

Federal Communications Commission Washington, D.C. 20554  <b>FCC 396-C</b>	OMB 3060-1033 September 2003	FOR FCC USE ONLY
<b>Multi-Channel Video Program Distributor EEO Program Annual Report</b>  Read INSTRUCTIONS Before Filling Out Form		FOR COMMISSION USE ONLY FILE NO. <b>B396 - 20210927ACJ</b>

**SECTION I IDENTIFYING INFORMATION**

A. Name of Operator:

COXCOM, LLC

MSO Name:

COX COMMUNICATIONS INC.

B. Employment Unit's Mailing Address

6205-B PEACHTREE DUNWOODY ROAD

ATTN: KEITH WILSON

City

ATLANTA

State

GA

Zip Code

30328-

E-Mail Address (if available)

KEITH.WILSON@COX.COM

FCC Registration Number:

0001834696

Emp. Unit ID # 4776

**Application Purpose**☒ New Program Report☐ Amendment to Program Report☒ Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located

ROANOKE COUNTY, VA

D. Category of Respondent (check applicable box)

☐ Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V☒ Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) JULY 10-23, 2021

F. Attachments: (See "Exhibit" buttons, below.)

**SECTION II COMMUNITY INFORMATION**

## System Communities Comprising Local Employment Unit

Ident No.	Name of Community	Location (State)	Type
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Review the list of communities served on the previous year's submission and attach as Exhibit A any additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS. [Exhibit 1]

**SECTION III EEO POLICY AND PROGRAM REQUIREMENTS**

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation. [Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4.	Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.	Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7.	Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8.	Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No

#### SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information.

[Exhibit 3]

#### SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed	Title MANAGER, HUMAN RESOURCES
Date 09/25/2021	Name of Respondent DANIEL URIG
Telephone No. (include area code) 7572228803	

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

### FORM FCC 396-C - SUPPLEMENTAL INVESTIGATION SHEET

#### Part I Employee Job Descriptions

Give brief job descriptions for employees in the job categories specified below. The number specified in the box indicates the number of different job descriptions that are to be submitted for each category. Job descriptions should include the position title and a brief description of the major duties and responsibilities of the individual(s) in the position.

1. Officials and Managers	1	[Exhibit 4]
2. Professionals		[Exhibit 5]
3. Technicians		[Exhibit 6]
4. Sales Workers		[Exhibit 7]
5. Office and Clerical		[Exhibit 8]
6. Craft Workers (skilled)		[Exhibit 9]
7. Operatives (semi-skilled)		[Exhibit 10]
8. Laborers (unskilled)		[Exhibit 11]
9. Service Workers		[Exhibit 12]

## Part II Inquiries Concerning EEO Program and Practices

Submit responses to the inquiries indicated by a "check" Responses should be brief, but must provide sufficient information to describe the employment unit's activity and efforts in the area of inquiry.

- ☐ Describe the employment unit's efforts to comply with the outreach provisions of 47 C.F.R. Section 76.75(b). [Exhibit 13]
- ☒ Describe the employment unit's efforts to disseminate widely its equal employment opportunity program to job applicants, employees, and those with whom it regularly does business. [Exhibit 14]
- ☐ Name the organizations, media, educational institutions, and other recruitment sources used to attract applicants whenever job vacancies become available. [Exhibit 15]
- ☒ Explain the employment unit's efforts to promote in a nondiscriminatory manner to positions of greater responsibility. [Exhibit 16]
- ☐ Describe the employment unit's efforts to encourage entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation and provide an analysis of the results of those efforts. [Exhibit 17]
- ☒ Report the findings of the employment unit's analysis of its efforts to recruit, hire and promote in a nondiscriminatory manner and explain any difficulties encountered in implementing its EEO program. [Exhibit 18]
- ☐ Describe the responsibility of each level of the employment unit's management with respect to application and enforcement of its EEO policy and explain the procedure for review and control of managerial and supervisory performance. [Exhibit 19]
- ☐ Describe the manner in which the employment unit conducts its continuing review of job structure and employment practices. [Exhibit 20]
- ☐ Other Inquiries: [Exhibit 21]

## Part III EEO Public File Report

Attach a copy of the EEO public file report from the previous year. Cable entities are required to place annually such information as is required by 47 C.F.R. Section 76.1702 in their public files. [Exhibit 22]

EMP UNIT ID: 4776	MSO NAME: COX COMMUNICATIONS INC.
	OPR NAME: COXCOM, LLC

Approved by OMB  
3060-1033

## Exhibits

### Exhibit 4

Description: EXHIBIT 4

SEE ATTACHED EXHIBIT.

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**Attachment 4**

Description
<a href="#">Exhibit 4-Employee Description</a>

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**Exhibit 14****Description:** EXHIBIT 14

COX COMMUNICATIONS ENSURES IT WIDELY DISSEMINATES ITS EQUAL EMPLOYMENT OPPORTUNITY PROGRAM BY POSTING THE EEO POLICY ON THE COMPANYS CAREER WEBSITE FOR APPLICANTS AND ON THE INTERNAL PORTAL FOR EMPLOYEES. ADDITIONALLY, A HARD COPY OF THE EEO POLICY IS POSTED ON THE COMPANY BOARDS VISIBLE TO EMPLOYEES, APPLICANTS AND OTHERS VISITING THE OFFICE LOCATIONS. OUR COMMUNITY AND RECRUITMENT PARTNERS ARE ALSO REMINDED OF OUR EEO POLICY.

