



Diversity and Inclusion

2018 Annual Report

October 1, 2017– September 30, 2018

I. Diversity Goal

WNET 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 preference for no religious affiliation--are welcome employees at WNET.

Our 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 careers.

To achieve this goal 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 different viewpoints, opinions, thoughts and ideas and embracing a culture of inclusion.

WNET's commitment to diversity is reflected in its employment policies. Our Employee Handbook specifically includes an Equal Employment Opportunity Statement:

WNET is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, physical or mental disability, citizenship, sexual orientation or preference (actual or perceived) including transgender, genetic information, marital status, pregnancy, veteran's status, political affiliation, if you have been a victim of domestic violence or any other characteristic protected by law.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

WNET's diversity goal extends beyond its employees. We also have a goal of ensuring that our Board of Trustees and our Community Advisory Boards are comprised of individuals from diverse backgrounds.

WNET's Board of Trustees has 36 voting trustees, 56 percent of whom are women and 14 percent are people of color. Our Trustees are multi-generational, (ages spanning six decades) and represent a variety of professional and life experiences.

Public Media NJ's Board of Trustees has 15 voting trustees, 26 percent of whom are women and 13 percent of whom are people of color.

The NJTV Community Advisory Board has 19 members, 63 percent of whom are women and 47 percent of whom are people of color.

The THIRTEEN/WLIW Community Advisory Board has 28 members, 54 percent of whom are women and 54 percent are people of color.

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WNET’s diversity goal is reflected in our policies, practices and procedures, including but not limited to recruiting 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 and employee 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.

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 company-sponsored events. In addition, all employees are required to complete diversity awareness training.

Employment Statistics

Fiscal Year 7/1/17 - 6/30/18	Males						Females						Minorities		All Employees	
	All Males		Non-Minority		Minority		All Females		Non-Minority		Minority		All Minorities		Totals	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Headcount	166	41	114	69	52	31	239	59	155	65	84	35	136	34	405	100
Management	44	49	35	80	9	21	46	51	35	76	11	24	20	22	90	100
New Hires	14	30	9	64	5	36	33	70	14	42	19	58	24	51	47	100
Promotions	13	22	12	92	1	54	45	78	36	80	9	20	10	17	58	100
Vol. Turnover	8	35	5	62	3	38	15	65	7	47	8	53	8	48	23	100

Notes:

Minority includes Black or African American; Asian; Hispanic/Latino (a); Asian; Native American or Pacific Islander; Two or More Races.

Management includes those positions that supervise others.

II. Initiatives Undertaken by WNET to Satisfy the CPB Operational Requirements for Diversity of Staff and Board for Reporting Period October 1, 2017 through September 30, 2018

To meet CPB's diversity requirements, WNET has implemented the following initiatives during this reporting period:

A. Review with the stations' governing board or licensee official those practices that are designed to fulfill the station's commitment to diversity and to meet the applicable FCC guidelines

1. The charter of the Personnel and Diversity Committee of the WNET Board of Trustees states that the Committee is responsible for "reviewing the Corporation's diversity policies and encouraging true diversity at all levels of the Corporation." The Committee reviews the Corporation's diversity policy, strategic initiatives and statistics on an annual basis.
2. WNET operates under the Federal Communications Commission's (FCC's) Equal Employment Opportunity regulations which are incorporated into WNET's search process for every position for which we recruit.

The Commission's EEO rules have three recruitment and outreach prongs:

- a. Each Station Employment Unit must widely recruit across its entire community for every full-time job vacancy;
- b. Each Station Employment Unit must distribute job notifications to community and recruitment organizations that have requested vacancy announcements; and
- c. Each Station Employment Unit must complete at least four supplemental recruitment initiatives in each two-year period.

To comply with the FCC's EEO rules, every open position at WNET is distributed to at least 10 community based organizations as well as sites that serve veterans, minorities, persons with disabilities, and state employment agencies. Examples include: Asian American Federation of New York, Diversity Working, New York Urban League, Goodwill Industries of Greater New York and Northern New Jersey, Helen Keller Foundation for the Blind and America's Job Exchange Veterans Exchange. Every open position is posted to/distributed by these as well as many other groups and sites. WNET also maintains an annual contract with America's Job Exchange, a leading destination for online recruitment advertising whose mission is to connect hard working nonexecutive job seekers with employers that are looking to build a diverse workforce. America's Job Exchange expands WNET's outreach by adding at least 15 more community based organizations to the outreach efforts.

