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## Annual EEO Public File Report Form

WTVZ/Norfolk

### Annual EEO Public File Report

The purpose of the EEO Public File Report is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule. This Report has been prepared on behalf of the Station Employment Unit that is comprised of the following station: WTVZ/Norfolk, VA and is required to be placed in the public inspection files of this stations, and posted on its web site, if it has a web site.

The information contained in this Report covers the time period beginning June 1, 2007 to and including May 31, 2008 (the "Applicable Period").

The FCC's 2002 EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Stations comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the new EEO Rule, which should be separately identified by name, address, contact person and telephone number;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Sections 73.2080(c)(2) of the FCC rules.

Appendices 1, 2, and 3, which follow, have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Appendix 2 under the column entitle "Full-time Positions for Which This Source Was Utilized" refer to the number of the full-time job positions listed on Appendix 1.

For the purposes of this Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer, and started in the position. A person was deemed "interviewed" when he or she was interviewed in person or over the phone.

Appendix 1 to

Annual EEO Public File Report Form

Covering the Period from June 1, 2007 to May 31, 2008

Station(s) Comprising Station Employment Unit: WTVZ – NORFOLK, VA

Section 1: Vacancy Information

	Full-time Positions Filled By job Title	Recruitment Source of Hiree	Total Number of Interviewees from All sources for This Position
1	Promotions Manager	SBG Website (1)	14
2	On-Air Promotions Manager	Monster.com (1)	5
3	Sales Account Executive	CareerBuilder.com(1) Monster.com (1) YahooHotJobs.com (1) Employee Referral (1)	41
4	Mrkt/Research Director	Internal Applicant (1)	1
5	Local Sales Assistant	Monster.com (1)	10
6	Master Control Operator	Regent University (1) CareerBuilder.com (1) Norfolk State Univ (1)	11
7	Mrkt/Research Director	Virginian Pilot (1)	6
8	Sales Account Executive	CareerBuilder.com (1)	1
9	Sales Account Executive	Employee Referral (1)	4
10	Master Control Operator	Employee Referral (1) Internal Applicant (1)	6

Total Number of Persons Interviewed During Applicable Period: 99

Appendix 2 to

Annual EEO Public File Report Form

Covering the Period from 6/1/07 to 05/31/08

Station(s) Comprising Station Employment Unit: WTVZ - NORFOLK

Section 2: Recruitment Source Information

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Has Provided During This Period (If Any)	Full-time Positions for Which This Source Was Utilized
1	Louise W. Eggleston Center Connie Frazier Employment Service Division 1161 Ingleside Road Norfolk, Va 23502-5608	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
2	Norfolk State University Benjamin Ellis, Jr. Student Employment Services 2401 Corpew Ave Norfolk, VA 23504 757-823-8462	0 ↓  1	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
3	Urban League of Hampton Roads Patrice Tiggs Workforce Development PO Box 2176 Norfolk, VA 23501-2176 757-627-0864	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
4	Career Development Fay Taylor Office of Human Affairs P.O. Box 37 Newport News, VA 23607	0 ↓	Promotions Manager Local Sales Assistant Master Control Operator Mrkt/Research Director Account Executive
5	National Association of Broadcasters Karen Hunter Human Resource Development 1771 N Street, NW Washington, DC 20036 202-429-5496	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
6	Christopher Newport University Becky Tupper Career Counseling Department	0 ↓	Account Executive Local Sales Assistant Master Control Operator

