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**WORKFORCE AND SUPPLIER DIVERSITY FORM**  
**WORKFORCE DIVERSITY**

30240

2418

**TEXAS Workforce Diversity Report**

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

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR														
Occupational Categories	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	103	75	28	62	20	4	6	3	2	6				
Professionals	336	238	98	151	48	18	18	18	10	50	22	1		
Technicians	186	111	75	60	21	24	33	11	11	16	10			
Sales Workers	56	43	13	41	9		3	2			1			
Office and Clerical	9	1	8	1	4		3		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	760	505	255	340	123	51	71	42	28	69	33	2	0	
	690	468	222	315	102	46	63	34	24	72	33	1	0	
This Year Totals														

**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.

**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:**

During the reporting period (September 30, 2013 through September 30, 2014) XO Communications Services, LLC (XO) has continued to attract diverse candidates through a combination of XO job postings, employee referrals, cross postings on diversity job boards, and professional networking with special interest organizations.

XO continues to be a member of Direct Employers Association, a nonprofit HR consortium of leading global employers. Through this membership XO has access to established relationships for outreach to Minority, Women services such as The Black Perspective; DiversityWorking; Hispanic Today; IMDiversity; Women for Hire; and Women in Business and Industry. XO Communications also has access to the Monster Diversity Network, which enables XO to post open jobs on websites such as Diversity Inc., Black Planet.com, InteractiveOne, MiGente.com, AsianAve, and Monster. XO also posts job openings with Hire Disability Solutions; Elev8; EasterSeals; OurAbility; ThinkBeyondTheLabel; USJobsDisability; EnableAmerica; HiringourHeros.org; Hero2Hire; Vet Central; RetiredStars; ArmedServicesJobs.com; RecruitMilitary; SaveOurVeterans and USACares.

XO continues to outsource its Recruiting process that provides additional resources and avenues to enhance its diversity initiatives during the upcoming year.

XO develops Affirmative Action Programs and implements them throughout the year.

**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:**

XO reports that the overall percentage of minority employees increased slightly compared to the previous reporting period. The percentage of minority employees during September 30, 2013 through September 30, 2014 was 40% compared to 39% during September 30, 2012 through September 30, 2013.

XO's diversity initiatives in the upcoming year will continue to support the company's commitment to creating and maintaining a diverse employee workplace. XO will roll out diversity and inclusion training courses for managers, and continue to educate employees around the topic of diversity and inclusion using all employee Xpress messages to highlight diversity celebrations throughout the year.

- (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:**

During 2014 through 2015, XO will continue to focus on its diversity recruiting efforts. It will continue to focus on attracting qualified individuals with disabilities and veteran applicants by strengthening partnerships with local Veteran and Disabled services, local recruiting services, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and protected veterans.

XO will continue to look for additional avenues, such as job fairs and career day activities with disabled and veteran organizations, to further enhance outreach efforts and meet the new OFCCP regulations effective March 24, 2015.

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

During the plan period (September 30, 2013 through September 30, 2014), the overall percentage of minority employees was 40%. As of September 30, 2014, XO's workforce was 16% (16%) African American; 8% (9%) Hispanic; 15% (13%) Asian and 1% (1%) American Indian. Numbers in parenthesis reflect employment percentages as of September 30, 2013.

The percentage of female workers in Texas during the plan period (September 30, 2013 through September 30, 2014) was 32% of the workforce. The percentage of male workers in Texas during the same period was 68% of the workforce.