Federal Communications Commission Washington, D.C. 20554	OMB 3060-1033 September 2003	FOR FCC USE ONLY
FCC 396-C		
Multi-Channel Video Program Distributor EEO Program Annual Report Read INSTRUCTIONS Before Filling Out Form		FOR COMMISSION USE ONLY FILE NO. B396 - 20120928AIX

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
COMCAST CABLE COMMUNICATIONS, LLC.

MSO Name:
COMCAST CABLE COMMUNICATIONS, LLC.

B. Employment Unit's Mailing Address
1701 JFK BOULEVARD
NORTH EAST DIVISION

City	State	Zip Code
PHILADELPHIA	PA	19103-

FCC Registration Number:
0011612017

Emp. Unit ID # 5589

Application Purpose

- (●) New Program Report
- ( ) Amendment to Program Report

[x] Supplemental Investigation Sheet (SIS) Attached

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

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) 8/19/2012-9/1/2012

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

SECTION II COMMUNITY INFORMATION

System Communities Comprising Local Employment Unit			
Ident No.	Name of Community	Location (State)	Type

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.

Comcast Cable Communications, Inc.
Source Contact List
Unit 5589 Mercer County, NJ
Reporting Period: 09/01/11 to 08/31/12

Source Name	Contact Name	Contact Title	Address	Phone #	Interviewed	Hired	Notification Organization (Yes/No)
BABBALU.COM	JWT - Trish Golden	Client Director	15 Lewis Street, Suite 107 Hartford, CT 06103	860-478-2115	0	0	N
BACKPAGE	JWT - Trish Golden	Client Director	PO Box 21328 Phoenix, AZ 85034	215-210-1192	0	0	N
BROOKDALE COMMUNITY COLLEGE	Linda Mass	College Representative	765 Newman Springs Rd, Lincroft NJ 07738	732-224-2572	0	0	N
COMCAST.COM	Comcast.com	Comcast.com	1500 Market Street Philadelphia PA 19102	2156551700	5	1	N
CRAIGSLIST.ORG (FREE US SITES)	Craigslist.com	Craigslist.com	Craigslist.com	Craigslist.com	0	0	N
DIRECTEMPLOYERS.COM	JWT - Trish Golden	Client Director	9002 N Purdue Road, Indianapolis, IN 46268	866-268-6206	0	0	N
DISABLEDPERSON,INC.	Disabledpersons.com	Disabledpersons.com	Disabledpersons.com	Disabledpersons.com	0	0	N
DIVERSITYINC	JWT - Trish Golden	Client Director	342 Nassau Street, Princetown, NJ 08540	973-494-0506	0	0	N
EDUCATIONAL DATA SYSTEMS INCORPORATED	Bob Martin	Representative	1520 Chichester Ave, Marcus Hook PA 19061	267-285-6048	0	0	N
EMPLOYEE REFERRAL	Comcast.com	Comcast.com	1500 Market Street Philadelphia PA 19102	2156551700	5	2	N
FORT DIX	Rosalind Mercado Yaeger	Representative	3011 Tuskegee Airmen Ave, McGuire AFB NJ 08641	609-754-2756	0	0	N
GLASSDOOR.COM	JWT - Trish Golden	Client Director	1 Harbor Drive, Suite 300 Sausalito CA 94965	215-210-1192	0	0	N
HBCUCONNECT LLC	JWT- Trish Golden	Client Director	750 Cross Pointe Road, Suite Q Gahanna, OH 43230	614-416-5514			N
HIREABILITY	Angela Lucas	Associate Director	P.O. Box 200 Blackwood NJ 08012	856-374-4921	0	0	N
INDEED	JWT - Trish Golden	Client Director	177 Broad Street, 6th Floor, Stamford, CT 06901	203-391-6310	0	0	N
INTERNAL JOB POSTING	Comcast.com	Comcast.com	1500 Market Street Philadelphia PA 19102	2156551700	8	1	N
Jobvertise	JWT- Trish Golden	Client Director	32 Cumberland Drive, Linconshire, IL 60069	215.210.1192	0	0	N
