

1978 - 1979

AFFIRMATIVE ACTION PROGRAM

FOR

COMPANY HEADQUARTERS ESTABLISHMENT

SOUTHERN BELL TELEPHONE AND TELEGRAPH COMPANY

45 EDGEWOOD AVENUE, S. E.

ATLANTA, GEORGIA 30303

APRIL 1, 1978

III. EQUAL EMPLOYMENT OPPORTUNITY PROGRESS

The Company Headquarters Establishment has been involved with implementing equal employment opportunity policy for a number of years. Progress in utilizing affected groups is cited below:

A. Minority Progress (Males and Females)

From 1965 through 1977, the total employees in the Company Headquarters Establishment increased by 59.4 percent. During the same period, minority employees increased from 16 to 346, almost twenty-two-fold. The number of minorities in the management force rose from 1 in 1968, to 111 as of December, 1977.

B. Women's Progress (White Females)

Women presently constitute 48.5 percent of the Company Headquarters Establishment's total employee body. The number of women in management ranks rose from 156 in 1965 to 528 through December, 1977. Currently, there are 168 women in second-level positions as compared to 11 in 1968.

C. Progress in Utilizing Males in the Clerical Job Classifications

Progress is being made in placing males in assignments in clerical job classifications. Currently, 14.1 percent of the incumbents in the jobs included in these classifications are male.

D. Summary

The above information illustrates that the Company Headquarters Establishment is making progress in employing and upgrading minorities, in upgrading women, and in placing males in the clerical job classifications. However, we recognize that more remains to be done and, to this end, a program of affirmative action has been developed.

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* Note the differences in employment opportunity based entirely on race and sex. Non-minority males suppressed to lowest paying job titles.

Note that no mention what-so-ever is made of qualifications and ability of individuals as being a major consideration when a position opens to be filled by either hiring or promotion, in fact; see Sec. VIII, Sheet 3; then Sec. VIII, Sheet 2; then Sec. VII, Sheet 1.

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VII. INTERMEDIATE TARGETS AND GOALS

The overall objectives of our Affirmative Action Program are to reach ultimate goals through the establishment of specific Intermediate Targets and Time Frames designed to bring our work force into line with the external labor market; to bring the race and sex compositions of our various job classifications (Exhibit 1) in line with the labor pool from which these jobs are normally filled; and to move men and women into jobs traditionally held by the opposite sex.

Exhibit 2 contains the Company Headquarters Establishment's Intermediate Profile and Opportunity Targets for 1978. To the extent that mobilized "good faith efforts" will permit, hiring and promotion job opportunities occurring in each job classification will be distributed by race and sex in the percentages indicated. Intermediate targets and the projected distribution of job opportunities will be reviewed annually and adjusted as needed to provide appropriate movement toward the objective of race and sex profiles in all major job classifications which are approximate reflections of proper utilization.

VIII. PLAN OF ACTION

The Company Headquarters Establishment pledges its commitment to all procedures outlined in Section VI of the Corporate Affirmative Action Plan. Also, the following specific activities will help the Establishment in moving affirmatively to meet the goals stated in Exhibit 2.

Expansion and intensification of recruiting efforts through our Atlanta Area Employment Office is occurring. During 1977, 1,119 employment office presentations were given to high schools with over 18,292 students in attendance.

In addition, 1,898 contacts were made with such organizations as the Atlanta Urban League, Atlanta Wider Opportunity for Women, Minority Women Employment Program, Georgia Retardation Center, Community Relations Commission, Fort McPherson and Dobbins Air Force Base, Veteran's Administration, and the National Urban League to name a few. These contacts resulted in over 2,489 persons applying for employment. Each month, feedback is given to the organizations on each referral's disposition.

Records of non-management minority and female employees considered promotable to higher-rated non-management jobs are reviewed when selections for promotions to non-management positions are made.

Also, records are maintained of minority and female candidates considered ready for promotion to management, as well as minority and female management employees who are considered ready for promotions to higher-rated positions. These records are reviewed and given consideration when selections for management positions are made.

All employees have been informed of the procedures for filing transfer requests or placing bids for desired jobs, as amended by the provisions of the January 18, 1973, agreement entered into by the American Telephone and Telegraph Company, the United States Department of Labor, and the Equal Employment Opportunity Commission.

All job specifications used in the Establishment for employment or for promotions have been reviewed to assure that only job-related criteria are included.

Note that no records are maintained of qualified non-minorities. Equal opportunity is therefore denied to them.

The Establishment does not now or will not in the future rely on test results as a sole justification for failure to reach hiring or promotional intermediate targets.

The Company Headquarters Establishment offers all employees the opportunity to nominate themselves for participation in Assessment Center Programs, both management and non-management.

A person in each Department has been designated as a Departmental EEO Coordinator. He or she works closely with the Establishment EEO Coordinator to ensure that the provisions of the Affirmative Action Program are carried out. A list of these Coordinators may be found in Exhibit 3.

All individuals in the Establishment who perform functions involved in an audit of equal employment opportunity matters cooperate fully with Southern Bell and/or governmental compliance reviewers.