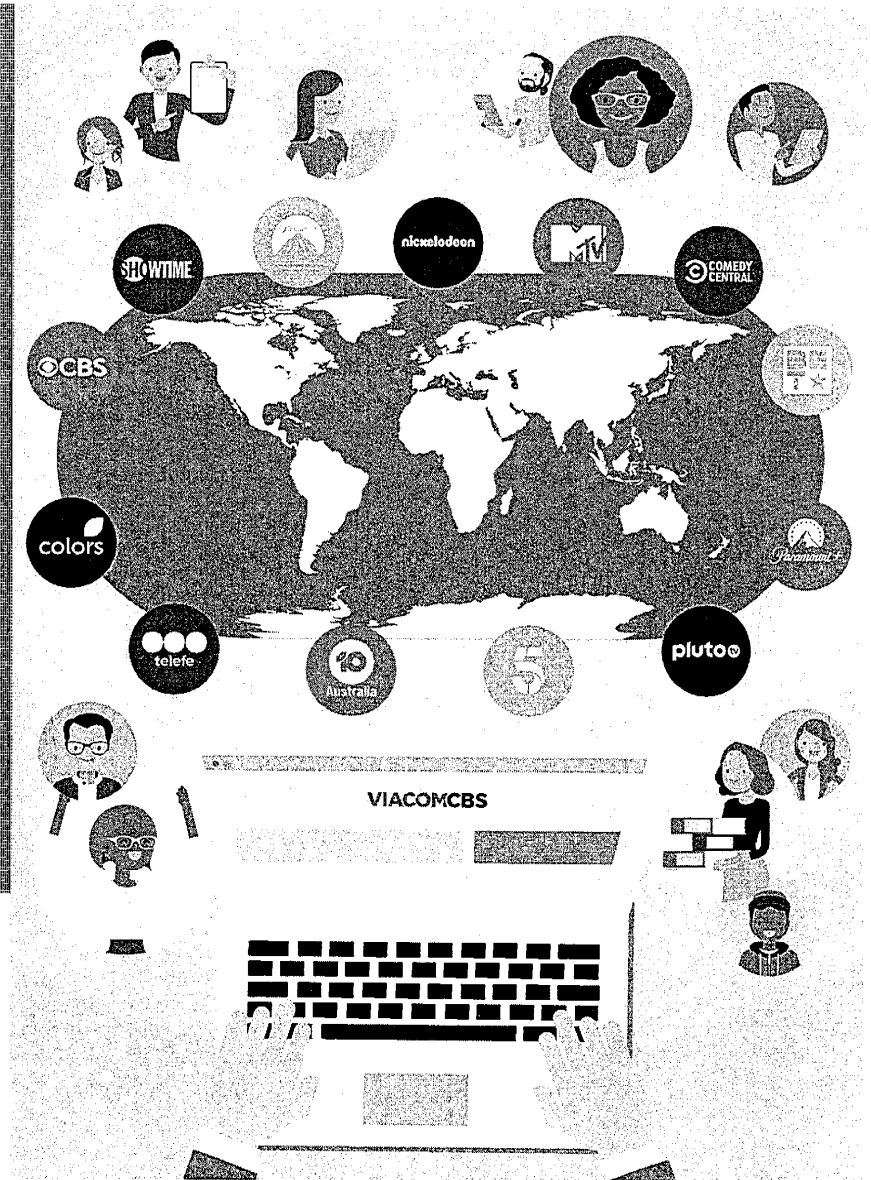
VIACOMCBS



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Global Business Conduct Statement 2021

VIACOMCBS



Valuing diversity & inclusion

How we do the right thing

Diversity, inclusion, equity and belonging are priorities for ViacomCBS. We embrace global diversity in all its forms and champion an inclusive environment and a culture that values all perspectives and backgrounds.