JOB OPPORTUNITIES FOR DISABLED AMERICAN VETERANS	JWT - Trish Golden	Client Director	DISABLEDperson, Inc. PO Box 230636 Encinitas, Ca. 92023-0636	(760) 420-1269	0	0	N
JUJU	JWT - Trish Golden	Client Director	PO Box 715486, Columbus, OH 43218	215-210-1192	0	0	N
LINCOLN TECHNICAL INSTITUTE (EDISON	Vicki Pasigos	Career Services	1698 Oak Tree Road Edison, NJ 08820	VPasigos@LINCOLNTECH.COM	0	0	N
LINCOLN TECHNICAL INSTITUTE (MOUNT LAUREL)	N/A	Career Services	1699 Oak Tree Road Edison, NJ 08820	cromeo@lincolntech.com	0	0	N
Linkup	JWT- Trish Golden	Client Director	5051 Highway 7, Suite 240 St Louis Park, MN 55416	866-359-9360	0	0	N
MCGUIRE AIR FORCE BASE	Colleen White	Colleen.white.1@us.af.mil	2503 East Arnold Avenue McGuire AFB, NJ 08641	(609) 754-1100	0	0	N
MIDDLESEX COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT	Nina Rios-Rivera	Business Development Manager	550 Jersey Ave, New Brunswick NJ 08901	732-745-3601	0	0	N
NAACP	Theresa Spotwood	Office manager	1619 W Cecil B. Moore Ave. Philadelphia, PA 19121	215-978-7500	0	0	N
NATIONAL BLACK MBA ASSOCIATION	JWT - Trish Golden	Client Director	180 N Michigan Avenue Suite 100, Chicago, IL 60601	215-715-3046	0	0	N
NEW BRUNSWICK DEPARTMENT OF LABOR	N/A	Career Services	506 Jersey Avenue PO BOX 2672 New Brunswick, NJ 08901	732-937-6300	0	0	N
NEW JERSEY DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT	Lucille Brown	Business Representative	1027 Hooper Ave, Bldg #6 Room 202, Toms River NJ 08753	732-736-7221	0	0	N
NEW JERSEY INSTITUTE OF TECHNOLOGY	Gregory Mass	Career Development Services Director	Campell Hall Flrs. 4/5 323 MLK Jr. Blvd. Newark, NJ 07101	973-596-3100	0	0	N
ONE STOP CAREER CENTER - CAMDEN	Patricia McGowan	Business Representative	2600 Mt. Ephraim Ave., Suite 102 Camden NJ 08104	856 751-5776	0	0	N
OUT & EQUAL WORKPLACE ADVOCACY	JWT - Trish Golden	Client Director	155 Sansome Street Suite 450 San Francisco, CA 94104	(415) 694.6500	0	0	N
People Science	N/A	N/A	595 Shrewsbury Ave Suite 102 Shrewsbury, NJ 07702	888.924.1004	1	0	N
PENNCO TECH	Eric Maister	Director of Career Services	99 Erial Road, Blackwood, NJ 08012	856 232-0310	0	0	N
RECRUITMILITARY	JWT - Trish Golden	Client Director	422 Wst Loveland Ave, Loveland, OH 45140	513-683-5020	0	0	N
RUTGERS UNIVERSITY	Dorothy/Mark Kerr	46 College Avenue New Brunswick, NJ 08901	markkerr@rutgers.edu	732-932-7997	0	0	N
SIMPLY HIRED	JWT - Trish Golden	Client Director	370 San Aleso Ave Suite 200 Sunnyvale, CA 94085	212.210.1192	0	0	N
TIP OF THE ARROW	Carl Blum		231 Powerville Road	973-727-5651	0	0	N
TWEETMYJOBS.COM	JWT - Trish Golden	Client Director	trish.golden@jwt.com	212.210.1192	0	0	N
WALTER KAITZ	JWT - Trish Golden	Client Director	25 Massachusetts Ave, NW Suite 100 Washington, DC 20001	202-222-2490	0	0	N
WOMENFORHIRE	JWT - Trish Golden	Client Director	155 West 72nd Street, Suite 403, New York, NY 10023	212-290-2600	0	0	N
YAHOO.COM	Yahoo.com	Yahoo.com	Yahoo.com	N/A	1	0	N
Grand Total					**20**	**4**	

Comcast Cable Communications, Inc.
2012 General Recruitment Report
Reporting Period 9/1/2011 - 8/31/2012
Unit #5589
Mercer, NJ

