



EEO FILE

New rules became effective March 10, 2003. Records of activities undertaken prior to this date are not required. *Please note personal identification of employee applicants, current employees and employee evaluations are not required and should never be placed in this public file folder.*

For this Public File Folder the following items are to be maintained:

- Job Titles of all full-time hires;
- Name, address, contact person and phone number of each recruitment source, i.e. schools, broadcaster's associations, professional organizations etc. that have been used to fill each vacancy. These include those organizations entitled to automatic notifications.

- The Recruitment source that referred each full-time person hired;
- Total number of persons interviewed for each full-time vacancy;
- Number of persons interviewed referred by each recruitment source;
- A list and description of all outreach initiatives undertaken (job fairs, etc.) undertaken during the past year.

These items are to be retained until grant of the next renewal or license agreement.

(Stations are encouraged to obtain a primer on current <non public file> EEO/FCC requirements that involve initiatives, notifications, recruitment policies and other areas. One excellent such primer is available at www.wcsr.com entitled "EEO Regulations for Broadcasters - A Primer on Current FCC Requirements")

KIWR 89.7 FM
FY16 Annual EEO Public File Report

The purpose of this EEO Public File Report ("Annual EEO Report") is to comply with Section 73.2080(c)(6) of the FCC's Equal Employment Rules. This Annual EEO Report Summarizes the relevant hiring and EEO outreach conducted by the following station:

<u>Call Sign</u>	<u>Community</u>	<u>FIN</u>
KIWR	Council Bluffs, IA	29126

The information contained in this Annual EEO Report covers the time period from **September 1, 2015 to and including August 31, 2016** (the "Applicable Period"). Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

- A list of all full-time vacancies filled by the Station(s) during the Applicable Period;
- For each such vacancy, the recruitment source (s) utilized to fill the vacancy, including any such sources that have asked to receive information the station(s) about any new job openings, which are separately identified;
- The recruitment source that referred the Hiree for each full-time vacancy filled during the Applicable Period;
- Data reflecting the total number of person interviewed for all full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
- A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period.

The following sections provide the required information, and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on September 1, 2016 and posted on the station's website, in accordance with the FCC's EEO Rules.

Appendix A

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 1: Full-Time Job Openings Filled During This Period

Time Period Covered: September 1, 2015 – August 31, 2016

Full-Time Positions Filled by Job Title and Date Filled	Recruitment Source that Referred the Person Hired
1.N/A	N/A

Total Number of People Interviewed for All Job Postings: N/A

Appendix C

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken

Time Period Covered: September 1, 2015 – August 31, 2016

On-Going Internship Program for Area College Students (73.2080(c)(2)(v)).

Iowa Western Community College and KIWR have in place an Internship program for its media studies department students. The station welcomes students from area universities and colleges who are motivated and excited about expanding their knowledge and hands-on experience in a vibrant broadcasting environment. Students must be enrolled in a program related to the broadcasting industry, and their internship must be endorsed, supported, and constantly monitored by the sponsoring university. Students are rewarded with course credit hours upon completion of the semester-long program. Internship periods include Fall, Spring and Summer of each year. During the period covered by this report, KIWR-FM has had fifteen (15) student interns involved in this program – five (5) in the Fall of 2015, five (5) in the Spring of 2016, five (5) in the Summer of 2016.

Job Shadow Day (73.2080(c)(2)(iv)).

OPS tour took place in January 2016. Twenty (20) area students spent the day observing various jobs being performed within the station at KIWR, and were allowed to interact with employees. The Programming Director and Sports Director discussed the different positions and careers possible at a broadcast radio station.

Anti-Harassment Training to Upper Level Management

Iowa Western's Human Resources Department conducts on-going anti-harassment training through an on-line portal. It provides in-depth information on harassment and different scenarios for a one on one interaction approach. Iowa Western's Human Resources Department also provides information on our harassment policies and procedures (see exhibit 1).

Exhibit 1

Anti-Harassment Policy 430.1

430.1 HARASSMENT. *Adopted: March 2, 1998. Revised: September 3, 2001, October 22, 2012, June 17, 2013*

It is the policy of the College to provide a working environment free of unlawful harassment. Discrimination of any type will not be condoned and appropriate disciplinary action will be taken in cases of policy violation. Any employee will be subject to disciplinary action for violation of this policy.

