

Control Number: 30238



Item Number: 671

Addendum StartPage: 0

AboveNet Communications, Inc.

Docket - 30238

or

Docket - 30240

WORKFORCE AND SUPPLIER DIVERSITY FORM WORKFORCE DIVERSITY

Occupational Categories	Combined	NUMB Compan	NUMBBER OF Company Totals	TIEXAS Cauc	XAS FULL- Caucasian	MIMIB. Afri	IEXAS FULL-TIMIE EMPLOYEES FOR REPORTING YEAR Caucasian African Hispanic Asian Am	YEES I	ES FOR RE Hispanic	PORTI As	TING YE Asian	AR America	American Indian
	Total					Ame	American						
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers	11	8	3	8	3								
Professionals	25	25	0	24						1			
Technicians	10	10	0	7		2		1			-		
Sales Workers	6	6	3	5	3			1					
Office and Clerical	1	1	0		i					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	52	46	9	40	9	4	0	,, (0		0	0	0
This Year Totals	95	50	9	44	9	2	0	2	0	2	0	0	0
)		,	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. Revised June 2004

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

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)			0%
Other Services (5)			%
Professional Services Contracts (6)			%
Major Equipment (7)			%
Other (8)			%

- 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 (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 he 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.
- 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 (3) Construction -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.
- 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.

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Please note that the This Year Totals for full-time Texas employees for this reporting year does not include two employees. One declined to self identify his race, and another indicated two different races on his reporting form. Therefore, the total number of employee should be 58 for this reporting year ending September 30, 2008.

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

AboveNet Communications Inc. has developed these action-oriented programs to proactively foster workforce diversity in Texas and all other US workplace locations. These programs are reviewed and modified, as may be necessary, at least annually.

THE SELECTION PROCESS

- 1. Periodically, and on an ongoing basis, as new jobs are created, a detailed analysis of position descriptions will be conducted to ensure that they accurately reflect position functions.
- 2. Job requirements will be validated by division, department, location or other appropriate organizational units. Special attention will be given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be free from bias in regard to race, color, religion, sex or national origin, age, disabled or veteran status, except where sex is a bona fide occupational qualification. Where requirements screen out a disproportionate number of minorities or women as determined by Impact Ratio studies or other appropriate methods, professional validation of such job requirements may be sought.
- 3. Position descriptions and specifications, are always used when openings exist, and they are distributed to all recruiting sources and members of management involved in the recruiting, screening, selection, and promotion processes.
- 4. All company selection processes will be evaluated at least annually to ensure that they are nondiscriminatory.
- 5. All personnel who have roles in the selection process will be chosen with special care given to their qualifications for such roles, and will be provided any necessary ongoing training to ensure that the selection processes remain nondiscriminatory.

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RECRUITMENT

Any one or all of the following techniques may be used to improve recruitment and increase the flow of minority or female applicants:

- 1. Recruitment organizations, educational institutions and community leaders as individuals may be contacted;
- 2. Communications with recruiting sources, which may include briefing sessions, facility tours, presentations by and for minority and female employees, and full descriptions of appropriate job openings and the selection process;
- 3. Encouragement of employees, including minorities and women, to refer qualified applicants, including minority and female applicants;
- 4. Inclusion of women and minorities on the personnel staff;
- 5. Minority and female participation in career days, youth motivation programs and other similar programs in the community;
- 6. Minority and female participation in "job fairs;"
- 7. Active recruiting at various educational and training institutions, especially those having high minority and female enrollments; and
- 8. Expansion of help-wanted advertising to include the minority news media and women's interest media.

PROMOTIONS

Any one or all of the following techniques may be used to improve promotional opportunities for minority and female employees:

- 1. Posting or general announcement of all appropriate job openings;
- 2. Assessment of current female and minority employees' academic, skill and experience levels;
- 3. Remedial job training and work-study programs, if necessary;
- 4. Formal performance appraisals;
- 5. Validation of job specifications;

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- 6. Written justification by supervisors when apparently qualified minority or female employees are passed over;
- 7. Establishment of formal career counseling programs which may include attitude development, education aid, job rotations, buddy systems and similar programs;
- 8. Review all company-sponsored recreational and social activities to ensure that they are desegregated; and
- 9. Provision, education and encouragement of tax-advantageous childcare and transportation programs (Flex Spending and Transit programs).
- (2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:
- 1. AboveNet has utilized various National Internet Job Boards which include Monster.com, Dice, Job Central, The Ladders, Craigslist, College Postings, and our Corporate internet website.

The Company utilizes a recruitment service provided by Monster.com called Monster Diversity. Monster Diversity posts our jobs on various Diversity Partner websites (some of the websites are AsianAvenue.com, BlackPlanet.com, MiGente.com, GIEE.com, and iHispano Network).

- 2. The Company has listed positions with National and Local area recruitment firms to assist with filling open positions. AboveNet also added a new recruiting website called BountyJobs. com to broaden our reach with our recruiting efforts.
- 3. Employee Referrals have also assisted us in filling our positions at AboveNet.
- 4. AboveNet is proud to report that as a result of the aforementioned efforts, we have successfully hired 1 female employee and 2 minorities during the period of 10/1/07 to 9/30/08.

Promotions

- 1. Available positions at AboveNet are posted internally and externally on our Intranet and Internet Websites.
- 2. AboveNet is proud to report that as a result of the aforementioned efforts, the Company has successfully promoted 1 female employee and 1 minority employee to more senior level positions from the period of 10/1/07 to 9/30/08.

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(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:

The Company plans to continue using a feature from Monster - Monster Diversity which reaches out to Diversity Websites (as explained above) that are partners with Monster.com.

AboveNet will review additional resources/organizations to broaden our reach to minority and female candidates.

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

The Company successfully hired 1 female and 2 minority employees during the period of 10/1/07 through 9/30/08.

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