



Control Number: 30238



Item Number: 507

Addendum StartPage: 0

WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY
Docket Nos. 30238 and 30240

Sage Telecom

RECEIVED

2007 DEC 27 AM 11:56

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	41	27	14	24	13	1		2	1					
Professionals	45	25	20	23	18	1		1	2					
Technicians	4	2	2	1	2			1						
Sales Workers	58	24	34	10	16	13	12	1	6					
Office and Clerical	159	49	110	28	67	5	25	13	14	2	3	1	1	
Craft Workers (Skilled)	0	0	0											
Operatives (Semi-skilled)	0	0	0											
Laborers (Unskilled)	0	0	0											
Service Workers	0	0	0											
Previous Year Totals	466	199	267											
This Year Totals	307	127	180	86	116	20	37	18	23	2	3	1	1	

NOTE: Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

507

WORKFORCE AND SUPPLIER DIVERSITY FORM
HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement		Actual % for Previous FY	Actual % for Current FY	Percentage Change
Construction Contracts (3)				%
Commodities Contracts (4)				%
Other Services (5)				%
Professional Services Contracts (6)				%
Major Equipment (7)				%
Other (8)				%

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), HUB means: (A) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians; (B) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision; (C) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or (D) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

(2) **Small Business** -- Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that: (A) is domiciled in this state; (B) is formed to make a profit; (C) is independently owned and operated; and (D) employs fewer than 100 full-time employees.

(3) **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.

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

(5) **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.

(6) **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.

(7) **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.

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

WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES

(1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:

The Company provided and required all Sage Telecom employees training for workplace diversity and complaint procedures. A copy of the Company's Equal Employment Opportunity and the associated Complaint Procedure is provided to each employee upon hire and again on an annual basis.

Sage Telecom continues to make all decisions regarding recruitment, hiring, promotion, transfers, layoffs and all other terms and conditions of employment in addition to granting vendor/contractor status without discrimination on grounds of race, color, religion, sex, age, national origin, veteran status, handicap or vendor/contractor selection.

All employment advertising includes the promotion of the Company as an Equal Opportunity Employer.

Sage Telecom tracks its applicant pool in regards to all legally required categories, including diversity measures.

Sage Telecom has made reasonable accommodations for employees and applicants regarding one or more of the following: religion observance/national origin practices and physical and/or mental limitations.

Sage Telecom assesses the status of its Equal Opportunity Statement practice on an annual basis and has determined the Company is adhering to all areas and continues to promote diversity in its workforce and with its vendors.

We have formed business relationships with the following companies to enhance the Company's utilization of Small and Historically Under-Utilized Businesses and have continued to promote usage of the same to eliminate any specific causes of under-representation. While this list is current, it should not be construed as an all-inclusive listing of business relationships; as such relationships change over time.

- Quality Personnel
- Accretive Solutions

Sage Telecom has contracted with RDI, a call center outsourcing vendor, to improve the overall customer service to our Hispanic customers. RDI employees respond to much of our Hispanic customer calls.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

(2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:

Sage Telecom is proud of its success in the areas of workplace diversity.

Through the above listed hiring practices we have created a strong diverse workforce.

Sage telecom continues to track its applicant pool in regards to all legally acceptable categories, including diversity measures.

(3) 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:

Sage telecom will continue to seek out qualified Small and Historically Under-Utilized Businesses and applicants in the Dallas metro area.

Seek other workforce diversity training.

Search for opportunities to attract historically under-represented candidates by attending career fairs for diversity and develop additional relationships with, minority colleges.

Continue to provide notice to all vendors, contractors and applicants of the Company's Equal Opportunity Statement.

Continue to track applicants in regards to all legally acceptable categories including diversity measures.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

(4) State the specific progress made under the plan filed by the utility:

Our marketing strategy is to seek out customers in rural areas. In doing so we have increased our Hispanic customer count. RDI, as mentioned above, employs bilingual call center employees. In contracting with RDI we better support our growing customer base.

Sage Telecom is committed to the continued implementation and adherence of its Equal Opportunity Statement in respect to employees, vendors, contractors and applicants for employment or vendor/contractor status.,