

FULL CHANNEL, INC.
EEO PUBLIC FILE REPORT
September 1, 2015-August 31, 2016

Reporting period September 1, 2015-August 31, 2016

Number of new full time employees 0

Small Market Exemption: Yes

During the Reporting Period, a total of 0 full-time positions were filled. The information required by FCC Rule 73.2080(c)(6) is provided in the information that follows.

OUTREACH INITIATIVES

The employment unit engaged in the following outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions

A consultant specializing in telephone etiquette and dealing with challenging customers was hired to work with the employees. The training included general phone and sales conversations. Once these skills are mastered the staff is afforded an opportunity to increase sales, retain customers, increase their commissions and improve their industry skills.

Full Channel's technical staff was trained and participated in a door tagging campaign, allowing them to improve sales skills and earn additional commission.

The technical staff and field management team participated in the following training to build their skill sets:

- Working outdoors in warm weather.
- Working in extreme temperatures
- Fall protection
- Correct driving posture
- Lifting safely
- Driving safely. The three second rule

Provision of training to management level personnel as to the methods of ensuring equal employment and preventing discrimination

The company Human Resource Handbook, used by managers when hiring personnel was completed, updated and reviewed by an outside consultant. This handbook contains documents that managers use for hiring including advertising job language, job descriptions, performance review forms, etc. The consultant shared the materials with all hiring managers and trained them on using the forms for future employees and and existing staff.

The managers of Full Channel participated in the annual EEO policy training which provides an understanding of the responsibility of manager's and

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supervisors, provides awareness of the state and federal EEO policies to ensure that the work place is free from unlawful discrimination and harassment.

Should changes in EEO policy occur during the year all updates and changes to the EEO policy are provided to managers during the course of the year at monthly managers meetings.

Changes to EEO policy are distributed to all employees.

All new employees are given the company EEO policy for review and signature.

EEO policy is posted in the common areas and updated as received.

The company EEO procedures were reviewed by the HR consultant for compliance.

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|--|---------------------------------|--|
| Federal Communications Commission Washington, D.C. 20554 | OMB 3060-1033 September 2003 | FOR FCC USE ONLY |
| FCC 396-C | | |
| Multi-Channel Video Program Distributor EEO Program Annual Report | | FOR COMMISSION USE ONLY FILE NO. - 20160930ADK |
| Read INSTRUCTIONS Before Filling Out Form | | |

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
FULL CHANNEL, INC.

MSO Name:

B. Employment Unit's Mailing Address
57 EVERETT STREET

| | | |
|----------------|-------------|--------------------|
| City WARREN | State RI | Zip Code 02885- |
|----------------|-------------|--------------------|

FCC Registration Number:
0003596293

Emp. Unit ID # 7861

Application Purpose

New Program Report

Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located
BRISTOL, RI

D. Category of Respondent (check applicable box)

Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V

Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) 09/01/2015-08/31/2016

F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

| System Communities Comprising Local Employment Unit | | | |
|---|-------------------|------------------|------|
| Ident No. | Name of Community | Location (State) | Type |
| Review the list of communities served on the previous year's submission and attach as Exhibit A any [Exhibit 1] additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS. | | | |

SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation. [Exhibit 2]

| | | |
|----|---|---|
| 1. | Have you complied with the outreach provisions of the FCC's MPVD Equal Employment Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2. | Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you | <input checked="" type="radio"/> Yes <input type="radio"/> No |

| | | |
|----|---|---|
| | regularly do business? | |
| 3. | Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 4. | Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 5. | To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 6. | Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 7. | Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 8. | Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 9. | Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility? | <input checked="" type="radio"/> Yes <input type="radio"/> No |

SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information.
[Exhibit 3]

SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

| | |
|---|--|
| Signed | Title ACCOUNTING/HUMAN RESOURCE MANAGER |
| Date 9/27/2016 | Name of Respondent JANET ANN UNANGST |
| Telephone No. (include area code) 4012472250 | |

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

Exhibits