FCC Recruitment Menu Activity	Recruiting Event	Sponsor	Date	System Personnel Involved	Narrative
Participation in at least two job fairs by unit personnel who have substantial responsibility in making hiring decisions.	Tip of the Arrow - Fort Dix Job Fair	Tip of the Arrow	12/8/2011	Freedom Region Recruiting Team	This event gave the recruiting team the opportunity to meet with a large amount of people and discuss job opportunities throughout the area.
Hosting at least one job fair.	CommTech Interview Day	Comcast	6/6/2012	Freedom Region Recruiting Team	This event was a mass interview session for CommTech candidates in the East Windsor, Trenton and Eatontown areas
Establishment of an internship program designed to assist members of the community to acquire skills needed for cable television employment.	Emma BowenSummer Internship Program	Comcast- Staffing	06/2012 - 08/2012	Beltway Recruiting Team and Business Management	Project/event focused internship aimed at developing early career talent pool with an organization focused on hiring diverse interns.
Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.	Fundamentals of Communication	Comcast Univ. & Regional Learning & Dev. Team	Ongoing	All Employees	This course teaches the characteristics of communication that influence the end results, both positively and negatively. Understanding personal working styles and investigate the impact of working style on their communication style.
	Managing Change	Comcast Univ. & Regional Learning & Dev. Team	Ongoing	Supervisors and Managers	This courses teaches the dynamic of change from an individual to an organizational perspective. Emphasis will be on identifying management strategies that will assist individuals and teams dealing with change.
	Time Management	Comcast Univ. & Regional Learning & Dev. Team	Ongoing	Supervisors	Time Management is a course in which supervisors will discuss the basics of time management and task prioritization, so that they can be more time to coaching their reports.
Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.	Maintain a Harassment-Free Workplace-Mgr	Comcast Univ. & Regional Learning & Dev. Team	Ongoing	Supervisors and above	This training module covers Comcast's policy against sexual harassment, general harassment, and other related conduct.

Comcast Cable Communications, Inc.
2012 General Recruitment Report
Reporting Period 9/1/2011 - 8/31/2012
Unit #5589
Mercer, NJ

	Preventing Workplace Violence for Mgrs	Comcast Univ. & Regional Learning & Dev. Team	Ongoing	Supervisors and above	Comcast is committed to providing a work environment that is safe, secure and free of prejudice, harassment, threats, intimidation and violence. This course is part of Comcast's continuing effort to provide an environment that fosters dignity and respect to all employees.
	Annual Equal Employment Opportunity Training	Comcast Univ. & Regional Learning & Dev. Team	Ongoing	All Exempt employees	Annual required training on Comcast Equal Employment Opportunity Policies and Procedures.

Comcast Cable Communications, Inc.
2012 Sourcing Summary
Reporting Period September 1, 2011-August 31, 2012
Unit # 5589
Mercer County, NJ

Branch	Primary Requisition	Primary Requisition Title	Source	Sum of Interviewed	Sum of Hired
NJT02	**64648266**	Comm Tech 1, Installation & Service Trenton NJ	BABBALU.COM	0	0
			COMCAST.COM	4	1
			DIRECTEMPLOYERS.COM	0	0
			DISABLEDPERSON,INC.	0	0
			DIVERSITYINC	0	0
			EDUCATIONAL DATA SYSTEMS INCORPORATED	0	0
			EMPLOYEE REFERRAL	1	0
			FORT DIX	0	0
			HBUCCONNECT, LLC	0	0
			HIREABILITY	0	0
			INTERNAL JOB POSTING	1	0
			LINCOLN TECHNICAL INSTITUTE (MOUNT LAUREL)	0	0
			MCGUIRE AIR FORCE BASE	0	0
			NATIONAL BLACK MBA ASSOCIATION	0	0
			ONE STOP CAREER CENTER - CAMDEN	0	0
			PENNCO TECH	0	0
			RECRUITMILITARY	0	0
			TIP OF THE ARROW	0	0
			TWEETMYJOBS.COM	0	0
			Walter Kaitz	0	0
			WOMENFORHIRE	0	0
		Comm Tech 1, Installation & Service Trenton NJ Total		**6**	**1**
	65072108	Comm Tech 1, Installation & Service Trenton NJ	BABBALU.COM	0	0
			COMCAST.COM	1	0
			DIRECTEMPLOYERS.COM	0	0
			DISABLEDPERSON,INC.	0	0
			DIVERSITYINC	0	0
			EDUCATIONAL DATA SYSTEMS INCORPORATED	0	0
			EMPLOYEE REFERRAL	3	1
			FORT DIX	0	0
			HBUCCONNECT, LLC	0	0
			HIREABILITY	0	0
			INTERNAL JOB POSTING	0	0
			LINCOLN TECHNICAL INSTITUTE (MOUNT LAUREL)	0	0
			MCGUIRE AIR FORCE BASE	0	0
			NATIONAL BLACK MBA ASSOCIATION	0	0
			ONE STOP CAREER CENTER - CAMDEN	0	0
			RECRUITMILITARY	0	0
			TIP OF THE ARROW	0	0
			TWEETMYJOBS.COM	0	0
			Walter Kaitz	0	0
			WOMENFORHIRE	0	0
			YAHOO.COM	1	0
			People Science	1	0
		Comm Tech 1, Installation & Service Trenton NJ Total		**6**	**1**
	65072109	Comm Tech 1, Installation & Service Trenton NJ	BABBALU.COM	0	0
			COMCAST.COM	0	0
			DIRECTEMPLOYERS.COM	0	0
			DISABLEDPERSON,INC.	0	0

