



## **WQUN – WQAQ EEO POLICY**

### **I. EEO GENERAL POLICY**

It is WQUN and WQAQ's policy to provide employment to all qualified individuals without regard to their race, color, religion, national origin, sex or sexual orientation in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. It is also our policy to promote the realization of equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, national origin, sex, or sexual orientation. To make this policy effective, and to ensure conformance with the requirements of the FCC, we have adopted an Equal Employment Opportunity Program which includes the following elements:

### **II. RESPONSIBILITY FOR IMPLEMENTATION**

WQUN General Manager Ray Andrewsen is our EEO officer, who is responsible for the administration and implementation of our Equal Employment Opportunity Program under the direction of the Quinnipiac University Human Resource Department. He advises and makes recommendations to WQAQ's advisors for effective EEO administration. It is also the responsibility of all persons making employment decisions with respect to the recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that WQUN's and WQAQ's policy and program are adhered to and that no person is discriminated against in employment because of race, color, religion, national origin, sex, or sexual orientation.

### **III. POSSIBLE DISSEMINATION**

To assure that all members of the staff of WQUN and WQAQ's equal employment opportunity policy and their individual responsibilities in carrying out this policy, the following communication efforts are made:

An appropriate notice is posted at WQUN and WQAQ informing applicants and employees that the station is an Equal Opportunity Employer and of their right to notify an appropriate local, state or federal agency if they believe they have been the victims of discrimination. They have the right to notify the Federal Communications Commission at 445 Twelfth Street SW, Washington, DC 20554.

- All of our printed job applications, printed advertisements and over-the-air job announcements state that we are an Equal Opportunity Employer.
- We periodically announce over the air that the station is an Equal Opportunity Employer.
- We regularly distribute a memo reminding employees of the station's EEO Policy and Program, and asking for their help in recruiting, hiring and promoting consistent with the Policy and Program.
- We present a copy of our EEO Policy and Program to each employee.

- We remind our staff of EEO Policy at staff meetings and discuss our EEO Programs at those meetings.
- We conduct training sessions to familiarize personnel responsible for hiring decisions regarding their responsibilities in implementing the station's EEO Policy and Program.

#### IV. RECRUITMENT

To ensure non-discrimination and foster their full consideration of all qualified candidates whenever fulltime job vacancies occur, we utilize the following recruitment procedures:

- Every single day of the year WQUN makes on-air announcements inviting organizations wishing to be notified of fulltime job openings at WQUN and WQAQ to contact WQUN so they can be notified. This runs equally among all dayparts on the WQUN schedule. Also, WQUN consistently maintains a regular part and/or full time job listing on the Quinnipiac University careers job site to encourage and actively solicit resumes and inquiries into potential WQUN job position openings.

#### V. INTERNSHIP

WQUN offers internships for students – including women and minorities – each semester, spring and fall, as well as summer. WQUN instructs students on all aspects of radio broadcasting, and assists in making introductions to stations in the CT-NY region for fulltime jobs. WQUN provides training and instruction to enable station personnel to acquire skills to qualify for higher-level positions, including management level. WQUN provides continuing mentoring for all staff and student interns.

#### VI. SELF ASSESSMENT

To assure that our EEO Program is effective in providing equal employment opportunity, WQUN and WQAQ utilize the following procedures every 2 years.

- We evaluate the productivity of each of our recruitment sources and eliminate those which have been unsuccessful in widely disseminating our vacancies to all qualified applicants. We also supplement our sources with new organizations and other recruitment sources, as needed.
- We periodically review the composition of our station's workforce for self-assessment purpose. Where under representation of minorities or women exists, we reexamine the station's personnel policies and practices to assure that they do not inadvertently screen out any group.
- We review our job hires to see where all qualified applicants are considered for every job opening.
- We review our hiring, promotion and seniority practices and results for consistency with our EEO Program.
- We review the salaries and benefits of our employees to discover any inequities relating to minorities and women.