

*2022 FCC EEO Public File Report for Orbitel*

*Pinal County, Arizona*

*EEO Unit #406602*

*Previous EEO unit # was 332448*

This report covers October 1,2021- September 30,2022

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

**Total number of people interviewed for full time vacancies this period: 12**

*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 completed two training programs to leadership as methods of ensuring equal employment opportunity and preventing discrimination.

*Community outreach activities included:*

- Maricopa Economic Development Alliance
- Maricopa Community Foundation
- MUSD Edu Net Program
- FOR Maricopa Food Bank
- Sponsor of Southwest Cable Communications Association Annual meeting
- Sponsor of Saddlebrook Computer Club Monthly meeting
- Sunbird Community Day
- Maricopa Chamber of Commerce

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 18 NCTI courses during the reporting period.

On 9/8/22, 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 are required to attest to the Harassment Avoidance Policy in our UKG HR system by 9/30/2021.

On 9/1/22, the company leaders participated in an Employment Law course, which illustrate 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, and the challenges presented by social media in the workplace

Finally, we had two employees participate in facilitated diversity forums on belonging on 3/1/22. We also had three employees participate in a facilitated session titled Transgender 101 to better understand how to interact respectfully with this important population. Leaders also had the opportunity to attend sessions called "Winning with People" on 7/8/22 and "Connectable" on 8/24/22 to improve connection with their teams.