

WESTERN ILLINOIS BROADCASTING INC. (WRMJ)
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Our policy is to provide employment and advancement opportunities to everyone. Employment decisions will be based on merit, qualifications and abilities.

WRMJ policies and practices offer equal opportunity to every employee. We do not discriminate based on race, color, religion, sex/gender (including pregnancy), age, national origin, disability, citizenship, veteran status or any other legally protected category.

This includes:

1. Decisions made to recruit, hire, train and promote persons in all job areas.
2. All personnel activities such as compensation, benefits, transfers, layoffs, return from layoffs, recreational programs, station-sponsored training, education and social programs.
3. Making reasonable accommodations in accordance with all legal requirements to enable qualified applicants and employees with serious health conditions, or other disabilities, to perform the essential functions of their jobs as identified in their job description or otherwise.

If you require an accommodation due to your religious beliefs, disability, pregnancy or related medical condition, or other need, please notify your supervisor or station manager in writing.

If you feel that you are a victim of discrimination, you should bring the concern to the attention of your supervisor or station manager immediately. If this is not possible or appropriate, you should notify any member of management.

DISCRIMINATION AND HARASSMENT

We are dedicated to providing a work environment that is free of discrimination and harassment. Any behavior, actions, words, jokes, pictures or comments based on an individual's race, color, religion, sex/gender, age, national origin, disability, citizenship, veteran status or any other legally protected category will not be tolerated.

All forms of discrimination and harassment, including intimidation and retaliation, are damaging to the work environment. You should avoid an action or conduct that could be viewed as discrimination, harassment, intimidation or retaliation.

We all must be sensitive and aware of the impact that our own behavior may have on others. Keep in mind what you consider to be appropriate behavior may be considered offensive and out of line by a co-worker. All employees are responsible for assuring that the work place is free from inappropriate behaviors including discrimination and harassment.

We encourage you to raise your concerns and speak up without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action up to and including termination of employment.

If you feel that you are a victim of discrimination or harassment, you should bring the concern to the attention of your supervisor or station manager immediately, If this is not possible, you should notify any member of management.