Comcast Cable Communications, Inc.
2012 Sourcing Summary
Reporting Period September 1, 2011-August 31, 2012
Unit # 5589
Mercer County, NJ

Branch	Primary Requisition	Primary Requisition Title	Source	Sum of Interviewed	Sum of Hired
			DIVERSITYINC	0	0
			EDUCATIONAL DATA SYSTEMS INCORPORATED	0	0
			EMPLOYEE REFERRAL	1	1
			FORT DIX	0	0
			HBUCCONNECT, LLC	0	0
			HIREABILITY	0	0
			INTERNAL JOB POSTING	0	0
			LINCOLN TECHNICAL INSTITUTE (MOUNT LAUREL)	0	0
			MCGUIRE AIR FORCE BASE	0	0
			NATIONAL BLACK MBA ASSOCIATION	0	0
			ONE STOP CAREER CENTER - CAMDEN	0	0
			RECRUITMILITARY	0	0
			TIP OF THE ARROW	0	0
			TWEETMYJOBS.COM	0	0
			Walter Kaitz	0	0
			WOMENFORHIRE	0	0
		Comm Tech 1, Installation & Service Trenton NJ Total		**1**	**1**
	68722523	Mgr 1, Installation & Service	BABBALU.COM	0	0
			BACKPAGE	0	0
			BROOKDALE COMMUNITY COLLEGE	0	0
			COMCAST.COM	0	0
			DIRECTEMPLOYERS.COM	0	0
			DISABLEDPERSON,INC.	0	0
			DIVERSITYINC	0	0
			GLASSDOOR.COM	0	0
			HBUCCONNECT, LLC	0	0
			INDEED	0	0
			INTERNAL JOB POSTING	7	1
			JOBVERTISE	0	0
			JOB OPPORTUNITIES FOR DISABLED AMERICAN VETERANS	0	0
			JUJU	0	0
			OUT & EQUAL WORKFORCE ADVOCATES	0	0
			LINCOLN TECHNICAL INSTITUTE (EDISON)	0	0
			LINKUP	0	0
			MIDDLESEX COUNTY DEPARTMENT OF WORKFORCE DEVELOPMENT	0	0
			NAACP	0	0
			NATIONAL BLACK MBA ASSOCIATION	0	0
			NEW BRUNSWICK DEPARTMENT OF LABOR	0	0
			NEW JERSEY DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT	0	0
			NEW JERSEY INSTITUTE OF TECHNOLOGY	0	0
			RECRUITMILITARY	0	0
			RUTGERS UNIVERSITY	0	0
			SEARCHEASE	0	0
			SIMPLY HIRED	0	0
			TIP OF THE ARROW	0	0
			Walter Kaitz	0	0
			WOMENFORHIRE	0	0

Comcast Cable Communications, Inc.
2012 Sourcing Summary
Reporting Period September 1, 2011-August 31, 2012
Unit # 5589
Mercer County, NJ

Branch	Primary Requisition	Primary Requisition Title	Source	Sum of Interviewed	Sum of Hired
		Mgr 1, Installation & Service Total		**7**	**1**
Grand Total				**20**	**4**

