

## **FCC Form 396 EEO Program Report**

### **Section II - Narrative Statement**

#### **HOUSTON PUBLIC MEDIA—KUHF-FM; KUHT-TV**

KUHF-FM and KUHT-TV are licensed to the University of Houston System and operated by Houston Public Media, a department within the University of Houston. As such, Houston Public Media (“HPM”) is required to follow the University of Houston’s affirmative action and non-discriminatory employment policies.

The University of Houston (the “University”) is an Equal Opportunity/Affirmative Action institution. The University’s policy is to ensure equal opportunity in all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran’s status, genetic information, sex (including pregnancy) sexual orientation, gender identity or status, or gender expression, except where such a distinction is required by law. The University’s and HPM’s recruitment, hiring and employment practices seek to ensure access to all segments of the local community and a nondiscriminatory work environment. Copies of the University’s affirmative action and non-discrimination policies can be found on the University’s Office of Equal Opportunity Services (“EOS”) website at [About EOS - University of Houston \(uh.edu\)](http://uh.edu/about/eos) . For the University of Houston System’s Official Non-Discrimination Statement, please see [https://uhsystem.edu/compliance-ethics/\\_docs/sam/01/1d51.pdf](https://uhsystem.edu/compliance-ethics/_docs/sam/01/1d51.pdf) .

#### Recruitment Efforts

The University and HPM utilize multiple diverse-rich recruitment channels, including the internet, publications, agencies and organizations, to recruit qualified minorities, veterans, and women and provide them equal access to HPM’s employment opportunities. These recruitment channels cross-post to other sites, broadening the University’s and HPM’s recruitment outreach further. A few examples of the recruitment sources used by the University and HPM over the past 2 years include: Texas Workforce Commission, Hire a Hero, Military 1,USD Disabled Vets, RecruitABILITY, US Diversity, African American Careers, Asian Workforce, Native American Careers, Hispanic Careers, and Gay Careers. All job listings require applicants to submit their applications through the University of Houston Human Resources website. In addition, HPM shares all open positions with its staff on a continuing basis to enable recruitment through social media and community contacts to further expand the candidate pool.

#### Applications

Positions for benefits-eligible staff positions are posted for a minimum of 10 business days. Employment applications are submitted through an on-line application system at <http://jobs.uh.edu>. Computers are available for those who would like to search for and apply for employment. The University also provides assistance to candidates who may not be proficient with computers and for those whose first language is not English.

The University’s Human Resources Department screens applicants to determine whether they meet or exceed the advertised minimum skills, experience and education requirements for the

posted position. Candidates passing this review have their applications forwarded to the relevant hiring department (in this case HPM).

After the positions are posted for a minimum of 10 business days, the hiring department proceeds with the hiring process. Human Resources maintains contact with the hiring department during the hiring process to ensure the review of credentials, selection of candidates for interviews and final determination of the best candidate are consistent with established employment practices. HPM has created its own Diversity, Equity and Inclusion (DEI) task force and has worked to create a diverse hiring committee to evaluate candidates. One member of the DEI taskforce sits on HPM's hiring committee.

#### University and HPM Employment Practices

All new employees must attend orientation and receive mandatory training, including employment discrimination training, within the first 30 days of employment and on an annual basis. EOS provides additional employment discrimination training upon request. For example, EOS and Human Resources conducted additional training specifically for HPM employees in the last year demonstrating how to identify discrimination and harassment in the workplace and providing information related to diversity and inclusion, bias prevention, and managing conflict within the workplace. Further training was provided to HPM's Diversity, Equity, and Inclusion Taskforce covering the University's Equal Opportunity and Non-Discrimination Statement, Anti-Discrimination Policy, and tips and resources related to inclusive hiring practices.

The University has specific processes in place to document and monitor employment hiring decisions and other employment decisions to prevent decisions based on bias. Employment grievances are handled through the University's Human Resource department. The University's Office of Equal Opportunity Services is responsible for addressing employment concerns regarding discrimination, harassment and/or retaliation. See <https://www.uh.edu/equal-opportunity/workforce-diversity/resources/>.

#### Ongoing Internal Review

The University continually monitors applicable laws and modifies its Affirmative Action and Anti-Discrimination policies as needed. Both Human Resources and EOS assess their programs continually.

HPM is committed to ongoing review of its EEO program, both in recruitment outreach as well as its employment practices.