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WORKFORCE AND SUPPLIER DIVERSITY FORM WORKFORCE DIVERSITY

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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			
Officials and Managers	3	2	1	2	1									
Professionals	0	0	0											
Technicians	5	5	0	5										
Sales Workers	2	1	1	1	1									
Office and Clerical	8	0	8		7					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	25	12	13	11	12			1	1					
This Year Totals	18	8	10	8	9	0	0	0	1	0	0	0	0	

JTE: 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 entered as zero. Click anywhere outside of chart to exit.

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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)		0.1668%	0.1066%	-36.07%
Other Services (5)		1.0802%	0.7348%	-31.97%
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:

Job openings are posted internally prior to release to the general public in order to offer available advancement opportunities to all employees. Poka Lambro offers available work-related training to all employees, and all employees are strongly encouraged to attend. Poka Lambro participates with area high schools and educational institutions in their work/study programs. Minority students are represented in these programs.

Poka Lambro is an equal opportunity employer. As reflected in its policies and procedures, Poka Lambro does not discriminate on the basis of race, color, national origin, age or handicap. Poka Lambro is committed to employing a diverse workforce, with emphasis placed on recruiting and employing those individuals with the education and skills needed to perform job duties.

Poka Lambro continues to contract with local businesses meeting the definition or certified by the state as historically under utilized businesses (HUBs) and with businesses that are non-HUB but meet the definition of small business as defined in the Texas Government Code when feasible. Poka Lambro is, however, limited in the local availability of certain telecommunications services, products, and equipment needed to meet the unique needs of its business and must go outside of local communities for these mandatory purchases.

**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:

Poka Lambro has a history of low employee turn-over. This measures the success of the policies and practices of providing advancement opportunities to existing employees and offering work related training to all employees.

(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:

Poka Lambro will continue to post its job openings internally to provide advancement opportunities to all employees and will continue to participate with area schools and educational institutions in their work for credit intern programs. If needed, Poka Lambro will utilize its company web-site to post employment opportunities. Poka Lambro will continue to identify local organizations with minority and/or female membership emphasis and communicate employment opportunities through those organizations.

Poka Lambro will utilize the state's HUB directory to assist in identifying historically underutilized businesses. Poka Lambro will pursue becoming more actively involved with local, county and state organizations that promote the use of small businesses.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

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

Through attrition, new hires are not anticipated. However, Poka Lambro will follow criteria as set forth in this report if the occasion arises.