

*2019 FCC EEO Public File Report for Orbitel*

*Pinal County, Arizona*

*EEO Unit #406602*

This report covers October 1,2020- September 30,2021

**Total number of full-time vacancies filled this period: 6**

**Total number of people interviewed for full time vacancies this period: 14**

*Supplemental Recruitment Initiative:*

This employment unit has more than 10 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 was required to complete two supplemental recruitment initiatives during this period, but their activities were limited due to COVID. Pursuant to 47 C.F.R. 77.75(b)(2)(xiv), this unit completed two training programs to management level personnel as methods of ensuring equal employment opportunity and preventing discrimination.

*Community outreach activities included:*

- Glennwide Community Parade- April 2021
- Mountainview Golf Association- January 2021
- Copa Shorts Film Festival- Fall 2020
- Rotary Club of Saddlebrook- Fall 2020
- Villages Community Sponsorship- September 2021

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 for maximum exposure.

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 1 associate graduate with 1 NCTI course during the reporting period.

During the month of September 2021, all the employees of this unit, including managers, participated in a virtual training given by corporate Human Resources titled- "A Culture of Prevention". 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 9/30/2021.

On 3/29/2021 and 8/26/2021, the company leaders participated in an Employment Law course, that illustrated the kinds of legal questions that commonly occur in our workplaces. These case studies, along with an explanation of relevant laws, help supervisors answer legal questions that commonly occur in our workplaces. These stories, along with an explanation of relevant laws, will help supervisors respond appropriately when faced with issues of fairness, scheduling, employee requests for leave or accommodations.

Finally, all employees participated in a several diversity training sessions. In October of 2020, corporate HR conducted sessions on Unconscious Bias and Upstander vs. Bystander training. In June of 2021, corporate HR also conducted sessions on different types of Isms and Microaggressions. There were courses in our UKG HR system that were also assigned to reinforce the importance of identifying unconscious bias and microaggressions.