

Equal Employment Opportunity Program

Covering the period from: February 1, 2011 to and through January 31, 2012

Stations Comprising Station Employment Unit: KWHW AM/FM and KQTZ

Employment Policy

Monarch Broadcasting- KWHW AM/FM and KQTZ pledges to aggressively recruit new applications for part and full time employment. It is our policy to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin or sex in all personnel actions including recruitment, evaluation, selection, promotions, compensation, training and termination. It will also be our policy to promote the realization of equal employment opportunities through a positive, continuing program specific practices designed to insure the full realization of equal employment opportunity without regard to race, color, religion, national origin or sex.

To make this policy effective, and to ensure conformance with the Rules and Regulations of the Federal Communications Commission, we have adopted an Equal Employment Opportunity Program which includes the following includes the following element:

Responsibility for Implementation

David Harrison, the General Manager of Monarch Broadcasting , is responsible for the administration and implementation of our Equal Employment Opportunity Program. It will also be the responsibility of all persons making employment decisions with respect to recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that our policy and program is adhered to and that no person is discriminated against in employment because of race, color, religion, national origin or sex.

Policy Dissemination

Monarch Broadcasting is an Equal Employment Opportunity employer. This policy is stated in the following on premise ways

- 1. As part of our application**
- 2. On posters in the building common area**
- 3. On our web sites kwhwcom and kq106.com**
- 4. In our Monarch Broadcasting Policies and Procedures employee handbook**

It is the company policy not to discriminate because of race, color, religion, national origin, age or gender. If an employee believes that they have been discriminated against they are encouraged to contact the following in order to rectify the situation.

1. The Radio Station General Manager.
2. The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street NW, Washington DC 20507. 1-800-669-4000 or access their web site at www.eeoc.gov.

Appendix 1. Applications/Interviews/Full Time Hires

POSITION	APPLICATIONS	INTERVIEWS	OFFERED	HIRED
ADVERTISING SALES	10	8	6	3
TALENT-HOSTS	5	4	0	0
ADMINISTRATION	6	4	3	1
TECH-ENGINEERING	12	5	0	0
SPORTS PLAY_BY_PLAY	5	3	1	0
TOTAL	38	24	10	4

Appendix 2- Recruitment Sources

***This past year KWHW AM/FM and KQTZ had four full time hires. Three people were hired as Salesperson, and one was hired as Traffic/Business Manager We promoted one employee from part-time to full-time in our Tech/Engineering department during the year. The station attended job fairs through which a number of people were educated about possible employment opportunities within the broadcasting industry, and during which the stations accepted a number of applications from individuals interested in seeking employment at the stations when the appropriate opportunity for full time openings occur. From these applicants, the stations did not hire any FT or PT employees.

Sources for Interview positions

Source	Apps/Interviews
OAB	9
Employee Referral	10
Altus AFB	3
WOSC	2
SW Tech Ctr	1
	0
	0
Walk In's	13

Recruitment advertising

General Postings-

We post job openings on our communication bulletin boards located in the hall and accessible to staff and visitors. Employees and visitors are encouraged to refer applicants.

On Radio-

Every week we announce that Monarch Broadcasting is accepting applications for employment encouraging listeners to apply in person or by mail. The announcement airs at least one time every week on KWHW AM/FM and KQTZ..”

General Postings-

We post job openings on our communication bulletin boards located in the kitchen and copy room accessible to staff and visitors. Employees and visitors are encouraged to refer applicants.

On Radio-

Every week we announce that KWHW AM/FM and KQTZ are accepting applications for employment encouraging listeners to apply in person or by mail. The announcement airs at least one time every week on KWHW AM/FM and KQTZ. The following announcement airs weekly on KWHW AM/FM and KQTZ *“From time to time, Monarch Broadcasting has employment opportunities both full and part time for on and off the air positions. People interested in joining our staff should visit our website... kwhw.com for opportunities and current employment information. You can send your resume to KWHW AM/FM and KQTZ..Post office Box 577..Altus, Oklahoma 73522.. Recruitment organizations wishing to be notified of job openings should send their request in writing with contact information to the General Manager. We are an equal opportunity employer.”*

Participation in Job Fairs-

The station(s) participate in Job Fairs where our stations’ representatives meet with interested prospects and accept applications. When appropriate, we were the media sponsor of the Job Fair and promoted the event on our radio stations usually at the cost of the station. We participated in the following Job Fairs this past year.

Altus Air Force Base Job Fair... September 19,2011

Southwest Technology Center... February 23,2011

Internship-

We offer high school students and others interested in a broadcast career the opportunity to intern with the station. Interns shadow employees and are taught basic skills. This may be a paid or unpaid position based on the candidates experience level. Internships are coordinated through our Business Manager.

Job Notifications-

Radio Stations KWHW AM/FM and KQTZ are looking for organizations that regularly distribute information about employment opportunities to job applications or have job applications to refer. If your organization would like to receive notification of job vacancies at our stations, please notify by fax (580-482-3420) or mail to the following: David Harrison, General Manager, Monarch Broadcasting, LLC, P.O. 577, Altus, Ok 73522 Please follow up with a phone call to 580-482-1450 to confirm receipt. Monarch Broadcasting- KWHW AM/FM KQTZ is and equal opportunity employer, and encourages minorities and females to apply.

Recruitment Organizations Currently the following organizations are notified when we have full time job openings.....

**Oklahoma Association of Broadcasters
Ms. Nancy Struby
6520 N Western
Oklahoma city, Ok 73116
405-848-0771**

**Western Oklahoma State College
Ms. Judith Norton
2801 North Main
Altus, Ok 73521
580-477-7701**

**Southwest Technology Center
Ms. Jill Owenby
711 W Tamarack
Altus, Ok 73521
580-477-2250 xt 2235**

**Oklahoma State Department of Health
Ms. Tonya Pogue
Altus, Ok 73521
580-482-7308**

**United States Air Force 97 Air Mobility Wing
MSgt Brian Boisvert, Superintendent
305 E Avenue, Altus AFB
Altus, Ok 73523
580-481-7700**

**Altus Hispanic Association
Mary Esparza, President
1014 N. Forrest Ave.
Altus, Ok 73521**

**Altus Chamber Of Commerce
Holly Urbanski, President
301 W Commerce
Altus, ok 73521
580-482-0210**

**Oklahoma State University Extension Office
Gary Strickland-Director
2801 N Main Suite 8
Altus, Ok 73521
580-482-0823**

Appendix 3: Supplemental (Non-vacancy specific) Recruitment Activities

Recruitment Activities, as described above, are a regular part of our ongoing recruitment program. We are always looking for exceptional new part time or full employees to add to our staff. These recruitment activities are described in Appendix 2. The following summarizes our non-vacancy specific recruitment activities.

- 1. Internship Program for high school, college, and post college individuals interested in working in the broadcasting field.**
- 2. A general ‘help wanted’ ad run one time a week on KWHW AM/FM and KQTZ radio.**
- 3. Job Fair participation as outlined above is a regular part of our general recruitment activity.**