Why it matters

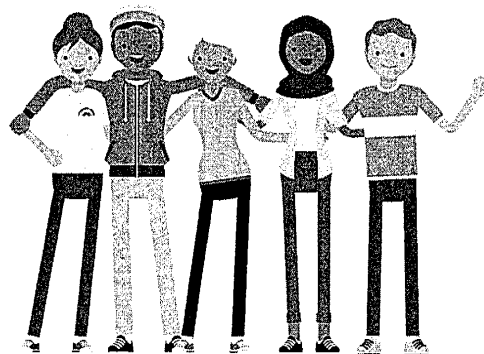
We are committed to making our company a place of inclusion that reflects, celebrates and elevates the diversity of our audiences. We are focused on creating an environment that supports all of our people, professionally and personally, to ensure that we can bring our best selves to work and drive creativity, innovation and results by connecting with the rich diversity of our employees, audiences and partners.

Further, contracting with diverse owned businesses as well as engaging Minority Business Enterprises and minority-owned financial institutions has a positive effect on our surrounding community. By engaging with these suppliers, we're helping to increase spend and consumption on the local level while enhancing the communities where our customers, consumers, and employees live and work. Moreover, when we utilize diverse suppliers it promotes competition in the supply chain and introduces us to new and innovative business solutions.






Additional Resources

- Office of Global Inclusion Resource Center
- Employee Resource Group(s) New Member Sign-up
- ViacomCBS Diversity & Inclusion Programs
- ViacomCBS Supplier Diversity Website

 **For more information about Employee Resource Groups or a glossary of key terms, click here.**



What it looks like in our day-to-day work

-  Promoting equal engagement of all employees.
-  Ensuring that all employment decisions are based on individual merit and business needs, irrespective of race, religion or creed, color, sexual orientation, national origin, ancestry, physical or mental disability, age, sex, gender, gender expression, gender identity, military and veteran status, marital status or any other personal characteristic protected by applicable law.
-  Extending this commitment to every aspect of our business and operations, from the programming and movies we create to employee benefits, programs, hiring and development.
-  Recognizing and respecting the value that diversity of people and ideas brings to the workplace, enabling us all to have a "place at the table" and realize our full potential.
-  Having people in leadership positions hold themselves accountable for creating, developing, promoting and championing a diverse, multicultural workforce and supply chain and leading by example – all day, every day – in the way they behave and champion the principles of diversity and inclusion throughout ViacomCBS.

Valuing diversity & inclusion

Frequently asked questions

Q: What is diversity?

A: Diversity is the practice or quality of including or involving people from a range of different backgrounds, including but not limited to race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origin, religious commitments, age, (dis)ability status and political perspective.

Q: What is inclusion?

A: Inclusion is the state of being respected, valued and supported.

Q: What are Employee Resource Groups and how do I join?

A: ViacomCBS Employee Resource Groups (ERGs) offer skills-building workshops, mentoring initiatives, business-focused panels, networking opportunities, community service projects and cultural/heritage month celebrations to further showcase ViacomCBS' commitment in building a culture of inclusion and belonging. To get involved in any of the ERGs, complete the membership form [here](#) or send an email to GlobalInclusion@ViacomCBS.com.

Q: What diversity and inclusion (D&I) Programs does ViacomCBS have?

A: ViacomCBS D&I Programs include the Nick Artist Program, Nick Writing Program, ViacomCBS Showcase, ViacomCBS Directing Initiative, ViacomCBS Writers Mentoring Program, Viewfinder Emerging Directors Program, and the ViacomCBS Supplier Diversity Program. Learn more about our D&I Programs [here](#).

Q: What is Supplier Diversity?

A: Supplier Diversity Programs involve an organization's efforts to include diverse categories of suppliers in its sourcing process and active supply base.

Q: What diverse categories are included in the Supplier Diversity Program?

A: To participate in ViacomCBS' Supplier Diversity Program, suppliers must hold either a valid minority-owned, women-owned or lesbian, gay, bisexual, transgender-owned, disability-owned, veteran-owned business certification or be self-certified through one of ViacomCBS' approved processes.

i For more information about supporting diversity and inclusion contact [The Office of Global Inclusion](#). For any concerns about potential violations of this policy, please contact your Human Resources representative or the Employee Relations Team.

