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PROJECT NO. 30240

**NTS COMMUNICATIONS, INC.
2018 ANNUAL WORKFORCE DIVERSITY REPORT**

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3114



February 25, 2019

PUC Filing Clerk
Public Utility Commission of Texas
PROJECT NO. 30240
1701 North Congress Avenue
Austin, Texas 78711-3326

RE: 2018 Annual Workforce Diversity Report
Project No. 30240

Dear Sir or Madam:

Attached are four copies of our 2018 Workforce Diversity Report. We have also mailed a copy to each of the Legislative Contacts as listed on the Texas PUC website.

If you need anything further in this regard, please feel free to contact me at (806) 788-2951 or at wendy.lee@ntscom.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Wendy J. Lee". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Wendy J. Lee
Vice President – Human Resources

WORKFORCE AND SUPPLIER DIVERSITY FORM
FOR ANNUAL PERIOD ENDING SEPTEMBER 30, 2018

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

Workforce: We continue to have good diversity in our organization – we have a very diverse workforce. We are an Affirmative Action Employer. We take proactive steps to be sure our employment ratios remain in line with the surrounding population. In order to continue to attract qualified minority applicants, we continued to do the following:

- We placed ads in the West Texas Hispanic News and other minority newspapers – in addition to attracting qualified minorities; this helped us to attract some bilingual employees for various departments.
- We posted our job openings on the Texas Workforce Commission Internet site. We felt this might help us reach more minorities, some veterans and possibly some applicants with some disabilities.
- We attended both semi-annual South Plains Job Fairs which are sponsored by the Texas Workforce Commission. They encourage their job applicants to attend the job fair and we were able to attract a good number of minority applicants.
- We post nearly all of our job openings internally through our e-mail system. This gives all of the females and minorities we have already working a chance to improve themselves by moving up on the job. We have a good percentage of minorities and females who get promoted through this avenue.
- We offer work-related training to all employees. This provides females and minorities a change to improve their skills, enabling them to have opportunities for advancement on the job.
- We have continued to attend seminars and workshops about equal employment, diversity and ADA issues to help us remain aware of how to best work with these issues in the workplace.

Supplier: We have always done business with a good number of small businesses and businesses which are owned or controlled by women or minorities. We welcome these businesses to give quotes when we are taking quotes for different things. When we have received phone calls from such businesses, we have encouraged them to give us a quote to see if we could do business with them.

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

Workforce: We were able to attract a good number of minority candidates. We hired some good minority employees throughout the year as a direct result of doing these things. At the end of 2018 46% of our workforce were minorities. We feel our efforts and our respect for diversity have helped us to maintain a diverse workforce. We also hired several veterans throughout the year.

Supplier: We have used the small businesses and the HUB businesses when we felt they met our needs at a cost effective price. We will continue to try to increase our use of such businesses.

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:

Workforce: We will continue to post our jobs on the TWC Internet site and to advertise in minority newspapers. We will continue to do the items listed in Number 1 above as well as other things we can find to increase the diversity of our workforce.

Supplier:

We will continue to contact small businesses and HUB's when we are making purchases. We will encourage small businesses or HUB's to contact us if they feel they have a service or product that might match our business needs.

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

Workforce:

At the end of 2018 46% of our workforce were minorities. We feel our efforts and our respect for diversity have helped us to maintain a diverse workforce. We also hired several veterans throughout the year.

Supplier:

We have used the small businesses and the HUB businesses when we felt they met our needs at a good price. We will continue to proactively try to increase our use of such businesses.

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

TEXAS WORKFORCE AND SUPPLIER DIVERSITY
2018

Actual % = [Total HUB(1) procurement + Total Small Business(2) procurement]/Total Company procurement	Actual % for Previous FY 2017	Actual % for Current FY 2018	Percentage Change
Construction Contracts (3)	0.0000%	0.0000%	0.00%
Commodities Contracts (4)	22.0153%	4.5493%	-79.34%
Other Services (5)	10.1640%	8.9539%	-11.91%
Professional Services Contracts (6)	0.0000%	0.0000%	0.00%
Major Equipment (7)	0.0000%	0.0000%	0.00%
Other (8)	8.8962%	8.7493%	-1.65%

WORKFORCE AND SUPPLIER DIVERSITY FORM
WORKFORCE DIVERSITY

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	26	14	12	7	12			7					
Professionals	12	11	1	7	1			4					
Technicians	12	11	1	8	1			2		1			
Sales Workers	22	14	8	8	4	1		5	4				
Office and Clerical	55	19	36	11	20		3	8	13				
Craft Workers (Skilled)	33	33	0	17				16					
Operatives (Semi-skilled)	21	21	0	3		1		16				1	
Laborers (Unskilled)	0	0	0										
Service Workers	1	0	1						1				
Previous Year Totals	181	127	54	65	35	1	4	58	15	2	0	1	0
This Year Totals	182	123	59	61	38	2	3	58	18	1	0	1	0

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.