

**WEMB Incorporated**  
**WEMB-AM WXIS-FM**  
**Erwin, TN**

# **EEO Program**

In accordance with 47 C.F.R. § 73.2080  
Equal Employment Opportunities (EEO)

To be accessible/posted/placed in: Station's Public File, EEO Notebook, Internet Web-site, and  
Employee's Personal File/Operations Manual

(Three pages to follow)

# **WEMB Incorporated's EEO Program Policy Statement**

This statement shall affirm WEMB Incorporated's commitment to the principles of equal employment opportunity and assure that EEO program requirements will be enforced by its management.

These principles include, but are not limited to the following:

- " Equal employment opportunity for all employees and applicants for employment, regardless of their race, religion, color, sex, national origin, age, or disability.
- " All employees will have the freedom to compete on a fair and level playing field with equal opportunity for competition.
- " Equal employment opportunity covers all personnel/employment programs, management practices and decisions including, but not limited to, recruitment/hiring, merit promotion, transfer, reassignments, training and career development, benefits, and separation.
- " Workplace harassment will not be tolerated, allegations of harassment will be immediately investigated, and, where allegations are substantiated, appropriate action will be taken.
- " Reprisal against one who engaged in protected activity will not be tolerated, and the agency supports the rights of all employees to exercise their rights under the civil rights statutes.

# **WEMB Incorporated's EEO Program Structure of Responsibility**

The Corporate Board of Directors (BOD) is responsible for creating an inclusive and discrimination-free work environment. The BOD is responsible to ensure enforcement of its EEO program policies by: practicing sound management principles, responsibilities, and leadership to enhance awareness and understanding of current EEO laws, to oversee and provide supervisory staff with opportunities for instruction and tools necessary to assist them in these efforts, and to facilitate early resolutions of issues by maintaining direct and immediate communication between these levels. The BOD shall appoint an Operations Manager.

The day-to-day duties of the EEO program implementation are under the responsibilities assigned to the Operations Manager (OM).

# **WEMB Incorporated's EEO Program Information Dissemination Policy**

In order to communicate WEMB Incorporated's EEO Policy/Program to its employees, qualified applicants for employment and the general public, the EEO Program/Policy is to be accessible/posted/placed in: Station's Public File, EEO Notebook, Internet Web-site, Employee's Personal File/Operations Manual, and/or any other means necessary in accordance with EEO guidelines.

# **WEMB Incorporated's EEO Program Employee Cooperation Request**

WEMB Incorporated enlists the cooperation of its employees concerning its Equal Opportunity Policy and Program, seeking input, by maintaining an open door communication policy regarding the workplace environment.

## **WEMB Incorporated's EEO Program Further Commits:**

- " To exclude all unlawful forms of prejudice or discrimination based upon race, color, religion, national origin, or sex from its personnel policies and practices and working conditions.
- " To review its job structure and employment practices and adopt positive recruitment, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility.
- " To recruit for each full-time job vacancy using sources sufficient in its good faith judgment to widely disseminate information concerning the vacancy.
- " To disseminate job vacancy information to sources to any organization that distributes information about employment opportunities to job seekers or refers job seekers to employers, upon written request via U.S. Postal Service. To be entitled to notice of vacancies, the requesting organization must provide WEMB Incorporated with its name, mailing address, e-mail address (if applicable), telephone number, and contact person, and identify the category or categories of vacancies (including all vacancies) of which it requests notice.
- " To engage in EEO outreach initiatives designed to further WEMB Incorporated's goals set forth in its EEO Program.
- " To analyze its recruitment program on an ongoing basis to ensure that it is effective in achieving broad outreach to potential applicants, and address any problems found as a result.
- " To periodically analyze measures taken to meet the policies and goals in its EEO Program, review to see that seniority practices are nondiscriminatory, examine and eliminate inequities in rates of pay and benefits for employees having the same duties, utilize recruitment media that will contain no indication of non-inclusive discrimination, ensure promotions are made in a non-discriminatory manner, and to avoid any selection tests or techniques that have a discriminatory effect.
- " To retain and maintain records as required by 47 C.F.R. § 73.2080.
- " To place in WEMB Incorporated's Public File and on its web-site, on the anniversary date of its FCC license renewal (April 1st), an annual EEO Public File Report including information required by 47 C.F.R. § 73.2080.