

EEO PROGRAM FOR WJIE RADIO

Updated to include March 10, 2003 Changes In Regulations

General Policy

WJIE Radio affords equal employment opportunity in all personnel actions without regard to race, color, religion, national origin or gender. As a religious broadcaster WJIE has established religious belief as a job qualification for all of their station employees as permitted by the Federal Communications Commission. WJIE has adopted this EEO Program that is designed to assure wide dissemination of information about each full-time job opening throughout the entire community.

1. Responsibility For Implementation

WJIE Radio has designated James M Fraser, General Manager, with the responsibility for the implementation of the station's EEO Program.

2. Policy Implementation

The EEO Program is communicated to the employees and community through a variety of manners including, but not limited to:

- A. Utilizing an employment application form that contains a notice informing job applicants that discrimination is prohibited.
- B. Utilizing an Employee Policy and Procedure Manual that all employees must read and testify with signed acknowledgement. Manual contains the station's EEO Policy.
- C. WJIE has posted in its Break Room the mandatory State and Federal EEO Employer Postings for employees and applicants to view.
- D. Provide information on full-time job openings to a variety of recruitment sources, upon their request, sufficient to ensure wide dissemination of information throughout the entire community.
- E. Acknowledge receipt of all résumés and inquiries for employment in a letter that states WJIE is an equal opportunity employer. The station will keep on file all resumes for one year and notify applicants of any job openings for which they are qualified.
- F. WJIE will participate in supplemental initiatives so as to create a general interest in broadcast employment, rather than recruitment for specific positions.
- G. WJIE will comply with the record keeping requirements to insure compliance with the Commission's EEO requirements. This includes:
 - The job title and date of all full-time hires;

- The name, address, contact person and telephone number of each recruitment source used to fill each full-time vacancy (including all organizations entitled to automatic notification);
- Dated copies of all advertisements, bulletins, letters, faxes, emails or other communications announcing full-time vacancies;
- Documentation necessary to demonstrate the performance of supplemental outreach initiatives, including full disclosure of the nature of the activity, the scope of the station's participation and station personnel involved; and
- The total number of interviewees for each full-time vacancy and the referral source for each interviewee and hiree.

H. WJIE will publish once a year in its monthly newsletter the station's EEO Policy.

3. Recruitment

WJIE Radio utilizes a variety of techniques to attempt to increase job applicants to include but not limited to:

A. Mail, fax or electronically transfer to organizations that assist job seekers who request information on full-time vacancies.

B. Provide an instructor that will teach a communications class at Evangel High School to attract potential employees and create a general interest in the broadcasting industry.

C. Provide internships to students in communications who are attending local area schools.

D. WJIE will maintain a recruitment file of possible candidates.

E. WJIE will make "on-air" announcements for vacancies and include a statement that WJIE is an equal opportunity employer.

4. FCC Reports and Filings

A. WJIE has on file FCC Form 396 describing all pending or resolved EEO complaints and a narrative statement of the station's efforts to achieve broad and inclusive outreach during the previous two years (or since 03/10/03 if less than two years) and a copy of the two most recent annual EEO public file reports.

B. On the fourth anniversary of our renewal filing, WJIE Radio will submit midterm reports on FCC Form 397 including our two most recent public file reports and the name and title of the person responsible for EEO implementation.

5. Complaints

WJIE has not received a single complaint regarding its EEO Program.

6. Public File

WJIE will comply with the FCC posting requirements. On each anniversary of the date of filing a renewal application, WJIE will place in our local public inspection file the following information covering hiring and activities during the preceding year:

- The job title of all full-time hires;
- The name, address, contact person and telephone numbers of each recruitment source used to fill each vacancy (including each organization entitled to automatic notification);
- The recruitment source that referred each full-time hiree
- The total number of interviewees referred by each recruitment source; and
- A list and brief description of each outreach initiative undertaken.

Approved for implementation:

James M Fraser, General Manager WJIE-FM