



Control Number: 30240



Item Number: 848

Addendum StartPage: 0

**WORKFORCE AND SUPPLIER DIVERSITY FORM WORKFORCE DIVERSITY**  
as of 12/19/2007  
**Project 30240**  
**WINDSTREAM COMPANIES**

Professionals	30	26	4	21	4	2	0	3	0	0	0	0	0	0	0	0	0	0	0
Technicians	307	298	9	248	9	18	0	25	0	1	0	0	6	0	0	0	0	0	0
Sales Workers	33	4	29	3	20	0	1	1	8	0	0	0	0	0	0	0	0	0	0
Office and Clerical	31	5	26	3	23	1	0	1	3	0	0	0	0	0	0	0	0	0	0
Craft Workers (Skilled)	22	22	0	19	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0
Operatives (Semi-skilled)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Laborers (Unskilled)	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	10	5	5	4	5	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Previous Year Totals	0	0	0																
This Year Totals	485	407	78	341	66	23	1	35	11	1	0	7	0	0	0	0	0	0	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.

# **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:**

- Developed an ethics awareness web site to promote the ethical policies and guidelines for working with customers, competitors and business partners.

The site will help employees understand Windstream's policies and guidelines for working with customers, competitors, business partners and fellow employees. As part of Windstream's ethics program, employees are expected to stay aware of the company's ethics policy. All employees are being asked to take the course, which contains new and updated information.

The Working With Integrity course is required and will become a part of the employee's training record.

- The Training organization has created the Training and Development web-site dedicated to employees and managers of Windstream. This newly revamped site includes a number of enhancements that include a broadened class schedule, increased on-line and instructor led courses, links to learning resources such as online books, job aids, and handbooks, as well as the ability to view/track your training record. Training is a benefit available to employees; managers work with employees to target classes that will improve their performance.
- Succession planning continues to provide Windstream with an avenue to effectively and consistently identify qualified candidates for key positions without regard to race, color, religion, sex, age, national origin or disability.

**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:**

- To date more than 6,000 employees have visited the site and completed the "Ethics in the Workplace" course.
- Through Succession Planning, Windstream was able to promote three (3) females and (1) minority into a senior management positions.

## **WORKFORCE AND SUPPLIER DIVERSITY FORM COMPANY INITIATIVES**

**(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:**

▪ Programs and Activities to achieve initiative:

Diversity Hiring Report, which outlines strengths and weaknesses in utilization of labor across population demographics (internal EEO-1 of sorts)

1. Windstream will continue its affirmative action recruiting strategies:
2. Selection decisions
3. selection, recruiting, screening, selecting
4. diversity recruiting program:shared with field locations
5. succession planning
6. work related training

**Improvement of procurement practices and relationships with HUBs:**

- Programs and Activities to achieve initiative:
- measure and monitor levels of business relationships
- renewed existing contracts
- posting RFPs for new business opportunities thorough local community media

**Promote Windstream's availability as an employer and/or buyer for HUBs:**

- Programs and Activities to achieve initiative:
- recruiting strategies as they relate to advertising
- familiarizing with local women's and minority groups through accounts payable, re-survey vendors

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

- Windstream Procurement has been working to update the vendor survey form and modify our accounting system to capture and better track small disadvantaged business and women owned businesses
- Employee Relations and Procurement is available to help locate local women's and minority groups for either recruiting sources or activities to promote community/supplier diversity awareness.