

# **Multicultural Radio Broadcasting, Inc. & Affiliated Entities**

40 Exchange Place, Suite 1010  
New York, NY 10005

## Equal Employment Opportunity (EEO)

### \* **Scope**

This section applies to all employees of Multicultural Radio Broadcasting, Inc. and its affiliated entities (hereinafter “MRBI”).

Where state or local laws contain mandatory requirements that differ from the provisions of this stated policy, such legal requirements will prevail for employees working in affected locations.

### \* **Definitions**

**Equal Employment Opportunity** is the administration of all employment decisions and personnel policies without regard to such factors as race, color, creed, religion, natural origin, citizenship, sex, sexual preference or orientation, marital status, age, physical or mental disability.

**Minorities** are persons classified as Latinos (including Puerto Ricans), African Americans, Asian Americans, Arab & other Middle Eastern Americans, Native Americans, Native Hawaiians & other Pacific Islanders and Alaska Natives.

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### \* **Equal Employment Opportunity Policy**

It is MRBI’s policy to:

Comply with both the letter and spirit of all applicable laws and regulations governing employment;

Provide equal employment opportunity to all employees and to all applicants for employment;

Prohibit unlawful discrimination or harassment because of race, color, creed, religion, national origin, citizenship, sex, sexual preference or orientation, marital status, age, and physical or mental disability in any employment decision or in the administration of any personnel policy;

Make reasonable accommodations for the physical and/or mental limitations of qualified employees or applicants with disabilities; and

Advise employees of their right to refer violations of this policy to their supervisor or Brandon Wong, Executive Vice President of MRBI, or to the appropriate governmental organization charged with administering Equal Employment

Opportunity, without intimidation or retaliation in any form for exercising such rights.

### **Applying Policy**

EEO is required, monitored, and enforced by federal, state, and local governments. Noncompliance may lead to serious adverse consequences for MRBI, as well as for any individual transgressor.

MRBI's EEO policy applies to all aspects of employment at MRBI, including, but not limited to:

- \* Recruiting
- \* Hiring
- \* Upgrades and promotions
- \* Downgrades and demotions
- \* Transfers
- \* Working conditions
- \* Compensation
- \* Benefits
- \* Discipline
- \* Layoffs and recalls
- \* Termination

### **Employees' Responsibilities**

All employees must comply fully with the letter and spirit of EEO laws and regulations and demonstrate their commitment to MRBI's EEO policy.

### **Supervisors' Responsibilities**

In addition to their responsibilities as employees, supervisors must:

- \* Foster an environment that is free from discrimination; and
- \* Afford employees equal opportunity in all aspects of employment.

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### **\* Sexual Harassment**

#### **Policy**

It is MRBI's policy that all employees have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment.

Specifically, no manager shall threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in work situations, both on and off premises, which may create an offensive work environment, whether in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited and will not be tolerated. This includes, but is not limited to: repeated offensive and unwelcome sexual flirtation, advances and propositions; continual or repeated verbal abuse of a sexual nature; sexually explicit or graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive objects or pictures.

It is MRBI's policy to promptly investigate all claims of sexual harassment, maintain confidentiality to the extent possible, and take appropriate remedial action when an investigation confirms harassment has occurred. This policy also prohibits retaliation in any form against any employee who brings sexual harassment charges or who assists in the investigation of such charges.

All MRBI employees are responsible for helping to ensure that sexual harassment is prevented. An employee who believes that he/she has witnessed harassment or is being harassed should immediately notify his/her supervisor or Brandon Wong.

**Sexual harassment in work situations by any employee:**

- \* Will result in disciplinary action up to and including dismissal; and
- \* May lead to personal legal and financial liability.

**Supervisors' Responsibilities**

Supervisors are responsible to prevent incidents of sexual harassment by informing employees that sexual harassment is prohibited by law and by MRBI's policy, and by expressing strong support for the policy.

Supervisors who become aware of incidents of possible sexual harassment must refer the matter to Brandon Wong for investigation.

When allegations of a complaint are verified, prompt and appropriate corrective and/or disciplinary action must be taken.

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**\* Sexual Preference or Orientation**

It is MRBI's policy that an individual's sexual preference or orientation is not a criterion either for becoming an employee or remaining an employee. Job retention and promotability are based upon employees' qualifications and demonstrable job performance. An individual's sexual preference or orientation

is strictly personal, and information about this matter should not be sought by MRBI personnel.

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**\* Internal Complaint Procedure**

In keeping with its commitment to a discrimination-free work environment, MRBI encourages employees to discuss employment and related questions and concerns with their supervisors.

MRBI's internal EEO complaint procedure gives employees a way to express concerns about possible discrimination. Employees have the right to file complaints internally or with a federal, state, or local agency. However, employees are encouraged to utilize the internal complaint process first. Matters are handled confidentially. MRBI prohibits retaliation against employees for filing discrimination complaints or participating in a complaint investigation.

Employees who believe they have been discriminated against should discuss their concerns with their supervisor or contact Brandon Wong.

MRBI will continue processing internal complaints even if they become the subject of an external charge.

**Supervisors' Responsibilities**

Supervisors are responsible to:

- \* Be alert to possible cases of discrimination;
- \* Act quickly to resolve issues in a positive, forthright manner, and immediately contact Brandon Wong; and
- \* Cooperate with the investigation and resolution of discrimination complaints.

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**MRBI's EVP, Brandon Wong, direct line is (212) 219-7392. His email address is [brandonw@mrbi.net](mailto:brandonw@mrbi.net).**