Job Description

Function	Field Operations
Family	Installation & Service
Job Title	Manager 1, Installation & Service
Job Abbreviation	MGR1INSTAL
Hierarchy Group	Manager
Hierarchy Level	Manager 1

Summary

Responsible for providing leadership, motivation, and direction to improve and continue providing outstanding customer service. Manages the daily activities of Installation & Service Supervisors and/or Installation & Service work groups. Reviews short-term perspective for professional content and against objectives, budgets, schedules and quality levels. Translates approved objectives into work plans and procedures. Enforces policies and recommends adjustments. Negotiates with senior management for resources and priorities that affect functions and to gain cooperation for resources that directly affect areas of accountability. Selects, motivates, and reviews performance of staff. Appraises job performance, implements discipline, sets work schedules, monitors performance, maintains morale, builds teamwork, resolves employee problems, meets goals, recommends employment status changes, and maintains all related personnel and administrative files and records.

Core Responsibilites

- Provides leadership and direction to Service & Installation departments in order to ensure compliance with FCC, state and federal regulations while maintaining budgetary requirements.
- Administers policies, procedures, and tracking in order to facilitate continuous improvement focused on Comcast “Think Customer First Standards.”
- Promotes safety awareness (and OSHA regulations) with Associates in order to provide a work environment free from injury.
- Anticipates and resolves customer and community concerns quickly through effective leadership in order to promote Comcast as a good community citizen.
- Assists in cultivating relationships with contractors and assigning work to contractors to ensure sufficient manpower while meeting contract labor budget.
- Responsible for maintaining department budgets, completing reports on a timely basis, and monitoring and controlling expenses.
- Assists in hiring, coaching, developing, and preparing performance evaluations, giving feedback of Associates to ensure a quality work team.

- Oversees the development and deployment of staff and approves performance reviews.
- Enhance and enrich Associates' technical knowledge and skill levels to ensure excellence with respect to service reliability and picture quality.
- Collects, analyzes, and summarizes information and trends to prepare reports. - Oversees complex or major installations of systems equipment. - Coordinates orders and deliveries with other vendors during the system implementation phase.
- Functions as primary customer liaison between contract signing and cut-over of system. - Makes software configuration requirements and necessary modifications. - Accountable for the success and budgeted profitability of specific projects.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) as necessary.

Education Level	-Bachelors Degree
Field of Study	
Certifications	- Other Professional Certification
Years Experience	- Generally requires 6-9 years related experience
Compliance	Comcast is an EEO/AA/Drug Free Workplace.
Disclaimer	The above information has been designed to indicate the general nature and level of work performed by employees in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications

Question 3: ***Name the minority organizations, organizations for women, media, educational institutions, and other recruitment sources used to attract minority and female applicants whenever job vacancies become available.***

Unit # 5589 works with a broad spectrum of recruitment sources to broadly distribute its job vacancy information and attract female and minority applicants.

With regard to its existing employees, Comcast posts notifications of its job openings on its employee intranet. In addition, an employee may set up a 'Job Agent' that will allow the employee to specify jobs they are interested in based on certain criteria or keywords. When a job is posted meeting the desired criteria an email is sent to the employee at regular intervals.

With regard to external candidates, Comcast attracts minority and female applicants and achieves broad outreach when filling its full-time vacancies by using both direct recruitment implemented by its recruiters and through its engagement of JWT Inside ("JWT"), an employee relationship marketing agency that integrates recruitment advertising, branding, strategy and internal communications to help organizations advance employee engagement.

JWT administers a system called "Easy Post," which interfaces with Comcast's E-recruiting tool. When a Comcast recruiter enters a new job requisition into E-Recruiting, the recruitment sources he or she selects to use via the Easy Post system are transmitted to JWT, which then posts the position with the selected sources. JWT tracks the posting start and end dates for each recruitment source, which is retained by Comcast's E-Recruit system for reporting purposes.

The recruitment sources administered by JWT include both internet job banks (e.g., Monster.com, CareerBuilder.com) and non-internet sources.