Harassment, which is unwelcome conduct, on the basis of disability, gender identity, age, race, color, creed, religion, marital status, sexual orientation, sex, pregnancy, genetic information, veteran status, AIDS/HIV status, citizenship, national origin is a violation of federal law, state law and city code/ordinances and violates the College policy. The term harassment as used in this Policy and Procedure means unlawful harassment.

Harassment occurs when 1) enduring the conduct is a condition of employment; or, 2) the conduct is severe or pervasive enough that a reasonable person would find the environment intimidating, hostile or abusive.

Sexual harassment refers to unwelcome conduct, which is personally offensive to a reasonable person, which fails to respect the rights of others and which interferes with or makes more difficult an employees work performance. The following are types of sexual harassment:

- A. Making unwelcome sexual advances or requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature a condition of the employee's employment;
- B. Creating, through severe or pervasive conduct, an intimidating, hostile or offensive working environment by such conduct.

The following are examples of behavior which may result in sexual harassment:

- A. VERBAL: sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats;
- B. NON-VERBAL: sexual suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures, or
- C. PHYSICAL: unwanted physical contact, including touching, pinching, brushing against the body of another, coerced sexual contact and/or assault.

Harassment may be overt or subtle. Some behavior which maybe appropriate in a social setting may not be appropriate in the work place. Harassment by an employee or non-employee will not be tolerated. All employees will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action may be taken against any employee who violates this policy.

Exhibit 1

Anti-Harassment Policy 430.1

Filing a Complaint

An employee who believes that he/she has been the object of harassment by an employee of the College shall file said complaint within twenty (20) working days from the date of the alleged action with the Affirmative Action officer in the Human Resource department of the College.

A student who believes that he/she has been the object of harassment by another student of the College shall file said complaint with the Vice President of Student Services as provided in the student handbook.

KIWR 89.7 FM
FY15 Annual EEO Public File Report

The purpose of this EEO Public File Report ("Annual EEO Report") is to comply with Section 73.2080(c)(6) of the FCC's Equal Employment Rules. This Annual EEO Report Summarizes the relevant hiring and EEO outreach conducted by the following station:

<u>Call Sign</u>	<u>Community</u>	<u>FIN</u>
KIWR	Council Bluffs, IA	29126

The information contained in this Annual EEO Report covers the time period from **September 1, 2014 to and including August 31, 2015** (the "Applicable Period"). Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

- A list of all full-time vacancies filled by the Station(s) during the Applicable Period;
- For each such vacancy, the recruitment source (s) utilized to fill the vacancy, including any such sources that have asked to receive information the station(s) about any new job openings, which are separately identified;
- The recruitment source that referred the Hiree for each full-time vacancy filled during the Applicable Period;
- Data reflecting the total number of person interviewed for all full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
- A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period.

The following sections provide the required information, and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on September 1, 2015 and posted on the station's website, in accordance with the FCC's EEO Rules.

Appendix A

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 1: Full-Time Job Openings Filled During This Period

Time Period Covered: September 1, 2014 – August 31, 2015

Full-Time Positions Filled by Job Title and Date Filled	Recruitment Source that Referred the Person Hired
1. There were no openings	N/A

Total Number of People Interviewed for All Job Postings: N/A

Appendix B

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 2: Recruitment Source

Time Period Covered: September 1, 2014 – August 31, 2015

Recruitment Source (Name, Address, Telephone Number)
1. Omaha World Herald, 1314 Douglas St, Omaha NE 68102, (402)444-1000
2. Station web site posting, www.897thereiver.com
3. CareerLink, 1905 Harney St, Omaha NE 68102, (402)345-5025
4. Iowa Western Community College web site posting, www.iwcc.edu
5. The Daily Nonpareil, 535 W Broadway #300, Council Bluffs IA 51503, (712)328-1811
6. HigherEd Jobs, 328 Innovation Blvd, Ste 235, State College PA 16803, jobseeker@higheredjobs.com

Appendix C

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken

Time Period Covered: September 1, 2014 – August 31, 2015

On-Going Internship Program for Area College Students (73.2080(c)(2)(v)).

