

**2023 FCC EEO Public File Report for Orbitel**

**Pinal County, Arizona**

**EEO Unit #406602**

This report covers October 1,2022- September 30,2023

**Total number of full-time vacancies filled this period: seven.**

**Total number of people interviewed for full time vacancies this period: twelve.**

*Supplemental Recruitment Initiative:*

This employment unit has more than ten full time employees and is in a metropolitan statistical area, as defined by the Office of Management and Budget, with a population in the county greater than 250,000. Accordingly, it is required to complete two supplemental recruitment initiatives during this period. Pursuant to 47 C.F.R. 77.75(b)(2)(xiv), this unit participated in various community initiatives and completed one recruitment initiative.

*Community outreach activities included:*

- Cooper Sky Concerts in the Parks, Maricopa (October 2022)
- Mrs. Santa's workshop, Maricopa Meadows (December 2022)
- SaddleBrooke Community Center (January 2023)
- Sunbird Community Day (November 2022)
- Our Vice President of Engineering spoke with the National Tribal Telecommunications chapter about our need to hire a Fiber Technician

Orbitel posts jobs externally through the Schurz corporate website, but also is dedicated to promoting qualified candidates from within. We also posted our openings on numerous diversity websites through our partnership with E Quest.

Orbitel also encourages associates to acquire skills that could qualify them for higher level positions through National Cable Television Institute/ NCTI courses. They can work towards certification including Master Technician, Master Representative and Master Dispatcher. NCTI training helps increase their industry and technological knowledge base, which allows for hourly pay increases for successful completion of each module. This property had four associates graduate with 6 NCTI courses during the reporting period. Enrollment stayed flat for this reporting period and there was a 67% decrease in course completions.

On 7/14/23, all the employees of this unit, including managers, participated in a virtual training titled- "Anti-Harassment for Everyone". The objectives of this course were to help employees identify the two main types of sexual harassment and learn courses of action available to employees that become victims of this behavior. This training also reinforced the importance of being respectful of others regardless of race, ethnicity, sex, religion, or any other protected class. Lastly, the course also gave employers an

outline of responsibilities if this behavior occurred in the workplace. All associates were required to attest to the Harassment Avoidance Policy in our UKG HR system by 8/12/23.

During the week of 9/4/23, the company leaders were given 3 courses which illustrate the kinds of legal questions that commonly occur in our workplaces. These courses were: "Americans with Disabilities Act for Managers", "Fair Labor Standards Act for Managers", and "Family Medical Leave for Managers." These courses help supervisors answer legal questions that commonly occur in our workplaces. These explanations of relevant laws will help supervisors respond appropriately when faced with issues of fairness, scheduling, employee requests for leave or accommodations, and the challenges presented by social media in the workplace.

A women's network was established for all women of the Schurz organization to participate with. The first official meeting was on 8/31/23. All employees had the opportunity to participate in microlearning challenges for Black History Month from 2/21/23 through 2/23/23, which had 213 participants in total. Schurz People and Culture also hosted a Pride interactive event on 6/8/23 for all employees. Finally, the Schurz diversity task force also did a live presentation on Generational understanding on 9/18/23.

Leaders also had the opportunity to attend virtual leadership courses quarterly. Our first quarterly session was on Effective performance review writing on 2/14/23 and 2/17/23. Second quarter was on "Reality Based Leadership" on 6/1/23. Third quarter training was on "Levels of Leadership" 9/14/23 and 9/19/23.