



Corporation for Public Broadcasting

Harassment and Bias Prevention Training Requirement

Recorded May 2021

Presenters

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Training Objectives



For radio and TV grantees:

- Understand CPB's HBPT requirement and objective.
- Learn about 2 options to fulfill the requirement.
- Know how to access training available at no cost.
- Take steps to ensure your station's compliance.
- Know how to find resources and assistance.

Agenda



- CPB's harassment and bias prevention training (HBPT) requirement and objective.
- Two options to fulfill the requirement.
- The CSG recipient's role in ensuring HBPT compliance
- Resources and Support

Submitting Questions



csq@cpb.org

Agenda



- CPB's harassment and bias prevention training (HBPT) requirement and objective.
- Two options to fulfill this requirement.
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- Resources and Support

HBPT Requirement



Objective:

- To create a positive workplace environment.
- All public media employees deserve to work in a safe and respectful setting.
- We must reinforce our understanding and intolerance of workplace harassment and bias.

HBPT Requirement



Annual training:

CSG recipients must provide annual workplace harassment and bias prevention training to:

These staff	Details
Employees	FT, PT, salary, wage
Officers or Senior Managers	President, CEO, VP, COO, CFO, General Manager
Interns	Paid or unpaid

HBPT Requirement



Annual requirement:

Training must be provided each year.

To qualify for your CSG for this year:	Complete your training by this date:
FY 2022	September 30, 2021
FY 2023	September 30, 2022
FY 2024	September 30, 2023

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Two training options

1. Training of your own choice, if it covers:
 - What constitutes acceptable and unacceptable workplace behavior;
 - How to recognize harassment and bias when it occurs; and
 - How to report and respond to violations.
2. Online training provided at no cost by CPB

Training option 1:

Training of your own choice, if it covers:

- What constitutes acceptable and unacceptable workplace behavior;
- How to recognize harassment and bias when it occurs; and
- How to report and respond to violations.

Training option 2:

Online training provided at no cost by CPB

- New EVERFI program available May 1.
 - ✓ If you previously used CPB's training, your registrations transferred to EVERFI.
 - ✓ If you have never used CPB's training but want to, email csg@cpb.org.

Training Options



EVERFI training:

- Learners added after May 17, 2021 will receive a lesson assignment shortly after they are registered.
- After that, they will receive an email reminder every two weeks until they complete the training.

EVERFI Training



Online course:

EVERFI

Open Completed

Due: Sep 30, 2021

Preventing Harassment and Discrimination: Gateway

1% complete

Continue →

Missing Something?

If you think you are missing an assignment on this dashboard, click the Check for Assignments button below. We will check to see if anything is missing.

Check for Assignments

EVERFI Training



Online course:

Developing Awareness and Recognizing Discrimination

▶ Listen

The first A in the three A's of bystander intervention is awareness. Developing awareness means taking note of what is happening around you, and looking for problematic behavior in the workplace.

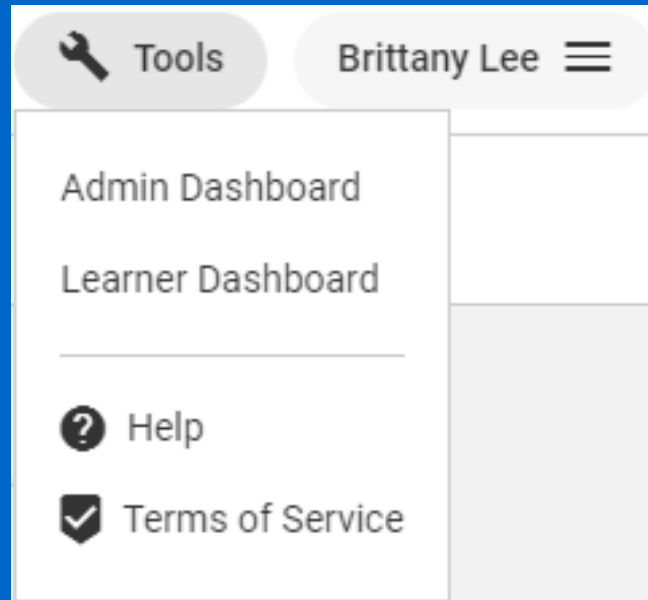
Review the video to learn more.



EVERFI Training



Admin Dashboard to Learner Dashboard:



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Station Training Administrator:

- Each station has a training administrator.
- They add learners using a google form on CPB's website in the FAQs.
- They track their learners' attendance.

