

WBOI (PUBLIC RADIO)
EEO PUBLIC FILE REPORT
April 1, 2023 - March 31, 2024

**NORTHEAST INDIANA PUBLIC RADIO - WBOI
ANNUAL EEO PUBLIC FILE REPORT
April 1, 2023 - March 31, 2024**

The purpose of this EEO Public File Report is to comply with Section 73.2080 (c)(6) of the FCC's 2002 Equal Employment Opportunity Rule. This report has been prepared on behalf of the Station Employment Unit that is comprised of the following station: **WBOI - NORTHEAST INDIANA PUBLIC RADIO** and is required to be placed in the public inspection files of this station and posted on its website.

The information contained in this report covers the time period beginning **April 1, 2023** to and including **March 31, 2024**.

The attached form has been designed to provide the information required by FCC's 2002 EEO Ruling. The applicable section for each area is noted as well as the originating form, which contains this information in detailed:

1. A list of all full-time vacancies filled by WBOI - NORTHEAST INDIANA PUBLIC RADIO during the applicable period - **Section 1**
2. For each vacancy, the recruitment source(s) utilized to fill the vacancy identified by name, address, contact person (if applicable) telephone number and e-mail address (if applicable) ("Recruitment Sources" form) - **Section 2**
3. The recruitment source that referred the hiree for each full-time vacancy ("New Job Vacancy" form) - **Section 2**
4. Data reflecting the total number of persons interviewed for full-time vacancies during the applicable period and the total number of interviewees referred by each recruitment source ("New Job Vacancy" form) - **Section 1**
5. A list and brief description of the initiatives undertaken - **Section 3**

For purposes of this report, a vacancy is deemed "filled" not when the offer was extended, but by when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

I. VACANCY LIST

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Position	Total # of Interviewed	Recruitment Source*	Hired Source
Events and Marketing Manager	10	Various	Position still available

Position	Total # of Interviewed	Recruitment Source*	Hired Source
General Manager	16	Various	Livingston Associates

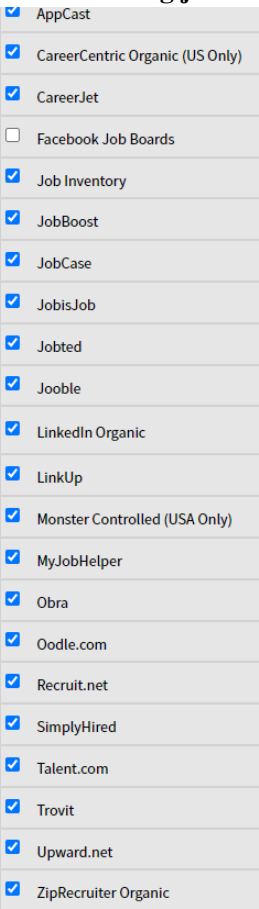
***All sources were sent job opening information**

II. MASTER RECRUITMENT SOURCE LIST

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ID#	Recruitment Source Name and Contact Info	Source entitled to notice? Yes or No	How was notice sent, if used?	# of Interviewees referred
1	Indeed http://www.indeed.com/	No	Posted	8
2	LinkedIn - NIPR Account	Yes	Posted	2

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3	WBOI - Northeast Indiana Public Radio -Social media posts -Website -Referral	No	Internet	3
4	Isolved (HR consultant's ATS) - reaches the following job boards:  <p> <input checked="" type="checkbox"/> AppCast <input checked="" type="checkbox"/> CareerCentric Organic (US Only) <input checked="" type="checkbox"/> CareerJet <input type="checkbox"/> Facebook Job Boards <input checked="" type="checkbox"/> Job Inventory <input checked="" type="checkbox"/> JobBoost <input checked="" type="checkbox"/> JobCase <input checked="" type="checkbox"/> JobisJob <input checked="" type="checkbox"/> Jobted <input checked="" type="checkbox"/> Jooble <input checked="" type="checkbox"/> LinkedIn Organic <input checked="" type="checkbox"/> LinkUp <input checked="" type="checkbox"/> Monster Controlled (USA Only) <input checked="" type="checkbox"/> MyJobHelper <input checked="" type="checkbox"/> Obra <input checked="" type="checkbox"/> Oodle.com <input checked="" type="checkbox"/> Recruit.net <input checked="" type="checkbox"/> SimplyHired <input checked="" type="checkbox"/> Talent.com <input checked="" type="checkbox"/> Trovit <input checked="" type="checkbox"/> Upward.net <input checked="" type="checkbox"/> ZipRecruiter Organic </p> <p>https://www.isolvedhcm.com/</p>	Yes	Posted	See above - Indeed and LinkedIn applicants came through iSolved
5	Indiana Broadcasters Association Posting Site www.indianabroadcasters.org Sam Klemet, Director of Member Services Sam@IndianaBroadcasters.org (248) 229-6898	No	Posted	0
6	All Access https://www.allaccess.com/forum/index.php	No	Posted	0
7	Publicmediajob.org	No	Posted	1

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	https://www.journalismjobs.com/			
8	Radio+Business Television Reporter https://rbr.com/	No	Posted	0
9	Current/Public Media Jobs https://jobs.current.org/	No	Posted	3
10	Corporation for Public Broadcasting https://www.cpb.org/	No	Posted	2
11	Livingston Associates	No	Posted	5
12	Lensa	No	Posted	1