ANNUALLY, ALL EMPLOYEES ARE REQUIRED TO ATTEST TO THE COMPANYS CODE OF CONDUCT WHICH IS A GUIDE THAT PROVIDES INFORMATION AND ANSWERS TO HELP US MODEL OUR CORE VALUES AND SET THE STANDARD FOR DOING THE RIGHT THING WHEN ACTING ON BEHALF OF COX. THE CODE ADDRESSES THE EEO POLICY ALONG WITH OTHER POLICIES TO ENSURE THAT COX CONTINUES TO MAINTAIN ITS REPUTATION FOR ETHICAL CONDUCT IN ALL ASPECTS OF OUR BUSINESS.

OUR EQUAL EMPLOYMENT OPPORTUNITY POLICY APPLIES TO ALL ASPECTS OF EMPLOYMENT, INCLUDING GETTING A JOB AT COX, PROMOTIONS, AND ADVANCEMENT.

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**Attachment 14**

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**Exhibit 16****Description:** EXHIBIT 16

COX COMMUNICATIONS EQUAL EMPLOYMENT OPPORTUNITY PROGRAM APPLIES TO ALL ASPECT OF EMPLOYMENT TO INCLUDE PROMOTIONS AND ADVANCEMENT. JOB DESCRIPTION ARE DESIGNED TO IDENTIFY JOB RELATED SKILLS AND REQUIREMENT AND MODELS A STANDARD AND CONSISTENT APPROACH.

COX COMMUNICATIONS ALSO HAS AN INTERNAL MOBILITY PROGRAM THAT ENCOURAGES THE PROMOTION, ADVANCEMENT, AND TRANSFER OF EMPLOYEES TO OPEN POSITIONS. OPEN POSITIONS ARE POSTED FOR ALL EMPLOYEES SEEKING AN OPPORTUNITY FOR CAREER MOVEMENT.

ADDITIONALLY, THERE ARE SEVERAL PROGRAMS THAT ENCOURAGE EMPLOYEES TO IDENTIFY THEIR CAREER INTEREST AND AREAS OF DEVELOPMENT. MY CAREER BIO IS A PROGRAM WHERE EMPLOYEES CAN PROVIDE INFORMATION ON THEIR CURRENT AND PREVIOUS WORK EXPERIENCE, TO INCLUDE SPECIFIC SKILLS AND COMPETENCIES. EMPLOYEES ARE ALSO ENCOURAGED TO COMPLETE A DEVELOPMENT PLAN TO FOCUS ON SKILLS, TRAINING AND COMPETENCIES NEEDED. EMPLOYEES CAN ALSO IDENTIFY THEIR INTEREST IN A RECRUITING/TALENT SEARCH TOOL WHICH IS USED TO IDENTIFY INTERNAL CANDIDATES TO FILL CRITICAL/HARD TO FILL POSITIONS.

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**Attachment 16**

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**Exhibit 18****Description:** EXHIBIT 18

COX COMMUNICATIONS EFFORTS TO RECRUIT, HIRE AND PROMOTE IN A NONDISCRIMINATORY MANNER IS REFLECTED IN MANY OF OUR REPORTING AND ANALYSIS OF OUR DATA AND OUR PROGRAMS.

COXS FCC EEO PUBLIC FILE REPORTS REFLECT MANY RECRUITMENT SOURCES ARE UTILIZED TO INCLUDE COMMUNITY ORGANIZATIONS, DIVERSE RESOURCES, AND LOCAL/STATE ORGANIZATIONS. OUR LONGER-TERM EFFORTS INCLUDE JOB FAIRS, CAREER FAIRS AND TRAINING/DEVELOPMENT PROGRAMS.

COXS TALENT ACQUISITION INCLUDES RECRUITERS WORKING WITH HIRING MANAGERS TO REACH A WIDE AUDIENCE OF QUALIFIED EMPLOYEES INTERNALLY AND EXTERNALLY. THERE ARE SOME ROLES THAT INCLUDES PANEL INTERVIEWS ENSURING FAIRNESS AND EQUITY OF SELECTIONS WHILE OTHER ROLES INCLUDE MULTIPLE INTERVIEWERS. AS PART OF THE COMPANY DIVERSITY INITIATIVES, A DIVERSE CANDIDATE SLATE IS REQUIRED TO INCLUDE A DIVERSE PANEL OF INTERVIEWERS.

COXS REVIEW OF RECRUITMENT ACTIVITIES INCLUDES ANALYSIS OF APPLICANTS/HIRES, PROMOTIONS, AND INTERNAL MOVEMENT. THIS ANALYSIS EVALUATES THE COMPANYS OVERALL RECRUITMENT TO OUR EEO PROGRAM. OUR INTERNAL EFFORTS TO PROMOTIONS AND ADVANCEMENT ARE FURTHER SUPPORTED BY THE COMPANYS INTERNAL MOBILITY PROGRAM THAT PROVIDES FOR THE POSTING AND CONSIDERATION OF EMPLOYEES FOR JOB VACANCIES. EMPLOYEES ARE ENCOURAGED TO APPLY FOR OPEN POSITIONS FOR WHICH THEY QUALIFY. THE COMPANYS OFFERS MANY INTERNAL PROGRAMS TO ALSO FURTHER THEIR ADVANCEMENT THROUGH LEADERSHIP TRAINING/DEVELOPMENT PROGRAMS AND MENTOR/MENTEE RELATIONSHIP PROGRAMS.

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**Attachment 18**

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**Exhibit 22**

**Description:** EXHIBIT 22

EXHIBIT 22-2020-2021 EEO PUBLIC FILE REPORT. SEE ATTACHED EXHIBIT.

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**Attachment 22**

Description
<a href="#">Exhibit 22-2020-2021 EEO Public File Report</a>