All jobs posted through JWT's Easy Post are automatically sent to the below websites, which include sources that are specifically directed to minority and female applicant pools, as well as veterans and individuals with disabilities:

September - December 2011	January - YTD 2012
National Black MBA Association	National Black MBA Association
Diversityinc	Diversityinc
HBCUconnect.com	HBCUconnect.com
Recruitmilitary	Recruitmilitary
Babbalu.com	Babbalu.com
Directemployers.com	Directemployers.com
TweetMyJobs.com	Disabledperson.com
Disabledperson.com	WomenForHire
WomenForHire	WalterKaitz.org
WalterKaitz.org	Naaap

	JOFDAV.com
	lgbtcareerlink.com

For example, one recruitment source that Comcast reaches through JWT is the National Black MBA Association, a premier business organization serving black professionals that promotes entrepreneurship and career advancement among its membership through a variety of programs, events, and resources. Comcast also reaches Women for Hire via JWT. Women for Hire is a company devoted to a comprehensive array of recruitment services for women, including its career expos, career focused magazine, and multi-media training and recruiting resources. Another recruitment source that Comcast reaches through JWT is DiversityInc, a leading publication on diversity and business that maintains a career center through which its readership may access information about Comcast's job vacancies.

All jobs that are posted through JWT's Easy Post are also sent via email to at least 6 Outreach Programs. The Outreach Programs vary based on location. For example, in Mercer, NJ some of our Outreach Partners are:

Brookdale Community College
Middlesex County Office of Workforce Development
New Jersey Institute of Technology
Rutgers University
Lincoln Technical Institute (Edison)
Tip of the Arrow
New Jersey Department of Labor & Workforce Development

This unit also makes job vacancy information available at local recruitment events where attendees may apply for positions on-site. During the reporting period ending August 31, 2012, managers and staff of this unit attended the following additional recruitment events:

- Tip of the Arrow Fort Dix Job Fair (12/8/11)

The following is a complete list of recruitment sources used by this unit to attract applicants whenever job vacancies become available:

- Aftercollege.com
- Babbalu.com
- Backpage.com
- Branchout.com
- Brookdale Community College
- CareerBuilder.com
- Craiglist.com
- Comcast DSR Site

- Delaware County Career Center
- Direct Employers.com
- Disabledperson.com
- Diversity Inc.
- Educational Data Systems, Employer Ad Network
- Fort Dix
- Glassdoor.com
- Google Base
- HBCUConnect.com
- Indeed.com
- Hireability.com
- Jobvertise.com
- Jofdav.com,
- Juju.com
- Lincoln Technical Institute, Linkup
- LinkedIN.com
- Lee Hecht Harrison
- Lessthan7days.com.
- LGBT Careerlink
- Linkup.com
- Latino Professional Network
- McGuire Air force Base
- Middlesex County Office of Development
- Monstertrak.com
- MOAA.com
- NAACP
- National Black MBA
- Nationjob.com
- National Latino Education Organization
- New Brunswick Department of Labor
- New Jersey Department of Labor & Workforce Development
- New Jersey Institute of Technology
- One Stop Career Center
- Pennco Tech
- RecruitMilitary.com
- Rutgers University
- Searchease.com
- Simplyhired.com
- Tip of the Arrow
- Tweet my jobs.com
- Walterkaitz.com
- Womenforhire.com
- Yahoo.com

Through these recruitment measures, Comcast believes that it effectively attracts female and minority applicants whenever job vacancies become available at this unit.

Question 5: ***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.***

At Comcast, the principals of diversity and inclusion aren't just about what happens inside our company. They guide with whom we work and how we work with them. Our supplier diversity program offers every business, regardless of ownership or size, an opportunity to compete for business within our company. It is designed to promote, increase and improve the participation of small and diverse-owned businesses in our supply chain. It provides Comcast purchasers with reliable resources, creates jobs, strengthens our purchasing power, and builds value for our shareholders.

To qualify as a Comcast or NBCUniversal diverse supplier/vendor, a company must be one of the following:

- Minority Businesses Enterprise (MBE)
- Women Businesses Enterprise (WBE)
- Veteran Businesses Enterprise (VBE)
- Service Disabled Veteran Businesses Enterprise (SDVBE)
- Small Disadvantaged Businesses Enterprise
- Historically Underutilized Business Enterprise (Hub Zone)

Outreach to and partnership with diverse organizations is a key success factor for our Supplier Diversity program. Throughout the year, we actively target outreach events and build partnerships with various advocacy organizations across our geographic footprint, participating in numerous conferences, awards ceremonies, capacity-building events, and business opportunity fairs at the local, regional, and national levels. Each year, we participate in 50-60 supplier diversity targeted outreach events across the country designed to create connections between diverse suppliers and corporations.

