

Amend

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# EEO Form 396-C

File No.: CBL0016697

Filing Status: **Ready for Review**

## 2567

Reference Copy  
OMB Control  
No. 3060-1033

### General Information

**FCC Registration Number (FRN)**

0013428818

**Filing Year**

2024

**Employment Unit ID (EUID)**

2567

### Section I - Identifying Information

**Operator Legal Name**

WAVEDIVISION IV, LLC

**Operator Address 1**

3700 Monte Villa Parkway

**Operator City**

BOTHELL

**Operator state**

WA

**Operator Zip Code**

98021

**State of Employment Office**

WA

**County of Employment Office**

Kitsap

**Application Purpose**

Amendment to Program Report

**Supplemental Investigation Sheet (SIS)****Required**

true

**Category of Respondent**

Six (6) or more full-time employees during the selected reporting period

**Reporting Period Start Date**

2023-07-15

**Reporting Period End Date**

2024-07-14

**Section II - Community Information**

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**PSID**

001796

**Communities**

WA0332, WA0311, WA0313, WA0321, WA0249, WA0229, WA0168, WA0167, WA0461, WA0463, WA0491, WA0833, WA0462, WA0492

**Section III - EEO Policy and Program Requirements**

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**Complied with outreach provisions**

Yes

**Disseminated widely EEO Program**

Yes

**Contacted multiple sources of applicants**

Yes

**Offered promotions in nondiscriminatory manner**

Yes

**Sought out entrepreneurs in a nondiscriminatory manner**

Yes

**Analyzed the results of efforts to recruit hire promote and use services**

Yes

**Defined responsibility of management**

Yes

**Conducted continuing program to exclude prejudice**

Yes

**Conducted continuing review of job structure**

Yes

**Section IV - Additional Information**

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**Exhibit 3 (Optional)**

Kitsap Unit 2567 SIS Response 2024.pdf

## FCC FORM 396-C -- Supplemental Investigation Sheet PART I - PART I - Employee Job Descriptions

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### Job Description

Officials and Managers

### Exhibit Employee Job Descriptions

JobDescription - Technical Operations  
Manager.pdf

## PART II - Inquiries Concerning EEO Program and Practices

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### SIS Question 1

Kitsap County -Port Orchard Unit 2567 - 2024  
Question 1.pdf

### SIS Question 4

Kitsap County -Port Orchard Unit 2567 - 2024  
Question 4.pdf

## PART III - EEO Public File Report

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### EEO Public File Report for Previous Year

Port Orchard, WA 2567 Unit - FCC 2023.xlsx

## Exhibits

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### Exhibit 3 (Optional)

Kitsap Unit 2567 SIS Response 2024.pdf

### Exhibit Employee Job Descriptions

JobDescription - Technical Operations  
Manager.pdf

### EEO Public File Report for Previous Year

Port Orchard, WA 2567 Unit - FCC 2023.xlsx

### SIS Question 1

Kitsap County -Port Orchard Unit 2567 - 2024  
Question 1.pdf

### SIS Question 4

Kitsap County -Port Orchard Unit 2567 - 2024  
Question 4.pdf

### SIS Question 7

Kitsap County -Port Orchard Unit 2567 - 2024  
Question 7.pdf

## Certifications

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

## Certifier Information

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**Certifying Official Name and Signature**

Amy Atkins

**Certifying Official Phone**

903-805-5855

**Certifying Date Signed**

2024-09-26

**Certifying Official Title**

Vice President/Human Resources

**Certifying Official Email**

amy.atkins@astound.com

**Wave Division Holdings, LLC. dba Astound Broadband**  
**EEO Oublic File Report**  
**Employment Unit ID 2567**  
**FCC Year July 15, 2023 through July 14, 2024**

