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**ST. LAWRENCE VALLEY EDUCATIONAL TELEVISION COUNCIL, INC. (WPBS)
WPBS/WNPI-DT DIVERSITY & INCLUSION 2017/2018 ANNUAL REPORT
July 1, 2017 to June 30, 2018**

DIVERSITY & INCLUSION POLICY:

Definition of Diversity: WPBS defines diversity as a collection of individual attributes that together help WPBS pursue organizational objectives efficiently and effectively. These include, but are not limited to, characteristics such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socio-economic status, veteran status, and family structures. The concept also encompasses differences among people concerning where they are from and where they have lived and their differences of thought and life experiences.

Definition of Inclusion: WPBS defines inclusion as a culture that connects each employee to the organization, encourages collaboration, flexibility and fairness and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential.

Policy Statement: WPBS is committed to fostering, cultivating and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees and board members invest in their work represents a significant part of not only our culture, but our reputation and station's achievements as well.

WPBS embraces and encourages employees and board members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and other characteristics that make our employees and board members unique.

WPBS-DT's diversity initiatives are applicable, but not limited to, our practices and policies on recruitment and selection of employees and board members; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and, the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces the following:

- Respectful communication and cooperation between all employees
- Respectful communication and cooperation between all board members
- Employer and employee contributions to the communities we serve to promote to a greater understanding and respect for diversity.

All WPBS employees and board members have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company sponsored and participative events. All employees are required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Purpose of Policy: It is the intent and goal of the Diversity & Inclusion Policy to:

- Provide opportunities for growth equitably for all employees by creating a supportive environment that promotes employee development;
- Cultivate a culture that encourages collaboration, flexibility and fairness to enable individuals to contribute to their full potential and further retention; and,
- Acquire and sustain a vital and effective workforce by making a commitment of management and resources to ensure that employees receive the training, developmental experiences and tools they need to attain the highest levels of professional excellence and personal growth in order to perform WPBS-DT's mission.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination of employment.

Any board member found to have exhibited any inappropriate conduct against others may be subject to revocation from the board.

Employees who believe that they have been subjected to discrimination that conflicts with the station's diversity and inclusion policy should seek assistance from the Assistant to the President & H.R. Coordinator.

Diversity Goal: WPBS-DT's goal, including its hiring goal, is to cultivate and preserve a culture of diversity and inclusion throughout the station, from its employees, boards and volunteers to its programming and community outreach initiatives. To achieve that goal, WPBS will annually comply with the initiatives outlines in the Diversity & Inclusion Policy.

WPBS values the diverse perspectives of its employees. All people, regardless of race, creed, color, national origin, culture, gender, sexual orientation, age, physical ability, religious beliefs, or preferences for no religious affiliation are welcome at WPBS.

The goal is to attract, develop and retain the best talent from a variety of experiences and backgrounds and to provide a culture of inclusion where all individuals feel respected, are treated fairly and have the opportunity to excel in their perspective career fields.

To achieve this goal, it also requires all employees to do their part. Management must possess diversity and inclusion competencies to lead and manage an engaged workforce. All employees must treat their colleagues with respect by listening to difference viewpoints, opinions, thoughts and ideas and embracing a culture of inclusion. WPBS-DT's commitment to diversity is reflected in its employment policies. The station's employee handbook specifically includes and Equal Employment Opportunity Statement:

It is the policy of WPBS to provide for and promote equal employment opportunity in its hiring practices, employment compensation and other terms and conditions of employment without discrimination based on age, race, religion, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, military status, domestic violence victim status, genetic predispositions or carrier status or any other legally protected basis.

WPBS-DT is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of WPBS to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment practices and actions. It includes, but is not limited to, recruitment and selection, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs and terminations. Further, our work environment is built on the premise of diversity equity that encourages:

- Respectful communication and cooperation among all employees;
- Teamwork and employee participation, permitting the representation of all groups employees and perspectives;
- Work/life balance through flexible work schedules to accommodate employees' varying needs; and,
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees are required to complete diversity awareness training. In addition, employees are required to treat all colleagues with dignity and respect and to exhibit conduct that reflects inclusion during work, at on or off site work functions and at all other station related/sponsored events.

ACTIONS TAKEN

The following actions were undertaken by WPBS from July 1, 2017 to June 30, 2018 to support achievement of its diversity & Inclusion Goal and comply with the Diversity Eligibility Criteria of the Corporation for Public Broadcasting (CPB):

Reviewed with its governing board those practices designed to fulfill its commitment to diversity and to meet the applicable FCC guidelines (*reviewed June 22, 2018 and voted upon on June 22, 2018*):

As part of its commitment to diversity and inclusion, and in compliance with the Equal Employment Opportunity (EEO) rules of the Federal Communications Commission (FCC), WPBS has specific processes in place for the purpose of ensuring equal opportunity and nondiscrimination in its employment practices, to include:

- Recruitment for all full-time openings and the wide dissemination of public notice about those openings;
- Public notice that community organizations may request notification of open positions;
- The establishment and continuation of an internship program designed to assist members of the community acquire skills needed for broadcast employment and other employment experiences;
- The completion of an annual EEO Report (posted on wpbstv.org) detailing, among other information, full-time openings filled during the reporting year, recruitment sources used to widely disseminate public notice about the openings, the recruitment source of the individual hired, the total number of candidates interviewed from each source, and a description of the long-term initiatives undertaken.

Diversity & Inclusion Training for Management and Staff: WPBS implemented formal Diversity & Inclusion Training as part of a series of trainings in leadership, management and Board development from December 2017 to March 2018.

The Training covered the following topics:

- The business case for diversity and inclusion and why diversity and inclusion are essential to achieving excellence.
- Building an infrastructure that supports diversity and inclusion, how to engage staff, demonstrate that they are valued and that their skills, knowledge and talents are recognized.
- How to move the diversity and inclusion initiative throughout the entire organization.

WPBS-DT has finished with a strategic plan (2012 – 2017) and accomplished many of its objectives. WPBS-DT has created a new 5-year Strategic Plan for 2018 to 2022.

Below is the annual report of the station's employment statistics.

Employment Statistics – 23 total employees, representing 10 males and 13 females with one minority male and zero minority females.

Board of Trustees Statistics – 15 members representing 10 males and 5 females and no known minority groups represented on the board of trustees.

Community Advisory Board Statistics – 10 total members with 2 males and 8 females and no known minority groups represented on the community advisory board.

Board of Trustees reviews and recognizes the annual advice from the Community Advisory Board regarding diversity of content annually.

WPBS-DT also had two individuals participate in our internship program. One internship was in Production and the other intern was in Graphic Arts.

This document serves as WPBS-DT's annual report of the station's hiring goals, guidelines, employment statistics, and actions undertaken to satisfy the diversity Eligibility Policy. This report is posted on WPBS-DT's website and is made available for public inspection upon request.

I acknowledge I have received and reviewed the Diversity & Inclusion Policy of WPBS-DT.

Employee Signature

Date