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# WORKFORCE AND SUPPLIER DIVERSITY FORM

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Occupational Categories	NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR														
	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian			
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Officials and Managers	26	22	4		20	4		0	0	1	0	1	0	0	0
Professionals	241	173	68		137	43		3	10	23	8	10	7	0	0
Technicians	8	5	3		5	3		0	0	0	0	0	0	0	0
Sales Workers	0	0	0		0	0		0	0	0	0	0	0	0	0
Office and Clerical	23	0	23		0	16		0	1	0	6	0	0	0	0
Craft Workers (Skilled)	0	0	0		0	0		0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0		0	0		0	0	0	0	0	0	0	0
Laborers (Unskilled)	0	0	0		0	0		0	0	0	0	0	0	0	0
Service Workers	0	0	0		0	0		0	0	0	0	0	0	0	0
Previous Year Totals	N/A	N/A	N/A		N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Year Totals as of 4/19/01	298	200	98		162	66		3	11	24	14	11	7	0	0

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Actual = [Total HUB(6) procurement + Total Small Business procurement]/Total Company procurement	Actual for Previous FY	Actual for Current FY	Percentage change
Construction Contracts (1)	0	0	0
Commodities Contracts (2)	0	6	100
Other Services (3)	0	0	0
Professional Services Contracts (4)	0	1	100
Major Equipment (5)	0	0	0
Other	0	0	0

(1) Construction -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

(2) Commodities -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(3) Others Services -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

(4) Professional Services -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

(5) Major Equipment -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

(6) HUB -- Business enterprises that are 51% owned and controlled by U.S. citizens who are socially disadvantaged because of their identification as members of certain groups, including African-American, Hispanic, Native American, or Asian Pacific and Women as defined in the Texas Government Code § 481.101(1).

(7) Other -- Any commodity or service not covered by the above categories.

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**Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

El Paso Global Networks Company believes that the true strength of our company lies in the diversity of our employees. At El Paso, we recognize our employees as our most important asset, and we believe that successfully executing our business strategies depends upon contributions from people with dramatically different experiences, backgrounds, education, and perspectives. With that in mind, we strive to foster an environment that embraces all people. At El Paso, our differences strengthen us; our shared values and teamwork unite us.

El Paso seeks to:

- Recruit, hire, and retain a group of employees who reflect the diversity of the communities in which we operate through relationships with many different sources for candidates.
- Maintain a culture of open-mindedness, empowerment, respect, and fairness that enhances and leverages the diversity of our workforce.
- Tie employee rewards to both the accomplishment of team goals and individual contribution toward those goals.
- Employ a diverse group of suppliers and vendors.
- Maintain close bonds to the communities in which we operate and support local initiatives important to them.

El Paso requires that all employees take a computer-based training module covering "Employment Law" to educate employees on fair and legal hiring practices.

All employees are evaluated on demonstrated commitment and support for the Company's EEO initiative to treat all current and potential employees with respect and dignity without regard to race, gender, age, national origin, disability, or veteran status. The performance evaluation process is tied directly to year-end bonuses and merit increases, which further demonstrates El Paso's commitment to workforce diversity.

Recruiting firms and agencies that El Paso utilizes for supplemental hiring are notified of the company's Affirmative Action and EEO hiring policies and are encouraged to send a diverse pool of candidates for consideration.

El Paso recruits by posting job openings on a variety of websites to advertise opportunities to a diverse population of potential candidates. Below is a list of websites that have been utilized:

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- El Paso Corporation – The company website.
- LatPro.com – Founded in 1997, LatPro.com is the leading employment source for Spanish and Portuguese speaking professionals throughout the Americas.
- Monster.com – Monster.com is a leading global on-line networks for careers, connecting progressive companies with candidates from a variety of backgrounds.
- Dice.com – Dice.com is a leading on-line Information Technology job board with high tech permanent, contract and consulting jobs.
- Computerjobs.com – Computerjobs.com is a leading Information Technology employment website in 19 major metropolitan markets.
- NSBE.org – The National Society of Black Engineers web site – The mission of The National Society of Black Engineers is to increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community.
- diversityevents.com – diversityevents.com is a diversity e-recruiting tool, enabling partners and sponsors to position their organization as a preferred employer and generate awareness among a diverse, passive, and professional minority audience. diversityevents.com is a value-added resource for progressive organizations that view diversity as a business imperative. Diversityevents.com enables the organization to identify and attract underrepresented minority professionals and heighten awareness of your commitment to diversity as a strategic business issue.