**Total # of Full-Time Vacancies Filled During Period: 8**

**Total # People Interviewed for Full-Time Vacancies During Period: 48**

<b>Requisition Number</b>	<b>Posting Title</b>	<b>Source</b>	<b># Of Interviews</b>	<b># of Hires</b>
BROAD007315	Broadband Technician	Company Vehicle Advertisement	0	0
		Employee Referral	1	0
		Former Employee	0	0
		Astound Broadband Internal Posting	0	0
		Indeed	2	1
		Astound Broadband Website - Careers Page	1	0
BROAD007316	Broadband Technician	LinkedIn	0	0
		Indeed	2	1
		Astound Broadband Internal Posting	0	0
		Company Vehicle Advertisement	0	0
		Astound Broadband Website - Careers Page	0	0
RETAI008019	Retail Sales Representative	Employee Referral	1	0
		LinkedIn	0	0
		Indeed	6	0
		Appcast	5	1
		Astound Broadband Website - Careers Page	0	0
		Astound Broadband Internal Posting	0	0
		Company Vehicle Advertisement	1	0
LEADI007796	Lead, Telecom Construction	Company Vehicle Advertisement	0	0
		Indeed	0	0
		Appcast	2	1
		Astound Broadband Website - Careers Page	0	0
		Astound Broadband Internal Posting	0	0
		Lensa	1	0
RETAI007572	Retail Sales Representative	Former Employee	1	1
		Astound Broadband Internal Posting	0	0
		LinkedIn	0	0
		Astound Broadband Website - Careers Page	1	0
		Indeed	2	0
		Company Vehicle Advertisement	0	0
BROAD007452	Broadband Technician	Employee Referral	1	0
		Former Employee	0	0
		Indeed	6	1
		Astound Broadband Website - Careers Page	0	0
		Astound Broadband Internal Posting	1	0
		Company Vehicle Advertisement	0	0
BROAD007471	Broadband Technician	Employee Referral	2	1
		Astound Broadband Internal Posting	0	0
		Company Vehicle Advertisement	0	0
		Former Employee	1	0
		Indeed	2	0
		Astound Broadband Website - Careers Page	0	0
FIBER007689	Fiber Splicing Technician	Company Vehicle Advertisement	0	0
		Employee Referral	1	0
		Indeed	2	1
		Appcast	0	0
		Astound Broadband Website - Careers Page	0	0
		Astound Broadband Internal Posting	2	0
<b>Grand Total</b>			<b>48</b>	<b>8</b>

**Wave Division Holdings, LLC. dba Astound Broadband**  
**FCC Annual Report**  
**Employment Unit ID 2567**  
**Recruitment Sources Utilized for Vacancies Filled - 76.1702(b)(2)**  
**July 15, 2023 through July 14, 2024**

Source	Contact and Email	Address	Telephone	Entitled to Notifications
Astound Employee Referral	Rebecca Xo <a href="mailto:Rebecca.Xo@astound.com">Rebecca.Xo@astound.com</a>	3700 Monte Villa Parkway, Bothell WA 98021	609-276-4105	No
Astound Internal Job Posting	Rebecca Xo <a href="mailto:Rebecca.Xo@astound.com">Rebecca.Xo@astound.com</a>	3700 Monte Villa Parkway, Bothell WA 98021	609-276-4105	No
Astound Careers Website	Rebecca Xo <a href="mailto:Rebecca.Xo@astound.com">Rebecca.Xo@astound.com</a>	3700 Monte Villa Parkway, Bothell WA 98021	609-276-4105	No
Robert Half- Agency	Linda Nguyen <a href="mailto:Linda.Nguyen@roberthalf.com">Linda.Nguyen@roberthalf.com</a>	1401 I Street NW, Washington, DC 20005	202-998-8422	No
People Solved- Agency	Thalia Marquez <a href="mailto:thalia.marquez@peoplesolved.com">thalia.marquez@peoplesolved.com</a>	PO BOX 2626, Allen, TX 75013	416-347-8052	No
Indeed	Kyle Murphy <a href="mailto:Kylmurphy@indeed.com">Kylmurphy@indeed.com</a>	200 W 6th St, Floor 36, Austin, TX 78701	512-485-1899	No
Company Vehicle Advertisement	Vanessa Perry <a href="mailto:vanessa.perry@astound.com">vanessa.perry@astound.com</a>	650 College Rd. E, Suite 3100, Princeton, NJ 08540	609.452.2543	No
Social Media Outreach; Facebook, Twitter, Instagram	Julie Thomas <a href="mailto:julie.thomas@astound.com">julie.thomas@astound.com</a> Rebecca Hornak <a href="mailto:rebecca.hornak@astound.com">rebecca.hornak@astound.com</a> <a href="http://www.facebook.com">www.facebook.com</a>	1 Hacker Way Menlo Park, CA 94025	650-308-7300	No
Cross Channel Advertising (TV Spot)	Vanessa Perry <a href="mailto:vanessa.perry@astound.com">vanessa.perry@astound.com</a>	650 College Rd. E, Suite 3100, Princeton, NJ 08540	609.452.2543	No
Buyer	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Zip Recruiter	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Appcast	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Monster	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Talent	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Adzuna	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Talroo	Colleen Kelly <a href="mailto:ckelly@buyerads.com">ckelly@buyerads.com</a>	175 Highland Ave, Needham, MA 02494	857-404-0891	No
Circa Mitrarech*	Tyler Kaplan <a href="mailto:tyler.kaplan@mitrarech.com">tyler.kaplan@mitrarech.com</a>	1000 N Water St Suite 1200, Milwaukee, WI 53202	800-984-3775	No
*All Astound vacancies are distributed by our external partner, Circa, on the following diverse job boards: AfricanAmericanHires.com, AILLGBTJobs.com, AsianHires.com, VeteranJobs.net, DisabilityJobs.net, LatinoJobs.org, OverFiftyJobs.com, NativeJobs.org, WeHireWomen.com, and DiversityJobs.com. Circa also posts all vacancies on all of their In-Network state diversity job boards, and distributes all job opportunities to local organizations that support a diverse set of community members.				

