

## **Radio Bilingue Equal Employment Opportunity Program**

Radio Bilingue provides equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

Radio Bilingue is an equal employment opportunity employer and supports without reservation the letter and the spirit of the Federal Communications Commission's EEO Rules and policies. It is the policy and practice of Radio Bilingue to proscribe discrimination in the recruitment, selection, training, placement, promotion, pay, working conditions, demotion, layoff and termination of minority group personnel. Women and minority group applicants will be considered for all jobs on the basis of experience, ability, aptitude without regard to religion, race, color, national origin, age or sex.

Policy. The following station policy will be posted in conspicuous places at Radio Bilingue where notices to employees and applicants are customarily posted:

"Equal opportunity in employment is afforded by Radio Bilingue to all qualified persons, and no person shall be discriminated against in employment because of race, color, religion, national origin, age or sex.

"The cooperation of each employee and employee organization in effectuating this policy is requested.

"Specifically, all persons to whom this Notice is addressed are urged to assist the management of Radio Bilingue, on a continuing basis, in effectuating this policy and in assistance in recruitment in accordance with this policy.

"It is the right of any individual to notify the Federal Communications Commission, Washington, D.C. 20554, or any other appropriate agency, if they feel that the policy of Radio Bilingue has been abrogated in any manner.

"Communications regarding this policy should be addressed to the Board of Directors."

Employment Application forms. Station management ensures that no applicant completes an application for employment which does not contain, in BOLD type the following statement:

EQUAL OPPORTUNITY IN EMPLOYMENT IS AFFORDED TO ALL QUALIFIED PERSONS, AND NO PERSON SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR SEX. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST FOR THOSE REASONS IN CONSIDERATION OF YOUR JOB APPLICATION, IT IS YOUR RIGHT TO NOTIFY THE FEDERAL COMMUNICATIONS COMMISSION IN WASHINGTON, D.C. OR ANY OTHER APPROPRIATE AGENCY OF YOUR COMPLAINT.

Implementation. Station management maintains on a continuing basis the licensee's Equal Employment Opportunity Program. This includes, but is not limited to:

a.

When seeking employees, sending letters to appropriate sources of recruitment enclosing a copy of the Radio Bilingue policy statement, and emphasizing the station's interest in utilizing minority group personnel and women to fill vacancies.

b.

Where appropriate letters may be sent to schools and colleges in the service area having significant minority group or women enrollments, and to women's minority groups and human relations organizations of significance in the area. The intent here is to acquaint those institutions and organizations with the station's desire to promote improved employment opportunities for all persons, regardless of race, color, religion, national origin, age or sex.

c.

Union contracts do not exist at Radio Bilingue. If, however, the occasion arises, an effective non-discrimination policy will be included in any such agreements.

d.

When advertising to minority group and women employees, Radio Bilingue will utilize media which has significant circulation among minority groups and women in the service area. In no instance, however, will an advertisement solicit applicants of a particular race, color, religion, national origin, age or sex unless a specific business justification exists.

e.

Assistance to minority group and women employees, in advancing within the station by appropriate counseling and other effective measures which enhance the opportunity of such persons with interest and potential to

qualify themselves.

f.

Ensuring that training programs, formal or informal, are administered without discrimination.

g.

Encouraging employees to refer qualified minority group and women applicants for job vacancies.

h.

Examining rates of pay and fringe benefits of minority group personnel and women to ensure against inequities.

i.

Advising all qualified minority groups and women employees of the opportunity to perform overtime work, should overtime work become necessary.

j.

Maintaining systematic contacts with women's groups and minority group leaders and spokesmen to encourage referral of applicants for job vacancies.

k.

Avoidance of any selection techniques or tests which have the effect of discriminating against minority groups or women.

l.

Examination of job areas having little or no minority group or female representation to ensure that this is not the result of discrimination. EEOP Coordinator- Hugo Morales is the designated Equal Employment Coordinator. The Board of Directors, however, has final say over employment selection. Board members were and continue to be chosen to reflect diverse backgrounds. This helps assure minority input to station management in such a way as to insure adherence to equal employment practices.

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