

2018 EEO Public File Report for Antietam Broadband, Inc.

Washington County, MD

EEO Unit # 600568

This report covers October 1,2017- September 30,2018

Total number of full time vacancies filled this period:

Total number of people interviewed for full time vacancies this period:

Supplemental Recruitment Initiative:

This employment unit has more than 10 full time employees and is in a metropolitan statistical area, as defined by the Office of Management and Budget, with a population greater than 150,000. Accordingly, it was required to complete two supplemental recruitment initiatives during this period. Pursuant to 47 C.F.R. 77.75(b)(2)(xiv), this unit completed two training programs to management level personnel as methods of ensuring equal employment opportunity and preventing discrimination.

Two of Antietam's marketing team attended the Washington County Public School's New Educator Forum on 8/21/18. The purpose was to meet and greet incoming teachers, offer them discounted service, and make them aware of Antietam Broadband's discounted Internet service available to qualified students and their families, ensuring all students in the community have access to the Internet.

Also, the HR business partner participated in interviews at Hagerstown Community College in November of 2017 to give technology students interview experience and allow Antietam to demonstrate their qualities as a preferred employer. Antietam also sent the HR business partner and a customer service supervisor to a job fair on 1/12/18 for employees at the Census Bureau to have onsite interviews and gather information on potential openings we had. The Census Bureau was closing that branch in the Spring of 2018. In addition to its many recruiting tactics, Antietam Broadband has recently introduced social media posts on Facebook and Twitter to announce job openings with links to an online application process.

Antietam has a Tuition Reimbursement program where employees can take college courses to enhance their skills to better prepare them for current jobs and/or advanced positions. The Marketing Director has routinely mentored Antietam employees in Marketing, Advertising, Public Relations, Management, and Introduction to Business to expand the scope of their overall industry and business knowledge.

In 2018, Antietam Broadband employees are automatically eligible to enroll in an array of certification programs and college accredited courses from NCTI that are designed to advance their professional growth. Areas of specialty include college degree programs in Broadband Technology, Broadband Leadership and Broadband Customer Care. NCTI Certifications include Master Technician, Master Dispatcher, Master Representative, and more. In some cases, NCTI training also qualifies for SCTE (Society of Cable Telecommunications Engineers) certification.

Between 8/7/18 and 8/21/18, all the employees of this unit, including managers, participated in onsite training given by corporate Human Resources titled- "Training for a Harassment Free Workplace". The objectives of this course were to help employees identify the two main types of sexual harassment and learn courses of action available to employees that become victims of this behavior. This training also reinforced the importance of being respectful of others regardless of race,

ethnicity, sex, religion, or any other protected class. Lastly, the course also gave employers an outline of responsibilities if this behavior occurred in the workplace.

Also, on 9//26/18, all managers participated in a Schurz created webinar given by Human Resources titled "A Legal Issues Refresher", that consisted of EEO training and basic understanding of disability protection legislation. This training also included avoiding discrimination in employment decisions. It also recognized considerations for handling disability and protected leaves, while helping managers to see situations that could trigger protected leave.