Each upper level category opening was listed in a job bank or newsletter for media trade groups whose membership includes substantial participation of woman and minorities.

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B. Complete an annual report of the organization’s hiring goals, guidelines, employment statistics, and actions undertaken to satisfy the Diversity Eligibility Policy and post the report on the station’s website ... and make it available for public inspection upon request within a reasonable amount of time.

1. This document serves as WNET’s annual report of the organization’s hiring goals, guidelines, employment statistics, and actions undertaken to satisfy the Diversity Eligibility Policy. This report is posted on the WNET website and will be made available for public inspection upon request.

C. Implement formal diversity training programs for management and appropriate staff

1. To further institutional effectiveness and enhance the commitment to diversity and inclusiveness, WNET requires completion of online compliance training for all new employees. Within the first month of employment, new employees must complete four courses with diversity content: *Workplace Diversity*, *Preventing Discrimination and Harassment*, *Business Etiquette* and *Code of Conduct*. Several of these courses are repeated on a periodic basis and additional courses added as appropriate. For example:
 - a. *Code of Conduct* training is required annually. WNET’s Code of Conduct training covers topics including diversity and respect, honesty and fairness and reporting violations. The Employee Handbook includes WNET’s Code of Conduct policies which outlines unacceptable workplace behavior such as sexual harassment and reinforces compliance with all applicable laws and regulations.
 - b. New managers complete *Managing within the Law - Basic* and *Managing within the Law – Advanced*, courses which provides training on the increased responsibilities employers have as a result of new federal and state laws. The courses address topics such as employee privacy, accommodation of disabilities and religious observance, responding to complaints and bullying and conflict management.
 - c. All employees are required to complete *Preventing Discrimination and Harassment* training. The version presented to managers includes sections on the manager’s role and responsibilities as a supervisory employee, standards of liability, responding to complaints and documenting employee actions.
 - d. In December, 2017 and January, 2018, all employees were required to participate in training conducted at WNET’s midtown and Newark, NJ offices by an employment attorney on the topic of Preventing Sexual Harassment and Discrimination in the Workplace. Classes were held in December of 2017 and January of 2018. Information covered included defining illegal behavior, unacceptable behavior, standards of liability, reporting and responding to complaints.

In addition to the above, WNET undertook the following initiatives during the reporting period to satisfy the CPB Operational Requirements for Diversity of Staff and Board:

D. Include individuals representing diverse groups in internships or work-study programs designed to provide meaningful professional level experience in order to reflect the diversity of the communities they serve and further public broadcasting's commitment to education.

1. WNET has a year-round Internship Program to provide undergraduate and graduate students with training and experience related to their academic and/or career goals. The interns come from diverse backgrounds and have been placed in a variety of functional areas in the Corporation.
2. In collaboration with the Reginald F. Lewis Foundation, Inc., WNET offers an annual undergraduate fellowship for minority students. Project topics will be varied and will expose students to such areas as broadcast/online production, event planning, corporate communications, fundraising, corporate facilities, sponsorship, information technology and marketing.
3. WNET has partnered with the Academy for Careers in Television and Film (TvF) with the purpose of providing hands on experience and skill development to high school seniors in support a career in the media production industry. Over the course of two semesters, students will observe and participate in workflows used in live a production environment. Their experience in the classroom and onsite with WNET's technical staff will allow for the development of technical experience so that students are able to pursue entry level careers in media as well as other industries.
4. WLIW has partnered with Tufts and the Tisch Summer Fellows (TSF) program to offer substantive internships that allow Tufts students to gain real-world skills, grow their networks, and explore career paths while building stronger communities on a local, national, or international level. Over the summer of 2018, WLIW's Local Productions Fellow worked alongside and supported production staff, participating on a variety of local series centered on the arts, technology, and local cultural and architectural landmarks.
5. In partnership with Harvard College's Center for Public Interest Careers, Mindich Service Fellowships were provided to two Fellows in the summer of 2018. One Fellowship supported PBS NewsHour Weekend; the second supported MetroFocus. Each Fellow was given the opportunity to learn and gain experience in production assistance, including researching, fact-checking, editing and development of web and social media content.

