# *Equal Employment Opportunity and Inclusion Report (December 2023)*

***Purpose***

The NETL Equal Employment Opportunity (EEO) and Inclusion Report has a twofold purpose.

1. First, it aims to assess the annual compliance of NETL Site Support Contractors (SSC) with EEO laws, DOE EEO directives and orders, and other requirements pursuant to the Energy Policy Act of 2005, Public Law 109-58.
2. Secondly, it provides contractor workforce data to support the Human Resources section of the NETL Annual Laboratory Plan, as provided to DOE Headquarters.

***Form***

An Excel workbook (SSC EEO Inclusion Report Template.xls) has been included as a sample template in Part III, Section J.

***Scope of Contractor Workforce Data Set***

The NETL contractor shall provide summary-level Headcount and FTE data on contractor personnel for the NETL-defined labor categories and ethnic groups (e.g., Blacks, Hispanics, Women, etc.) as detailed in the annual NETL EEO Data Collection template. The scope of this data collection will take into account the following contractor employee groups:

1. On-site and off-site contractor employees who work 50% or more of their time in support of the NETL contract (regardless of their geographic work station);
2. Prime contractor employees onboard as of the end of the Federal fiscal year;
3. Subcontractors who are prime participants and whose labor is directly invoiced to the government.

***Submittal Information***

1. Total Permanent Workforce as of the end of the Federal fiscal year;
2. Paid Student Employees on board during the Federal fiscal year;
3. Temporary Personnel on board during the Federal fiscal year; and,
4. Copy of the company’s most recent official EEO policies (i.e., can include website posting).