Comcast and NBCUniversal partner with minority-led chambers of commerce and other diverse business organizations throughout the country at the national, regional, and local levels. Our supplier diversity partners include:

- National Minority Supplier Development Council (NMSDC)
- Woman's Business Enterprise National Council (WBENC)
- National Veteran-Owned Business Association (NaVOBA)
- US Hispanic Chamber of Commerce (USHCC)
- US Pan Asian American Chamber of Commerce (USPAACC)
- The National Center for American Indian Enterprise Development (NCAIED)
- National Black Chamber of Commerce (NBCC)
- National Gay and Lesbian Chamber of Commerce (NGLCC)
- Walter Kaitz Foundation

In addition, Comcast and NBCUniversal are active with each of these organizations and many of their local affiliates across the country.

Comcast believes strongly in providing equal access and opportunity to all vendors. Comcast's supplier diversity program effectively provides special assistance to small and multi-cultural business owners in their pursuit of business opportunities. In addition, Comcast and NBCUniversal participate on boards and in programs that assist with growth of diverse business enterprises.

We also believe that encouraging prime (Tier I) vendors to subcontract with diverse second-tier (Tier II) vendors can expand our business with diverse vendors while reducing barriers to entry for those businesses. To that end, we partner with its non-diverse prime contractors to identify methods by which they will include a diverse supplier base through subcontracting. Comcast strongly encourages joint ventures, prime/Minority, Women and Disabled Veteran-owned Business Enterprises partnerships, and subcontracting as methods to create additional business opportunities for diversity owned vendors.

Supplier diversity is an important component of our Request for Proposal (RFP) and vendor selection process. Comcast's standard RFP language encourages Tier II diversity, and Comcast considers Tier II diversity among its criteria for purchasing decisions. NBCUniversal has added Tier II reporting to all new contracts and requests for proposals. This reporting requirement will also be added to older contracts after they expire and are renegotiated.

We have also taken steps to further our goal of increasing the number of prime suppliers who provide Tier II data by encouraging Tier I vendors to work with the company to help expand the Supplier Diversity Program through the successful creation of Tier II opportunities for diverse businesses.

The Company also has taken proactive steps to work with diverse suppliers in underutilized categories and we are expanding procurement opportunities for professional services firms. Examples include:

- Legal: Comcast and NBCUniversal actively seek to do business with diverse law firms. In 2010, Comcast became a founding member of the Inclusion Initiative, a collaborative effort of several companies designed to increase the utilization of diverse law firms. Comcast and NBCUniversal have increased spending with diverse law firms, and in 2011 the combined company spent more than $1.6 million with them. In addition, Comcast and NBCUniversal's legal teams are focused on expanding the amount of business done with minority and female lawyers at majority-owned firms.
    - In 2011, Comcast participated in National Association of Minority and Women-Owned Law Firms (NAMWOLF) and Inclusion Initiative conferences and business opportunity fairs. In addition, Comcast continues to participate in other conferences and events which support the minority bar.
    - The Company has also directed its insurance company to utilize diverse law firms, when available, in cases that pertain to Comcast worker's compensation and liability claims.

- Financial: Comcast's history of involvement with the minority-owned banking community spans more than 20 years and continues today. We value our relationships with minority-owned banks and investment firms that offer differentiated and tailored solutions designed to address the company's needs, including lending through credit facilities, brokerage services for stock repurchases, bond underwriting, and commercial paper issuance, as well as traditional banking and deposit arrangements. For example:
    - For the 9th consecutive year in 2012, Comcast arranged a major credit facility with ten minority-owned banks, including our administrative and syndication agent, United Bank of Philadelphia. This is a $24 million 364-Day Revolving Credit Facility.
    - Minority-owned banks have participated in the underwriting of numerous Comcast bond offerings, adding value to the process and earning significant income along the way.
    - Comcast uses several diverse banks to execute open market repurchases under the company's Board-authorized Stock Repurchase Program.
    - In 2011, Comcast added a minority-owned bank as one of its four placement agents in our commercial paper program.
- Marketing: Together, Comcast and NBCUniversal increased spending on advertising with minority-owned media 2011 by $7 million, primarily with African American-owned media. Grupo Gallegos is Comcast's primary advertising agency for Hispanic-targeted creative. In 2011, Comcast also selected Burrell Communications, as our agency of record for African American consumer market advertising.