	50 Show Lane Newport News, VA 23606 757-594-7000		Mrkt/Research Director
7	Regent University Sherwin Hibbets Financial Aid Department 1000 Centerville Turnpike Virginia Beach, VA 23464 757-226-4490	0 ↓ 1	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator
8	Old Dominion University Fran O'Connell Student Employment Services 2202 Webb University Center Norfolk, VA 23529 <a href="http://www.experience.com">www.experience.com</a> 757-683-5398	0 ↓	Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
9	Tidewater Community College Babi Brock Student Employment Office 1700 College Crescent Drive Virginia Beach, VA 23456 757-822-1234	1 0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
10	Bryant & Stratton College Angela Haywood Career Services 301 Centre Pointe Drive Virginia Beach, VA 23462 757-499-7900	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
11	Thomas Nelson Community College Anne Stein Career Services P.O. Box 9407 Hampton, VA 23607 <a href="http://www.ecampusrecruiter.com/cnu">www.ecampusrecruiter.com/cnu</a> 757-825-2993	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
12	Virginia Wesleyan College Deborah Hicks Career Services Wesleyan Drive Norfolk, VA 23502 757-461-7967	0 ↓	Promotions Manager Account Executive Local Sales Assistant Master Control Operator
13	Tidewater Technical Institute Judy Palmer Placement Department 2697 Dean Drive Suite 100 Virginia Beach, VA 23452 757-340-2121	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director

14	Tidewater Technical Institute Becky Wilson Placement Department 932 Ventures Way Cheseapeake, VA 23320 757-549-2121	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
15	Tidewater Technical Institute Cynthia Foster Placement Department 616 Denhigh Boulevard Newport News, VA 23608 757-874-2121	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
16	Hampton Roads Black Media Professionals P.O. Box 2622 Norfolk, VA 23501	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
17	Tidewater Technical Institute Lillian Bruins Placement Department 7020 N. Military Highway Norfolk, VA 23513 757-853-2121	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
18	NAACP Meoinease Hutchinson 909-B Marshall Avenue Norfolk, VA 23504 757-627-1096	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
19	Department of Veteran's Affairs Herb Wright Medical Center Building #71, Room #202 Hampton, VA 23667 757-441-6762	0 ↓	Promotions Manager Local Sales Assistant Master Control Operator
20	Virginian Pilot Marie Bogue P.O. Box 1388 Norfolk, VA 23501-1388 757-446-4660	0 1 2 0 ↓	Promotions Manager Account Executive Mrkt/Research Director
21	Virginia Association of Broadcasters Amy Payne-Whitehead 630 Country Green Lane Charlottesville, VA 22902	0 ↓	Promotions Manager Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director

	<a href="http://www.vabonline.com">www.vabonline.com</a> 434-977-3716		
22	Spots-n-Dots Fax 607-729-7331 167 Oakdale Road Johnson City, NY 13790 888-884-2630 <a href="http://www.spotsndots.com">www.spotsndots.com</a>	0 ↓	Account Executive
23	Sinclair Broadcast Group <a href="http://www.sbg.net">www.sbg.net</a> Sharon Pickeral 10706 Beaver Dam Rd Cockeysville, MD 21030 418-568-1517	3 1 1 0 7	Promotions Manager On-Air Promotions Mngr. Account Executive Promotion Intern Master Control Operator
24	Station Website <a href="http://www.mytvz.com">www.mytvz.com</a> Kim Poyner 900 Granby Street Norfolk, VA 23510 757-622-3333	1 1 2 0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Promotion Intern
25	<a href="http://www.medialine.com">www.medialine.com</a> Mark Shilstone Box 51909 Pacific Grove, CA 93950 800-237-8073	0 ↓	No postings for this period
26	<a href="http://www.tvjobs.com">www.tvjobs.com</a> Broadcast Employment Services Mr. Mark C. Holloway P.O. Box 4116 Oceanside, CA 92052 877-988-9808	0 1 0 ↓	Promotions Manager Local Sales Assistant Sales Account Executive
27	Employee Referral Kim Poyner 900 Granby Street Norfolk, VA 23510 (757) 622-3333	1 0 4 0 2	Promotions Manager On-Air Promotions Mngr. Account Executive Promotion Intern Master Control Operator
28	<a href="http://www.tvandradijobs.com">www.tvandradijobs.com</a> Hal Abrams Mgr P.O. Box 129 Kanab, UT 84741 435-644-5992	0 ↓	