**Make an assessment of the success of each of the specific initiatives, programs, and activities listed above.**

El Paso has in place a wide range of policies and programs for improving workforce diversity both in terms of new hires and development opportunities for current employees. El Paso believes that these policies and programs have been effective in advancing workforce diversity; however, El Paso also believes that advancing diversity is a continuing task.

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**Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses.**

Some of El Paso Global Networks Company's diversity initiatives will continue to include:

- Participating in education and mentoring programs at local schools
- Participating in the INROADS program, a national career development organization that assists talented minority students in finding meaningful summer jobs in corporate America
- Developing a formal technical cooperative recruitment program with local community colleges that provides opportunities for females and minorities to learn business skills
- Developing a formal office education cooperative program with Houston-based high schools that provides opportunities for qualified high school seniors to work on a part time basis
- Providing scholarship programs at over 16 major universities
- Financially supporting community organizations
- Encouraging employee participation in company-sponsored education assistance programs and corporate training programs
- Recruiting at colleges and universities, including those with significant female and minority populations
- Reviewing all placements at or above the manager level with the executive vice president of Human Resources and Administration, and the president and Chief Executive Officer, to ensure qualified females and minorities are given thorough and fair consideration

El Paso will continue with its policy to afford maximum opportunity to women and minority owned and operated businesses to participate as suppliers.

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**State the specific progress made under the plan filed by the utility.**

El Paso understands that its success would not be possible without its suppliers, who are a valued part of the community. El Paso is committed to actively seek out, identify and recognize qualified small, minority, woman, and veteran-owned businesses and provide them with practical assistance and opportunities that will enable them to supply necessary goods and services on a competitive basis. El Paso's corporate supplier diversity initiative objective is to increase its business with small, minority, woman, and veteran-owned businesses. In accordance with El Paso's Ethics in Practice Code of Business Conduct, all employees are required to manage relationships with contractors and suppliers in a fair, equitable, and ethical manner consistent with the code of business conduct, all applicable laws, and good business practices. El Paso is committed to ensuring that its supplier diversity program creates new business opportunities for qualified small, minority, woman, veteran-owned, and HUB certified businesses in the areas we operate.

In April 2001, under the direction of the Vice President of Materials and Contract Management, a Supplier Diversity Coordinator was appointed to facilitate implementation of El Paso's supplier diversity initiative; design and recommend for approval in-house policies and procedures; develop an in-house small and minority business classification, verification, and reporting system; serve as the initial contact person for small, woman, minority, veteran-owned, and HUB certified businesses interested in doing business with El Paso; develop and establish an outreach program with small, minority, woman, veteran-owned, and HUB certified businesses; and attend minority business enterprise seminars, workshops, and trade fairs. Supplier Diversity Coordinator responsibilities were assigned to:

Hilda Z. Longoria  
El Paso Corporation  
P. O. Box 2511  
Houston, TX 77252-9769  
Room: MCM-N2033A  
Phone: 713-420-2600  
Fax: 713-420-2558

In May 2001 an in-house Supplier Diversity Task Force Team was formed with representatives from Materials and Contract Management, Information Technology, and Accounts Payable departments to develop and implement a system to identify El Paso Global Network Company's small, minority, woman, veteran-owned, and HUB certified suppliers and contractors, and develop a quarterly diversity spend reporting system.

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In August 2001 the Supplier Diversity Coordinator developed and submitted for consideration by the Director of Materials and Contract Management a Corporate Diversity Vendor Profile Form to be used by its purchasing personnel to identify small, minority, woman and veteran-owned businesses. Where applicable, the Supplier Diversity Coordinator enters the collected diversity vendor information into El Paso Global Networks Company's computer vendor database. The vendor profile form also serves as notice to El Paso suppliers and contractors that, if applicable, minority ownership and control shall be real, continuing, and not created solely to take advantage of programs aimed at minority/woman business development. Under 15 U.S.C. 645 (d), any person who misrepresents a firm's status as a small business concern order to obtain a contract to be awarded under the preference programs established pursuant to Sections 8(a), 8(d), 9 or 15 of the Small Business Act or any other provisions of Federal Law that specifically references Section 8(d) for a definition of program eligibility, shall (1) be punished by imposition of fine, imprisonment, or both; (2) be subject to administrative remedies, including suspension and debarment, and (3) be ineligible for participation in programs conducted under the authority of the act.