E. Participate in minority or other diversity job fairs and programs

1. In partnership with Per Scholas, WNET participates in a mock interview program designed to assist graduating students from Per Scholas in perfecting interviewing skills. Per Scholas is a national nonprofit organization that breaks the cycle of poverty by providing technology education, access, training and job placement services for people in low-income communities. Interviews are conducted on-site at our offices and provide the

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students with feedback at the end of the interview. We also complete an interviewer's assessment form for each student which provides detailed and specific feedback, allowing counselors to work with the students on specific areas of improvement.

2. Our staff attended the following career fairs and networking events:
 - a. Columbia University School of Journalism's 2018 Career Expo on March 24, 2018.
 - b. Public Media's Virtual Career Fair on March 15, 2018.
 - c. City University of New York School of Journalism's Social Media Conference and Networking Event on June 1, 2018.
 - d. Emma Bowen Foundation's Power Networking Session on June 26, 2018.

F. Other Initiatives

1. WNET's Inclusion and Diversity Council (IDC). The IDC was created to support WNET's ongoing commitment to fostering a workplace where everyone feels welcome and respected. With members representing different departments, experiences, skills, goals and ideals, the Council is unified in the belief that through inclusion and diversity, WNET can better serve and reflect our communities. The IDC implemented the following programs:
 - a. Onboarding: The IDC Onboarding Program is designed to help new hires acclimate to the WNET culture, better understand resources available to them and provide a peer outside their department that they can turn to for questions and advice. Each new hire is assigned a Peer Buddy who meets with them regularly to answer questions, provide support and be a resource as they begin their career with the company. The program also helps to break down silos and introduce new hires to new people in the company that they might otherwise not have the opportunity to meet.
 - b. In October of 2017, the IDC presented the panel discussion, "**Women in the News,**" an intersectional conversation that addressed issues of gender alongside those of race, age, class, and other characteristics. The goal of this discussion was for employees to gain an understanding of the experiences of women working in a traditionally male-dominated industry. Founder and CEO Tiffany Pham (*Mogul*), writer and photographer Nina Roberts (*Forbes*), and author Kate Zernike (*The New York Times*) were on the panel.
2. On October 13, 2017, *NJTV News* Anchor Mary Alice Williams participated as a power-panelists at the Women's Empowerment speaker series hosted by *SJ Magazine*. The discussion focused on the challenges female executives face in a business world often

dominated by men. Topics discussed included secrets of success, juggling work/life balance, team building, managing work relationships and handling success and failure.

3. Creating & Implementing a Meaningful Diversity & Inclusion Strategy – January, 2018. WNET's Human Resource Director participated in a webinar led by OutSolve. The webinar was designed to demonstrate how compliance and Affirmative Action data can help drive diversity metrics and strategic implementation plans.
4. PBS TechCon Conference - On April 4th, 2018, THIRTEEN Vice President, Broadcast & Media Operations attended the TechCon Conference in Las Vegas, NV, participating in a panel discussion on strategies to deepen candidate resources & increase diversity of technical teams. The discussion reviewed ideas, programs and initiatives that support diversity and inclusion across the PBS network.
5. The Creative Coalition's Intern Speaker Series. On June 19, 2018, WLIW's Executive Producer for MetroFocus delivered a presentation titled, "From Intern to Invaluable: Learn, Shine, & *Work Your Time*."
6. National Lesbian and Gay Journalists Association (NLGJA) - Ongoing participation with NLGJA - National Lesbian and Gay Journalists Association. The Executive Producer, MetroFocus is an active member, former National Board Member and former co-chair of "Headlines & Headliners" the annual fundraiser.
7. National Black Programming Consortium (NBPC) - WNET serves as the lead station partner for the NBPC program. NBPC 360 is a funding initiative of the National Black Programming Consortium (NBPC) devised to help launch non-fiction and fiction serial projects, as well as interactive or "trans-media" projects, about the Black experience. The NBPC 360 fund and incubator features training and support designed to harvest and accelerate important stories in their most engaging light.
 - a. As the lead station, WNET provides publicity, social media and assistance with project selection. In addition, if a candidate is selected for WNET, WNET will provide workspace, guidance and editorial feedback for NBPC Producers to develop their pilot projects.

This report is posted on the WNET website and is available for Public Inspection upon request.