29	Careerbuilder.com Allison Weitzman 1750 Tyson's Blvd., 4 <sup>th</sup> Floor McLean, VA 22102 301-801-0468 (station began using source on 1/1/08)	2 9 1 1	Promotions Manager Account Executive Local Sales Assistant Master Control Operator
30	Internal Applicants Kim Poyner 900 Granby Street Norfolk, VA 23510 757-622-3333	2 2 2 2 1	Promotions Manager On-Air Promotions Mngr. Marketing/Research Director Master Control Operator Account Executive
31	Senior Job Bank Eric Summers 1383 Steel Bridge Road MacClenny, FL 32063	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
32	National Association for Multi-ethnicity in Communications Roxann Remekie 336 West 37 <sup>th</sup> Street New York, NY 10012	0 ↓	Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
33	National Association of Black Journalist University of Maryland 8701-A Adelphi Road Adelphi, MD 20783-1716	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
34	National Black MBA Association 180 N. Michigan Avenue Suite 1515 Chicago, IL 60601	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
35	Association Asian American Journalist 1182 Market Street Suite 320 San Francisco, CA 94102	0 ↓	Account Executive Local Sales Assistant Master Control Operator
36	Women's Information Network Job Placement Office 1800 R. St. NW, Ste C-4 Washington, DC 2009	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director

37	National Association of Hispanic Journalists Guillen 1000 National Press Building 529 14 <sup>th</sup> St, NW Washington, DC 20045-2100	0 ↓	Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
38	National Hispanic Media Coalition Alex Nogales 2514 South Grand Avenue PO Box 25331 Raleigh, NC 27611	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
39	National Organization for Women PO Box 25331 Raleigh, NC 27611	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
40	National Urban League of Central Carolinas, Inc. 740 W 5 Street PO Box 34686 Charlotte, NC 28234-4686	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
41	Native American Public Telecommunications Frank Blyth PO Box 83111 Lincoln, NE 68501	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
42	Ms. Foundation for Women 120 Wall Street 33 <sup>rd</sup> Floor New York, NY 10005	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
43	National Association of Black College Broadcasters HBCU.com Lo Jelks PO Box 3191 Atlanta, Georgia 30302	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
44	NAACP PO Box 25427 Raleigh, NC 27611	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director

45	ECPI College of Technology Pat Mirani 5555 Greenwich Road Virginia Beach, VA 23462-6554	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
46	ECPI College of Technology 1001 Omni Blvd Newport News, VA 23606-4298	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
47	ITT Technical Institute 863 Glenrock Road Suite 100 Norfolk, VA 23502-3701	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
48	Saint Leo University Human Resources Naval Amphibious Base Norfolk, VA 23521-2498	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
49	Virginia Job Placement Service 5900 E. Virginia Beach Blvd Norfolk, VA 23502-2402	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
50	Averett University 11742 Jefferson Avenue Newport News, VA 23606-4407	0 ↓	Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
51	Cambridge College 1403 Greenbrier Parkway Chesapeake, VA 23320-0614	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
52	Strayer University 700 Independence Parkway Chesapeake, VA 23320-5186	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director

53	Strayer University 813 Diligence Drive Newport News, VA 23606-4237	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
54	Troy University Norfolk Regional Office 5425 Robin Hood Road, Ste 1B Norfolk, VA 23513	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
55	Native American Journalists Association Al Neuharth Media Center 555 Dakota Street Vermillion, SD 57069	0 ↓	Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
56	Monster.com Monster Judy Fonda 5 Clock Tower Place-Ste 500 Maynard, MA 01754-9940 (station stopped using this source on 12/31/07)	4 1 13 6 1 3	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
57	Hampton University Job Board Ms. Amilia Mitchell 100 East Queen Street Hampton, VA 23668	0 ↓	Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
58	Media Recruiter.com 20456 E. Orchard Place Centennial, CO 80016 (303) 400-5150	0 ↓	No postings for this period
59	NAMIC Danny McGlone 336 West 37 <sup>th</sup> Street Suite 302 New York, NY 10018	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Local Sales Assistant Master Control Operator Mrkt/Research Director
60	Office of Human Affairs P.O. Box 37 Newport News, VA 23607	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive
61	Medical Center Herb Wright Building # 71, Room # 202 Hampton, VA 23667	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive Mrkt/Research Director

