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**From:** Shauna Holman Harries <shauna.holman.harries@oracle.com>  
**To:** Mikel, Brian L - OFCCP <Mikel.Brian@dol.gov>  
**CC:** Luong, Hoan - OFCCP <Luong.Hoan@dol.gov>; Atkins, Hea Jung K - OFCCP <Atkins.HeaJung@dol.gov>; Neil Bourque <neil.bourque@oracle.com>; Lida Daniel <lida.daniel@oracle.com>; Bill Couch <william.couch@oracle.com>  
**Sent:** 2/27/2015 10:44:07 PM  
**Subject:** RE: Oracle HQCA Onsite

Thanks Brian. While we understand the general areas you may want to cover, it would really be helpful to know ASAP what you are looking at. Tentatively, we are looking at a start on March 24, but still need to find out senior management availability for the entrance conference.

Below you mention that the on-site will include areas of hiring, promotion, termination and compensation. However, we have not been informed of any OFCCP concerns in any of these areas. In order to identify the right people and confirm interview availability, we request that you provide specifics on any identified concerns in these areas and identify topics you will want to cover. With regard to related records/documents, we can of course work on them regardless of the date of the on-site, but again, we really need considerable advance notice to identify and pull available records.

Shauna

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**From:** Mikel, Brian L - OFCCP [mailto:Mikel.Brian@dol.gov]  
**Sent:** Thursday, February 26, 2015 5:55 PM  
**To:** Shauna Holman Harries  
**Cc:** Luong, Hoan - OFCCP; Atkins, Hea Jung K - OFCCP  
**Subject:** RE: Oracle HQCA Onsite

Hi Shauna,

Thank you for your response. We would like to confirm a start date and expected duration and we can coordinate the interview schedule throughout the next several weeks. The duration will entirely depend on our ability to confirm interview schedules but we would like to block off the full week.

The issues that warrant further investigation include areas of hiring, promotion, termination and compensation. Therefore, we need to interview managers, supervisors and HR responsible for administering compensation and hiring for several lines of business. We will also need to interview employees individually in the these lines of business.

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The types of documents that we may want to review could include (but are not limited to) employee/manager personnel files, applications/resumes, interview notes, copies of discrimination complaints filed, copies of accommodation requests. We will provide a more detailed list once the onsite date is confirmed.

Thank you for your cooperation and we look forward to your prompt reply.

Regards,  
Brian

**Brian L. Mikel** | Director  
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**From:** Shauna Holman Harries [mailto:shauna.holman.harries@oracle.com]  
**Sent:** Thursday, February 26, 2015 10:31 AM  
**To:** Mikel, Brian L - OFCCP  
**Cc:** Luong, Hoan - OFCCP; Atkins, Hea Jung K - OFCCP  
**Subject:** RE: Oracle HQCA Onsite

Hi Brian, thanks for your email. We will need more than 24 hours to get back to you with availability and coordination. In the meantime, we need more information from you on who you might be interested in interviewing and what kind of documents you will want to see. Remember, that my team and I are all in Phoenix so I will need some sense of your expected time on site. As you correctly note we have other audits to coordinate and new plans in process. Please get back to me today if you can.

Shauna

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**From:** Mikel, Brian L - OFCCP [mailto:Mikel.Brian@dol.gov]  
**Sent:** Wednesday, February 25, 2015 8:16 PM  
**To:** Shauna Holman Harries  
**Cc:** Luong, Hoan - OFCCP; Atkins, Hea Jung K - OFCCP  
**Subject:** Oracle HQCA Onsite

Good Evening Shauna,

We have completed the desk audit phase of the Oracle HQCA (Redwood Shores) establishment compliance evaluation. Based on the results of the desk audit, we would like to proceed to the on-site phase of the investigation.

We appreciate your assistance thus far and are confident that you and your team will assist the agency in conducting an efficient and effective on-site evaluation as soon as possible. Over the next several weeks, we will coordinate with you to develop the interview schedule for the appropriate management personnel and individual contributors. Upon completion of the on-site phase of the compliance evaluation, we will be available to discuss our findings with you.

It is also our desire to conduct this compliance evaluation efficiently. In consideration of the various open Oracle compliance evaluations, we are proposing that the on-site evaluation be scheduled to begin on Monday, March 23, 2015 at 9:00 a.m. The on-site evaluation will consist of the following:

1. Entrance conference with company executives;
2. Physical inspection;
3. Examination of personnel records and files, as applicable;
4. Interviews; and
5. Exit conference.

Please respond by Friday, February 27, 2015 to confirm your availability.

Thank you,

**Brian L. Mikel** | Director  
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