Promoting a harassment-free workplace

How we do the right thing

We are committed to providing a work environment free of offensive or unlawful harassment. ViacomCBS also believes in an environment that is free from workplace bullying and abusive conduct, regardless of whether the person is in a protected category.

Why it matters

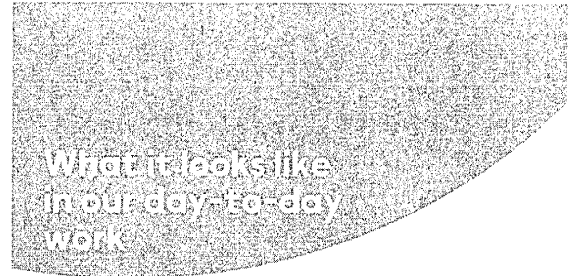
At ViacomCBS, we feel strongly that every employee should be treated with dignity and respect, regardless of their race, color, ethnicity, national origin, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, age, marital status, disability, veteran status, citizenship status or any other personal characteristic protected by applicable law. We have zero tolerance for a hostile work environment.

We should never be subjected to harassment (sexual or otherwise), whether in the office or in any other work-related settings, including meetings, trips and social events (in-person or virtual). Harassment includes verbal, physical and visual conduct that creates an intimidating, abusive, offensive or hostile working environment which interferes with work performance. Every employee has the right to feel safe when working with co-workers, including managers, vendors, suppliers, clients, visitors or independent contractors.

Examples of harassment:

- Making degrading and disparaging comments, jokes or slurs related to race, color, age, gender, gender expression, sexual orientation and other categories protected by the laws that apply to us.
- Displaying or storing written or graphic material that ridicules, insults or shows hostility toward a group or individual.
- Distributing or storing pornographic, obscene or sexually suggestive content.
- Asking for dates, or making unwelcome sexual advances, when it is clear — or becomes clear — that the overture is unwelcome.
- Making unwelcome sexual requests while insinuating that access to or denial of job benefits is dependent upon compliance with the request.
- Making inappropriate or threatening physical conduct, such as unwelcome touching or impeding or blocking another person's movements.
- Bullying or abusive conduct (regardless of whether the person is in a protected category) includes the repeated use of insults, derogatory remarks and epithets; threatening, intimidating or humiliating verbal or physical conduct; and the gratuitous sabotage of a person's work performance. A single act may not constitute bullying unless it is especially severe and egregious.

i For more information, review our Policy Against Harassment or contact your Human Resources representative or the Employee Relations Team.



- Being familiar with and adhering to **ViacomCBS' Policy Against Harassment** and this Statement's guidance on Valuing Diversity & Inclusion.
- Never making inappropriate statements concerning a person's race, religion or creed, color, sexual orientation, national origin, ancestry, physical or mental disability, age, sex, gender, gender expression, gender identity, military and veteran status, marital status or other legally protected personal characteristic, or inappropriate statements of a sexual nature, such as comments about an individual's body or appearance or intrusive personal questions or comments.
- Conducting ourselves appropriately and remaining conscious of how our actions and comments might be perceived or misunderstood by others.
- Refusing to engage in any conduct of an overtly sexual nature, whether welcome or unwelcome.
- Never displaying items, transmitting content or engaging in conduct that is sexually offensive, explicit or likely to offend our diverse workplace (for example, creating or sharing suggestive or offensive jokes, cartoons, letters, notes or invitations, whether by email, voicemail, social media or other means).
- Adhering to ViacomCBS' guidance on harassment whenever utilizing social media.
- Reporting instances of harassment to a manager or someone from your Human Resources, Employee Relations or Legal Department; and refusing to retaliate after an unwanted overture or inappropriate conduct is rejected, or in response to the reporting of such conduct.