62	Craigslist.org 1381 9 <sup>th</sup> Avenue San Francisco, CA 94122 (800) 664-0633	0 ↓	Promotions Manager On-Air Promotions Mngr. Account Executive
63	602 Communications 5707 Deer Flag Dr. Lakeland, FL 33811-2000	0 ↓	Promotions Manager
64	Salesjobs.com 1624 Franklin Street Penthouse Oakland, CA 93950 (800) 237-8073	0 ↓	Account Executive
65	Broadcasting & Cable Elena Denis 5700 Wilshire Blvd. Los Angeles, CA 90036 (323) 549-4100	2 2 0 ↓	Account Executive Master Control Operator
66	*YahooHotJobs.com 45 W. 18 <sup>th</sup> Street New York, NY 10011 (877) 468-5627	1 0 ↓	Account Executive *(Applicant listed as source. However, station does not utilize)
67	WTVZ-Station Commercial 900 Granby Street Norfolk, VA 23510 (757) 622-3333	11 1 0 ↓	Account Executive Local Sales Assistant
68	*American Women in Radio & TV 8405 Greensboro Drive, S Suite 800 McLean, VA 22102 (703) 506-3290	1	Account Executive *(Applicant listed as source. However, station does not utilize)
69	Postaroo.com Russ Winslow 10706 Beaver Dam Rd. Hunt Valley, MD 21030	0 1	Account Executive Local Sales Assistant (station discontinued use November 2007)
70	Dawn Wright Regent University School of Communication & Arts 1000 Regent University-Comm 2 Virginia Beach, VA 23464-9800	0 ↓	Mrkt/Research Director Account Executive Master Control Operator

\*The station broadcasts and publishes notices asking organizations that want to be notified of job vacancies to contact us, however at this time the station has yet to receive such requests.

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Appendix 3 to

Annual EEO Public File Report Form

Covering the Period from 6-01-07 to 05-31-08

Station(s) Comprising Station Employment Unit: WTVZ-NORFOLK

Section 3: Supplemental (Non-Vacancy Specific) Recruitment Activities Undertaken by WTVZ-NORFOLK

**1. Job/Career Fair**

1. Activity: **Norfolk State University Job Fair**

Date of Station Participation: **October 11, 2007**

Participating Employees: **W. Barber, Chief Engineer**

Host/Sponsor of Activity: **Norfolk State University**

Brief Description of Activity and Station Participation: Represented WTVZ and the Virginia Association of Broadcasters at the VAB booth. Distributed written career material and answered questions concerning broadcast employment.

2. Activity: **ITT Tech Fest/Job Fair**

Date of Station Participation: **October 30, 2007**

Participating Employees: **W. Barber, Chief Engineer**

Host/Sponsor of Activity: **ITT Technical Institute, Norfolk, VA**

Brief Description of Activity and Station Participation: Spoke with ITT Tech students and graduates about employment with SBG/WTVZ. Answered questions, made them aware of our local employment opportunities as well as those listed on the SBG/website. Arranged for the Station/Corporate employment brochure to be placed in the ITT Tech's Placement Office. Also directed several individuals in the use of our Corporate Website to look for open positions.

3. Activity: **ITT Tech Fest/Job Fair**

Date of Station Participation: **March 19, 2008**

Participating Employees: **W. Barber, Chief Engineer**

Host/Sponsor of Activity: **ITT Technical Institute, Norfolk, VA**

Brief Description of Activity and Station Participation: Spoke with ITT Tech students and graduates about employment opportunities and company benefits with SBG/WTVZ. Answered questions concerning applicable skills, made them aware of our local WTVZ employment opportunities as well as those listed on the SBG/website.

4. Activity: **Tidewater Community College Job Fair**

Date of Station Participation: **March 26, 2008**

Participating Employees: **P. Simpson, LSM, and D. Lowe, Promotions Mngr.**

Host/Sponsor of Activity: **Tidewater Community College, VA Beach, VA**

Brief Description of Activity and Station Participation: WTVZ set up a display table and distributed station and programming information, provided information on open positions and employment benefits at our station and with Sinclair Broadcast Group, provided information on the DTV conversion and answered any questions the students had on a television career or the broadcast industry in general.