Iowa Western Community College and KIWR have in place an internship program for its media studies department students. The station welcomes students from area universities and colleges who are motivated and excited about expanding their knowledge and hands-on experience in a vibrant broadcasting environment. Students must be enrolled in a program related to the broadcasting industry, and their internship must be endorsed, supported, and constantly monitored by the sponsoring university. Students are rewarded with course credit hours upon completion of the semester-long program. Internship periods include Fall, Spring and Summer of each year. During the period covered by this report, KIWR-FM has had fifteen (15) student interns involved in this program – five (5) in the Fall of 2014, five (5) in the Spring of 2015, five (5) in the Summer of 2015.

Job Shadow Day (73.2080(c)(2)(iv)).

OPS tour took place in January 2014. Twenty (20) area students spent the day observing various jobs being performed within the station at KIWR, and were allowed to interact with employees. The Programming Director and Sports Director discussed the different positions and careers possible at a broadcast radio station.

Anti-Harassment Training to Upper Level Management

Iowa Western's Human Resources Department conducts on-going anti-harassment training through an on-line portal. It provides in-depth information on harassment and different scenarios for a one on one interaction approach. Iowa Western's Human Resources Department also provides information on our harassment policies and procedures (see exhibit 1).

Exhibit 1

Anti-Harassment Policy 429.1

429.1 HARASSMENT. *Adopted: March 2, 1998. Revised: September 3, 2001, October 22, 2012, June 17, 2013*

It is the policy of the College to provide a working environment free of unlawful harassment. Discrimination of any type will not be condoned and appropriate disciplinary action will be taken in cases of policy violation. Any employee will be subject to disciplinary action for violation of this policy.

Harassment, which is unwelcome conduct, on the basis of disability, gender identity, age, race, color, creed, religion, marital status, sexual orientation, sex, pregnancy, genetic information, veteran status, AIDS/HIV status, citizenship, national origin is a violation of federal law, state law and city code/ordinances and violates the College policy. The term harassment as used in this Policy and Procedure means unlawful harassment.

Harassment occurs when 1) enduring the conduct is a condition of employment; or, 2) the conduct is severe or pervasive enough that a reasonable person would find the environment intimidating, hostile or abusive.

Sexual harassment refers to unwelcome conduct, which is personally offensive to a reasonable person, which fails to respect the rights of others and which interferes with or makes more difficult an employees work performance. The following are types of sexual harassment:

- A. Making unwelcome sexual advances or requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature a condition of the employee's employment;
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- C. PHYSICAL: unwanted physical contact, including touching, pinching, brushing against the body of another, coerced sexual contact and/or assault.

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A student who believes that he/she has been the object of harassment by another student of the College shall file said complaint with the Vice President of Student Services as provided in the student handbook.

KIWR 89.7 FM
FY14 Annual EEO Public File Report

The purpose of this EEO Public File Report ("Annual EEO Report") is to comply with Section 73.2080(c)(6) of the FCC's Equal Employment Rules. This Annual EEO Report Summarizes the relevant hiring and EEO outreach conducted by the following station:

<u>Call Sign</u>	<u>Community</u>	<u>FIN</u>
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Appendix A

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 1: Full-Time Job Openings Filled During This Period

Time Period Covered: September 1, 2013 – August 31, 2014

Full-Time Positions Filled by Job Title and Date Filled	Recruitment Source that Referred the Person Hired
1. There were no openings	N/A

Total Number of People Interviewed for All Job Postings: N/A

Appendix B

KIWR 89.7 FM EEO PUBLIC FILE REPORT

SECTION 2: Recruitment Source

Time Period Covered: September 1, 2013 – August 31, 2014

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On-Going Internship Program for Area College Students (73.2080(c)(2)(v)).

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Job Shadow Day (73.2080(c)(2)(iv)).

Iowa Western's "Tech Daze" program takes place in July each year. Iowa Western, which supports educational initiatives in the community, coordinates this day with area junior high students to various career fields and work sites. Twenty-four (24) area students spent the day observing various jobs being performed within the station at KIWR, and were allowed to interact with employees. The Programming Director and Sports Director discussed the different positions and careers possible at a broadcast radio station.

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