

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Adopted April 1, 2006

THIS STATION IS AN EQUAL OPPORTUNITY EMPLOYER.

This station has a policy of Affirmative Action in recruitment, employment, and promotion of minorities and women.

Formal procedures (set forth below) on recruiting, advertising, screening, and hiring should be reviewed each time a new hire is contemplated. The General Manager and the department head should review the Wendlee Broadcasting Operation Manual Section 41 "Non-Discrimination In Pay" before determining salary to be paid. Hires to fill staff vacancies as a result of resignation or termination can of course be made by the department heads after consulting with the GM.

A previous employee should not be re-hired without first reviewing the details of the first employment in the station's old personnel records.

When an employee is hired, a new employee check list should be completed including forms W-4, photocopy of driver's license and social security card along with form I-9, Application or resume, Payola Affidavit, Ratings Affidavit, and any other required agreements.

Before a hire is made, the following procedures are to be followed:

1. To insure a sufficient pool of qualified female and minority applicants, send notice of the job opening to all organizations on the station's EEO Referral List. As a matter of policy, stations should not use cash fee employment agencies or "headhunters" except on a pre-approved trade basis. The station should, however, contact the state employment service with notice of each job opening.
2. Post a notice of the opening on the station's general information bulletin board.
3. Either broadcast a notice of the opening on the station several times or place a "help wanted" ad in a local newspaper with significant circulation among minorities and women.
4. Recall good previous prospects who applied for the job or similar opening.
5. Get referrals from other people in the broadcasting business, and if an on-air position, advertise with the Texas Association of Broadcasters.
6. Start interviews immediately, but leave interviews open a minimum of four business days to accommodate referrals.
7. When interviewing, department heads must refrain from asking any questions as to age, marital status, children, handicap, national origin, race, religion, police record (unless the applicant checks "Yes" to a felony conviction on the application, and then only to that conviction). Avoid any other questions which are obviously not job-related. Under no circumstances should the station interviewer attempt to set up any social contact with the applicant.
8. During the course of the interview, the applicant should be advised of any commitments and/or covenants required of them if hired.
9. Under no circumstances shall an employee or prospective employee be given a contract of employment or even a memorandum of understanding or letter of confirmation or offer without advice in advance from the General Manager.