

Washington EEO Plan Narrative- KNDO and KNDU 10/01/2022

KHQ Incorporated has a formal EEO plan that includes a Diversity, Equity and Inclusion (DEI) policy through which the Company strives to provide equal employment opportunities to all qualified individuals in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination. The Company also promotes this through positive, continuing programs of specific practices. These include identifying the General and Station Managers for responsibility in administration of each market's EEO program. All supervisors and department heads that make employment decisions are also tasked with implementation of our policy to ensure no person is discriminated against. The EEO policy is documented in the employee manual and all employees read and acknowledge they have read the entire policy manual. All Full-Time job openings are posted to sites identified and evaluated periodically to broadcast and reach diverse candidates. A few years ago, the Company promoted a long-time employee to become the Director of Recruiting and Training (DRT), charged with developing a database of potential candidates for broadcast related positions and recruiting regularly through various job fair and college campuses. The DRT also searches You Tube videos, LinkedIn, Facebook and other social media and online sources to help with the recruiting process.

Throughout the last two years the DRT and Station Representatives have participated in 10 job fairs to promote the broadcast industry jobs available and seek out potential qualified candidates. At the job fairs the DRT and managers discuss jobs and highlight open positions and internships available at any of our Cowles owned stations throughout Washington and Montana. Also, in the last two years the DRT and/or station representatives participated in five events sponsored by educational institutions or Organizations related to leadership and career opportunities in broadcasting in which they broadened outreach for the broadcast industry and developed several leads for potential job applicants and interns.

The Stations have sponsored an internship program that provides opportunities for college students considering the industry to become familiar with television and broadcasting careers. The KNDO/KNDU employment unit sponsored 2 interns this past year.

The DRT also coordinates an internal training program with our Corporate Director of Content and Marketing to work with news employees including the news directors, producers and multi-media journalists for guidance on news story selection, time management and critiques, personal training/visits and podcast/training videos.

The Company provides various training for all employees from top Station Managers to entry level employees to enable station personnel to acquire skills that could qualify them for higher level positions that includes attending conferences, webinars, online training, etc. Over the last couple years, a good portion of the training was virtual or remote due to COVID restrictions, but the Company has maintained the emphasis on training for employees such as attending the annual NAB Small Market sales conference and online training for sales executives which increased when they weren't able to physically visit advertisers or agencies during COVID.

The Company is committed to train employees and promote from within whenever possible. Many employees work at smaller market stations and gain valuable experience to be promoted to a larger market within the Company or stations owned by the same parent Company. Also, some employees interested in advancement such as management opportunities are also considered for management

positions at smaller market stations to gain experience. At KNDO and KNDU in the last two years there were 11 internal full time to full time promotions and 4 part time to full time promotions out of 51 total hires.

The station hires local college students and recent college graduates as freelance workers for live, over-the-air sports productions. With this, the station offers training to achieve the skill level necessary to successfully work in full time positions in the broadcast industry. This experience led to freelance jobs with other network affiliated sports production companies such as ESPN, Root Sports and the Pac 12 network.

As additional outreach, the KNDO/KNDU employment unit provided two station tours this last year in which the broadcasting industry was explained including job opportunities and the requirements needed for the jobs. This outreach goal has been limited these last two years due to COVID restrictions.

Also In the last two years, the Company has been building a DEI program to improve the understanding and mutual respect of employees, make the Company a more competitive, inclusive employer in the job market, encourage multiple perspectives when problem-solving and ensure that all cultures, backgrounds and experiences are valued in our ever-changing workforce. The Company sponsored a DEI speaker series by Erin Jones, a prominent Washington state education and systems consultant that included 3 virtual discussions via Zoom. Discussion focused on sensitivity training for understanding and acceptance of equity in our professional and personal lives. Most employees participated in the live event. Others viewed the recorded sessions. Additionally, we established a newsletter and DEI Facebook page to communicate to employees and created a Broadcast DEI committee that established goals for initiatives, stories, continuing education, and accountability for the program. Lastly, the broadcast division participates in twice-a-year companywide employee surveys to measure success and focus on growth opportunities for the future.

The employment unit at KNDO/KNDU employs a number of women and minorities, and the Company recognizes the important role that broad outreach plays in creating a workforce that reflects the diversity of the community in which it operates. As of August 1, 2022, the employment unit had 52 total employees with 52% of the workforce women and 48% male and 27% minority. Of the top management team 60 % were female.