HBPT Requirement



CSG Certification:

B.

Annual Harassment Prevention Training Requirements

Annual harassment prevention training is required for all officers, employees, and interns of each station as a condition of the CSG recipient's eligibility.



Does Grantee comply with these requirements?

HBPT Requirement



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Where to Find Resources



cpb.org/stations/harassment-prevention-program

The screenshot shows the CPB website header with the logo, navigation menu, and search bar. The main content area features the title 'Harassment and Bias Prevention Training Program 2021-2022' and a sub-header 'Updated April 2021'. The text describes the training requirements for stations receiving Community Service Grants (CSG).

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Jobline Station Finder Press Room

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Home / Grants / Community Service Grants / Harassment and Bias Prevention Training Program 2021-2022

Harassment and Bias Prevention Training Program 2021-2022

Updated April 2021

Most organizations periodically train their personnel to recognize, avoid and report workplace discrimination, including harassment and both intentional and unintentional bias. To ensure that CSG-qualified public media stations consistently follow this practice, CPB requires annual harassment and bias prevention training for all officers (examples: President and CEO, Vice President, COO, CFO and General Manager), employees (full-time and part-time who are paid a salary or hourly wage), and interns (paid and unpaid) as a condition of the Grantee's eligibility for a radio or television Community Service Grant (CSG).

To fulfill this requirement, stations can use a harassment and bias prevention training program from EVERFI that CPB offers at no charge or another program of their choice as long as it covers these three topics:

Where to Find Resources

cpb.org/stations/harassment-prevention-program



Frequently Asked Questions

- Q. Who must take the Harassment and Bias Prevention Training (HBPT) for the purposes of CSG Certification?
- Q. Are stations obligated to conduct HBPT for contractors or temp employees hired by an outside agency?
- Q. Are my university administrators required to take the training?
- Q. Do you have to train employees that have resigned and are not on the payroll at the time of the training?
- Q. Does everyone need to take this training every year?
- Q. If we don't use EVEREL, how do I know if the training that my station employees take is sufficient? Also, will

Where to Find Resources Website cpb.org



Community Service Grants

CPB distributes community service grants (CSGs) to noncommercial public television and radio stations that provide significant public service programming to their communities. CSGs help stations expand the quality and scope of their work, whether in educational, news, public affairs or other programming—all of which represent an immeasurable value to the American people. Applicant and current recipient stations must each year meet a variety of legal, managerial, staffing and operational criteria for CSG funding.

- [Television CSG General Provisions](#)
- [Radio CSG General Provisions](#)

Compliance

- [Harassment Prevention Training Program](#)
- [CSG Non-Compliance Policy](#)
- [Communications Act Compliance](#)
- [Compliance Hotline: \(202\) 879-9655](#)

[Compliance Card 2019 803KB PDF](#)

Compliance Alerts:

[→ 2018](#)

[→ 2017](#)

[→ 2016](#)

[→ 2015](#)

Integrated Station Information System

The CSG legal forms as well as reporting tools (AFR, FSR, SABS, and SAS) can be found on the [Integrated station information system](#).

Training

CPB provides pre-recorded and live training sessions on financial reporting, completing forms and CSG compliance. To view or sign up for training, visit our [training site](#).

Reporting Requirements

- [Financial Reporting Guidelines for CSG \(AFR and FSR\)](#)
- [Discrete Accounting Requirements](#)
- [Principles of Accounting and Financial Reporting](#)
- [In-Kind Donations](#)
- [Station Activity Survey \(SAS\)](#)
- [Station Activities Benchmarking Survey \(SABS\)](#)
- [Local Content and Service Report](#)

[NFFS Decision Charts PDF 110KB](#)

[Source Criterion - Quick Reference Charts PDF 143KB](#)

Additional Documents and Resources

- [CPB's responses to IG Audits](#)
- [Estimating Your FY 2021 TV CSG PDF 86KB](#)
- [Estimating Your FY 2021 Radio CSG PDF 157KB](#)
- [FY 2021 Television Station Grant Calculations PDF 77KB](#)
- [FY 2021 Radio Station Grant Calculations PDF 911KB](#)
- IAS Standard Method:
 - [IAS Standard Method Instructions PDF 160KB](#)
 - [IAS Standard Method Excel Spreadsheet PDF 14KB](#)

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CSG Resources



cpb.org

Resource documents

Webinars

Help Desk

Email: csg@cpb.org



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