In addition to the initiatives listed above, the results of our Supplier Diversity program are reflected, in part, by the recognition it has received. Examples include:

- In August 2012, Comcast was named one of the Best Companies for Asian American and Pacific Islanders by Asian Enterprise magazine, which recognized Comcast's "unwavering and continued commitment to the small business community" and "invaluable contribution to the Asian American and Pacific Islander community."
- For the seventh consecutive year in 2012, Comcast received recognition for being one of the Top 50 Organizations for Multicultural Business Opportunities by DiversityBusiness.com.
- For the sixth consecutive year in 2012, Comcast was named among the 10 Best U.S. Corporations for Veteran-Owned Business by NaVOBA.
- The Rocky Mountain Minority Supplier Development Council named Comcast its Corporate Partner of the Year in July 2012.
- Comcast was recognized as the National Black Chamber of Commerce's Corporate Partner of the Year in August 2011.
- Black Enterprise magazine selected Comcast as one of its 40 Best Companies for Diversity in 2012, recognizing supplier diversity among Comcast's strengths.
- In 2011, Comcast's "excellent supplier diversity program" was recognized by DiversityInc., which ranked Comcast among its 25 Noteworthy Companies

Comcast believes these efforts have been successful in encouraging entrepreneurs to conduct business in a nondiscriminatory manner with all parts of its operation.

Question 7: 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.

Comcast's Corporate Human Resources Department has ultimate responsibility for the implementation and enforcement of its EEO practices. The Corporate Human Resources Department communicates with the HR Leads for each Division to ensure that Comcast's EEO policies are understood and applied at all levels of the company's operations.

The Division and cable system managers have primary responsibility for the implementation of Comcast's EEO policies on the local level of each FCC employment unit. Each of Comcast's Divisions conduct an independent analysis and review of HR practices on the cable system level on a periodic basis to ensure that Comcast's EEO policies are being correctly implemented and enforced.

Comcast managers, department heads, and supervisors are all responsible for ensuring that all employment and promotion decisions made within their employment units are consistent with the company's EEO policies and are free of discrimination. All such managerial and supervisory personnel receive training on the Comcast Code of Conduct. The responsibilities of these individuals include, but are not limited to:

- Working with Comcast's Human Resources Department to understand the individualized EEO-related goals for their employment units and implementing an EEO plan in order to achieve those goals;
- Performing periodic audits of training, hiring, and promotion activities to ensure compliance with the company's EEO program and achievement of EEO goals, and to notify the Human Resources Department of any problems encountered in implementing the program;
- Ensuring employee awareness of the company's EEO policies through training programs that familiarize employees with the program and its goals;
- Ensuring that minority and female employees have the opportunities for transfer and promotion based on their experience and skills;
- Counseling employees in their employment units regarding career opportunities;
- Performing periodic audits of employment units to ensure that: (I) EEO notifications are properly displayed; (II) minority and female employees are encouraged to participate in all company-sponsored educational, training, recreational, and social activities; and
- Ensuring that the employment units' work environment is discrimination free by prohibiting and vigorously enforcing the prohibition against racial slurs or remarks, sexual harassment or any behavior which is actually or apparently discriminatory or intimidating to employees.

Comcast's Human Resources Department has primary responsibility for producing and verifying each employment unit's EEO Public File Report on an annual basis and ensuring that the report is placed in the unit's public inspection file and on Comcast's website. In addition, whenever there is a vacancy, a member of the local Human Resources Team reviews the job

description to ensure accuracy and works closely with Comcast's Hiring Managers on selection techniques to find the best candidate for a job opening in a consistent and non-discriminatory manner. Local Human Resources Teams also review any counseling or disciplinary actions taken, including potential terminations to ensure consistency within the unit. Potential terminations are also reviewed by the Regional Vice President of Human Resources to ensure consistency within the Region. Depending on the circumstances, potential terminations may also be reviewed by the Division Vice President of Human Resources.

All Comcast supervisors attend periodic training and workshops to review the EEO laws and the company's commitment to being an EEO employer. Comcast also provides training on maintaining a harassment-free workplace to all front-line and management employees every other year.

Successful implementation of Comcast's EEO policies and procedures is reviewed as part of the performance appraisal of each Comcast manager, supervisor, and corporate employee with EEO responsibilities.