III. RECRUITMENT INITIATIVES

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		Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity	Personnel Involved
1	Ongoing	Local university students can acquire necessary skills for radio/media employment.	Students from Purdue University Fort Wayne (PFW) and University of St. Francis participate in the production of broadcast and online content. Local university students can acquire necessary skills for radio/media employment.	Program Director:
2	Ongoing	High School Internship Program programs with educational institutions relating to career opportunities.	Area public school students experience working in public radio. Students from Homestead and Northrup high schools in Fort Wayne have received training in audio production and journalism.	Program Director:
3	Ongoing	Volunteer recruitment events for those interested in broadcast employment / volunteerism.	Promote general outreach through events, online, social media and on-air announcements. Approximately 70 community volunteers support the stations in many different areas of operations throughout the year.	All station employees
4	Ongoing	Other activities to promote outreach.	Develop collaborative projects with other local non-profit entities. Maintain programs with FWCS, Science Central, PFW, University of St. Francis, and the Fort Wayne Philharmonic.	Program Director:

COMMITMENT TO DIVERSITY AND CULTURAL COMPETENCY STATEMENT

NIPR embraces diversity and seeks to incorporate the benefits of diversity in the organization’s governance, operations, and community relationships. NIPR is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the

business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at NIPR and is an important principle of sound business management. NIPR's commitment to diversity is an essential part of the station's obligation to nurture and integrate knowledge and understanding throughout the organization and through the programs and services provided to the Northeast Indiana viewing community.

NIPR's public service mission is immeasurably enriched by its staff, Community Advisory Board, Board of Directors and volunteers who bring their diverse experiences that ensure the station's programs and services remain relevant, responsive, and relational to its service area. NIPR promotes diversity for its director and advisory boards, workers, applicants, and volunteers. Everyone shall adhere to such a policy at all times. In so doing, NIPR follows workplace practices that create a diverse work environment, including:

1. Widening the media in which we recruit to ensure as diverse an employee and candidate base as possible
2. Reviewing on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination
3. Encouraging and assisting employee development by communicating regularly with employees
4. Prohibiting harassment based on race, color, sex, national origin, disability, genetic information, sexual orientation, age, or religion
5. Providing annual training for its entire staff in equal opportunities practice
6. Respecting each employee's point of view

NIPR seeks staff members that are committed to their community, represent a variety of cultural backgrounds, and can communicate in cross-cultural situations. Discrimination is not tolerated, and employees will conduct business in a manner that recognizes values, affirms, and protects and preserves the dignity of everyone. Failure to uphold this NIPR standard of conduct may result in disciplinary action up to and including termination.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

NIPR provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. NIPR expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

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

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

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

NIPR will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. NIPR will also ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, terminations, company-sponsored training, education, tuition assistance, and social and recreation programs, will be administered without regard to race, color, religion, sex, sexual orientation, age, national origin, genetic information, or disability.

All employees are expected to comply with NIPR's Equal Employment Opportunity Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting equal employment opportunity objectives and overall performance will be evaluated accordingly. NIPR will comply with all federal, state, and local legal requirements including those imposed by the Federal Communications Commission. Employee suggestions, problems, or complaints regarding alleged violations of this policy should be reported to the Human Resources Director immediately.

SEXUAL HARASSMENT POLICY

NIPR is committed to providing an environment free from sexual and sex-based harassment. It is against the policy of NIPR for any employee, whether a manager, supervisor, or co-worker, to sexually harass another employee. This policy extends to customers, volunteers, interns, vendors or other service providers, clients, and guests of the station. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of receiving or retaining benefits of employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile or offensive working environment.

The following is not intended to be an exhaustive list, but examples of the more common types of sexual and sex-based harassment:

- Requests for sexual favors, whether expressed or implied;
- Unwanted physical contact, including touching, hugging, pinching, or brushing against the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments about one's body or sexual prowess, jokes of a sexual nature, sexual propositions, or threats;
- The use of sexually degrading or otherwise demeaning, non-professional references to one's gender;
- Non-verbal conduct, such as a display of sexually suggestive or degrading objects or pictures, leering, ogling, whistling, or obscene gestures; and
- Acts of physical aggression, intimidation, hostility, or threats.

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Any NIPR employee may refuse unwelcome sexually based attention or suggestions without fear of jeopardizing their employment with NIPR. If the inappropriate conduct makes the employee uncomfortable at all, or if the affected employee is concerned, he/she should report the conduct immediately to the Human Resources Director. The employee always has the option of reporting the conduct directly to the President, if he or she prefers and in the event the allegation is against the President/ Human Resources Director, then the report shall be directly to the Chair of the Board.

Additionally, any employee who has knowledge of behavior that could be construed as sexual harassment is required to report the conduct to the Human Resources Director or the President. A prompt, thorough and impartial investigation of all complaints will be conducted as quickly as possible (confidentiality will be maintained to the extent possible without hindering the thoroughness of the investigation). After completion of the investigation, any employee of NIPR who has been found to have harassed another employee under the guidelines outlined in this policy will be subject to disciplinary action up to and including termination.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against persons for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at NIPR. All employees are required to take annual CPB harassment training.