**Wave Division Holdings, LLC. dba Astound Broadband**  
**Employment Unit ID 2567**  
**FCC General Recruitment Report - 76.1702(b)(3)**  
**July 15th, 2023 through July 14th, 2024**

<b>Outreach Efforts</b>	<b>Participants</b>	<b>Date</b>	<b>Description</b>
Astound Summer Internship Program	Astound Recruiters, DEI Team and students from higher education institutions across the U.S.	05/01/2024 - 08/01/2024	Astound Intern program focused on providing college students intern opportunities in the MVPD industry.
Harassment Prevention and Respectful Workplace	Astound Employees	10/23/2023 - 11/13/2023	Online training on Harassment Prevention and Maintaining a Respectful Workplace for all employees.
Discrimination Prevention	Astound Employees	10/23/2023 - 11/13/2023	Training on preventing discrimination in the workplace.
Management Training Program	Astound Managers	07/15/2023 - 07/14/2024	Modeling inclusive Leadership for all managers
Management Training Program	Astound Managers	03/29/2024 - 06/17/2024	Online training on benefits of diversity for all managers
Astound Careers TV Commercials	Astound Marketing Team	07/15/2023 - 07/14/2024	TV Commercials promoting MVPD careers in our communities
Diversity, Equity and Inclusion	Astound Employees	07/15/2023 - 07/14/2024	Inclusive Leadership 3 Part Series, Live Cultural Conversations + recordings, ready-to-go Elearnings throughout the year
The Leadership Challenge Program	Astound Managers	09/01/2023 - 12/1/2023	Training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions
Management the Astound Way Program	Astound Managers and Above	03/02/2024 - 07/14/2024	Training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions
Employee Development Training	Astound Employees	07/15/2023 - 07/14/2024	Ongoing training all year in combination of Live training and ready-to-go eLearning
Management Development Training	Astound Managers	07/15/2023 - 07/14/2024	Ongoing training all year in combination of Live training and ready-to-go eLearning
Employee Training Program	Astound Employees	07/15/2023 - 07/14/2024	Astound supplies employees with online and in-person training modules available to foster career growth opportunities. Some offered mentoring trainings include, but are not limited to, personal development, professional development, customer service, leadership, soft skills, technical, business, safety and compliance, sales, product knowledge, and more
NCTI Certification and Training Program	Astound Broadband & Jones National Cable Training Institute	07/15/2023 - 07/14/2024	Astound partners with Jones National Cable Training Institute to provide employees with comprehensive industry trainings and certifications with Technical Operations, 5G & Wireless, Customer Care, Leadership, General Education, Master Installer, Service Technician, System Technician, Senior Master Technician
Company Vehicle Advertisements	All Astound Fleet Vehicles	07/15/2023 - 07/14/2024	Astound Broadband has company vehicles with advertisements, they drive within each market to increase brand awareness and career opportunities at Astound. <a href="https://www.astound.com/about-us/careers/">https://www.astound.com/about-us/careers/</a>
Tuition Reimbursement Program	Astound Employees	07/15/2023 - 07/14/2024	Astound provides internal employees with a tuition reimbursement-scholarship program designed to assist students interested in pursuing a career in multichannel video programming communications. We advertise this program to the general community and candidate pools
CareerWork\$ Ready Hiring Event	Astound Talent Acquisition Team	3/22/2024	Astound Broadband participated in a CareerWork\$ Ready Hiring Event virtual career fair for all open positions to expand our candidate pool and outreach efforts
Hosted Astound Virtual Career Fair	Astound Talent Acquisition Team	6/19/2024	Astound Broadband organized and hosted a virtual career fair for all open positions to expand our candidate pool and outreach efforts
Hosted Astound Virtual Career Fair	Astound Talent Acquisition Team	7/12/2024	Astound Broadband organized and hosted a virtual career fair for all open positions to expand our candidate pool and outreach efforts