We encouraged the students at all job fairs to check our website [www.mytvz.com](http://www.mytvz.com) for any future openings within the station.

**2. Educational Event**

1. Activity: **Seminar-Media/Camera Fundamentals for Church Ministry**

Date of Station Participation: **February 23, 2008**

Participating Employees: **J. Doughtie, Production Mngr.**

Host/Sponsor of Activity: **New Testament Church, Portsmouth, VA**

Brief Description of Activity and Station Participation: Provided curriculum and delivered a 90-minute seminar on fundamentals of using television for ministry, television production, and shooting fundamentals, in both single and multi-camera situations, to a group of approximately 70 attendees from several local churches. The seminar included question/answer time and written materials for participants.

### **3. EEO Training**

#### **1. Activity: Sexual Harassment – Recognizing & Preventing – Essentials 3.0**

Date of Station Participation: July '07-May '08

Participating Employees: Simpson, Lohrmann, Pagano, Collins, Morris, Sariri, Fox, Brownell, Tobin, Heidt, House, Lowe, Cianfrani, Jordan, Rossi

Brief Description of Activity and Station Participation: This course covers major forms of sexual harassment and illustrates how to reduce exposure to personal and corporate liability by discussing how to recognize and prevent the occurrence of sexual harassment in the workplace. It contains up-to-date information on federal law and discusses key steps that may help reduce employer liability such as: (a) training employees to recognize and understand sexual harassment, (b) communicating the organization's policy against sexual harassment, and (c) providing internal contacts and resources to employees in the event they have a complaint.

#### **Sinclair Broadcast Group Code of Business Conduct and Ethics**

Participating Employees: Dyer, Poyner, Barber, Lowe, Cianfrani, Lohrmann, Clarke, McIntyre, Fox, Witt, Simpson, Fuller, Pagano, Lundy, Doughtie, Morris, Tobin, Scaffide, Jordan, Gaskins, Pihlcrantz, Collins, Rossi, Heidt, Sariri, Brownell, House

Brief Description of Activity and Station Participation: This course educates employees on the importance of ethical behavior, responsibility to comply with regulations, EEO and employee conduct. The course also educates employees on reporting procedures, both anonymous and identifiable, and concerns of possible violations. Employees are tested by multimedia interactions and real-life scenarios to ensure their understanding and ability to apply the SBG Code of Business Conduct and Ethics Policy on the job.

#### **Workplace Harassment: Recognizing/Preventing Harassing Behavior**

Participating Employees: Cianfrani, Lohrmann, Clarke, Fox, Morris, Lundy, Tobin, Witt, Gaskins, McIntyre

Brief Description of Activity and Station Participation: This course covers the laws and guidelines employees need to know and understand for a healthy work environment, free from harassment. The course provides a clear definition of workplace harassment and covers, in detail, several of the most common types of harassment, including sexual, racial, disability, and age harassment. Scenarios are used throughout the course to illustrate appropriate behavior in workplace situations. The course contains up-to-date information on federal law and discusses key steps that may help reduce employer liability.

## **Workplace Harassment: Recognizing/Preventing Harassing Behavior- Managers' Edition**

Participating Employees: Simpson, Poyner, Lowe, Fuller, Doughtie, Scaffide, Barber, Pihlcrantz, Dyer, Jordan, Rossi

Brief Description of Activity and Station Participation: This course presents material specific to the needs of decision-makers and supervisors, who have additional responsibilities and accountability in recognizing and preventing workplace harassment. It also includes the laws and guidelines employees need to know and understand for a healthy work environment, free from harassment. It provides a clear definition of workplace harassment and covers, in detail, several of the most common types of harassment, including sexual, racial, disability, and age harassment. Scenarios are used throughout the course to illustrate appropriate behavior in workplace situations and the additional responsibilities of managers in protecting both employer and employees. The course contains up-to-date information on federal law and discusses key steps that may help reduce employer liability.