

EMPLOYER ASSESSMENT

GENERAL WORKPLACE CONTACT INFORMATION

Name of organisation (if your organisation makes the “best” list, this will be used for publishing purposes):

President, CEO, Owner (senior-most leader) contact information:

- Name (Including prefix or suffix, e.g., Dr., Ms., Mr., Jr., etc.)
- Title:
- City/Town, Postcode, Country:
- Email address:
- Number of years as the leader of your organisation: _____ Year(s)
- Is this person a woman? Yes/No
- Is this person ethnically diverse? Yes/No

The email address of the senior leader in the question above will only be used to contact this individual to arrange possible interviews for recognition purposes. The email addresses will not be shared publicly.

Our media partners may want to publish the name of an employee in the “best” programme area. Please provide contact information for such a person. *(We are looking for a person that your company would feel comfortable having publicly published or printed. It could be a member of the HR team, a PR contact or the most senior leader of the organisation.)*

- Name: (Including prefix or suffix, e.g., Dr., Ms., Mr., Jr., etc.)
- Title:
- City/Town, Postcode, Country:
- Email address:
- Phone number:

GENERAL INFORMATION

What is your organisation's industry? (drop-down menu)

How would you describe your organisation to someone outside of your industry? (1000 character limit)

Why should your organisation be included on the "best" list? (1000 character limit)

What makes an employee want to stay at your organisation? (800 character limit)

How would you describe your workplace culture in one sentence?

Does your organisation have established core values? (Yes/No) If yes, how does your organisation demonstrate these core values? (800 character limit)

Does your organisation coordinate "Fun" activities? (Yes/No) If yes, please list up to three activities. (250 character limit per description)

Does your organisation have a structured system for recognising achievements, attendance, or safety? (Yes/No) If yes, list up to three examples. (250 character limit per description)

Does your organisation formally recognise employee birthdays and/or work anniversaries? (Yes/No) If yes, describe how your organisation formally recognises employee birthdays and/or work anniversaries. (250 character limit)

WORKFORCE INFORMATION

Your organisation submitted the total number of permanent full- and part-time eligible employees in the "Best" programme area on the email upload portal (*online employee survey method*) or on the confirmation checklist (*paper employee survey method*). Based on that number, please provide the percentage of employees in each category below, if available.

What percentage of your employees are millennials? (*Millennials are those born between 1981 and 1997.*)

What percentage of senior level positions within your organisation are held by women?

RECRUITING AND EMPLOYMENT PRACTICES

Do you have a strategy to recruit and retain a diverse workforce (e.g., employees of differing gender, race, sexual orientation, disability, and age)? (Yes/No) If yes, please describe your strategy. (800 character limit)

Does your organisation utilise pre-employment screening or skills assessment tools? (Yes/No) If yes, select all that apply:

- Credit history
- Criminal background checks
- Driving records
- Education verification
- Personality/behavioral tests
- Personal reference checks
- Professional reference checks
- Skills assessment
- Social media
- Unstructured recorded interviews
- Work sample tests
- Other, please describe:

DIVERSITY, EQUITY & INCLUSION

Does your organisation have a formal grievance procedure in place for employees who feel they have been treated unfairly based upon their race, gender identity, or beliefs? (Yes/No) If yes, briefly explain and provide examples. (800 character limit)

Does your organisation provide formal inclusion and diversity training? (Yes/No) If yes, please list up to three examples. (250 character limit per example)

Does your organisation have Employee Resource Groups (ERGs) for employees who fall into the “diversity” category? (Yes/No) If yes, please list the ERGs and the employees they serve. Examples include: a mentorship programme, an LGBTQ+ network, a veterans support group, a women’s network. (250 character limit per example)

ORGANISATIONAL BENEFITS

For each of the following supplementary employee benefits, indicate which benefit is a standard offering (part of core benefits), an optional additional benefit or not offered:

- Life Assurance
- Income Protection (Long-Term Disability) GIP
- Critical Illness Insurance
- Private Medical Insurance (PMI)
- Dental Insurance
- Optical Insurance
- Health Cash Plan
- Personal Accident Insurance
- Paid holidays beyond the statutory annual minimum

How many employer-paid bank holidays do you offer each year?

Does your organisation provide employees with third-party resources to receive help with personal issues (e.g., an Employee Assistance Programme)? (Yes/No) If yes, briefly describe. *(800 character limit)*

What is the level of your organisation's contribution to the employee pension scheme? *(250 character limit)*

Does your organisation offer formal programmes for employees to participate in ownership? (Yes/No) If yes, please describe. *(800 character limit)*

What percentage of your employee population is working remotely?

What percentage of your employee population was working remotely prior to COVID-19 (March 2020)?

GIVING BACK, WELLNESS INITIATIVES, AND WORK-LIFE BALANCE

In what ways does your organisation give back to the community? *(Select all that apply)*

- We've implemented an employee volunteer programme
- We allow employees to participate in community service during normal business hours without losing pay or using vacation time
- We host drives (food, clothing, toys)
- We match employees' charitable donations
- Other, please describe:
- Our organisation does not formally support community initiatives

Does your organisation support work-life balance or wellness via any of the following? *(Select all that apply)*

- Fitness and/or wellness programmes within the workplace
- Flexible work hours
- Furniture that is ergonomically correct and/or encourages movement
- Health club membership or fitness/wellness programme reimbursement
- Workplace canteen
- Season Ticket Loan
- Bike to Work
- Workplace facilities to promote exercise and fitness
- Other, please describe:
- Our organisation does not support formal work-life balance or wellness initiatives

Are managers trained to look for and deal with signs of mental stress, fatigue, and/or burnout among their team? (Yes/No) If yes, please briefly describe (type of training, how often). *(800 character limit)*

Other Work-Life Balance or Family-Friendly Benefits *(Select all that apply):*

- Adoption benefits, including information and referral services, paid-time off, legal, counseling and agency fees, court costs, travel and lodging, etc.
- All or part of employees' full- or part-time childcare paid, either on a regular basis or at pre-arranged times
- Employee concierge services (e.g., car washes; chair massages; laundry service; etc.)
- Employees are encouraged to limit checking of email and voicemail outside of work hours
- Employees are not permitted to work while on holiday
- Employees are required to take time off
- Employees' family members invited to workplace celebration or holiday events
- Financial planning workshops, seminars, or classes
- Lactation facilities, lactation support programmes, and/or breastmilk shipping during business travel for breastfeeding mothers
- Managers are formally trained to encourage work/life balance amongst their staff
- Marriage and family counseling
- Marriage anniversary time off
- Meetings and staff-only events are not scheduled after hours
- No mandatory overtime (or kept to a strict pre-approved minimum)
- On-site childcare
- Personal development and/or stress management workshops, seminars, or classes
- Sabbatical leave
- Schedule flexibility to attend children's school events (sports, music, other activities)
- Tickets to sporting events or other entertainment events, museums or amusement parks
- Time management workshops, seminars, or classes
- Time off to take family members to medical appointments
- Other, please describe:

TRAINING AND CAREER DEVELOPMENT

How often does your organisation perform performance reviews for all employees?

- As needed
- Annually
- Semiannually
- Three or more times a year
- My organisation does not conduct employee performance reviews for all employees

Does your organisation offer formal employee professional development and/or career advancement programmes? (Yes/No) If yes, please briefly describe. (800 character limit)

Does your organisation offer any programmes or trainings that prepare employees for leadership roles? (Select all that apply)

- Job shadowing and/or cross training
- Leadership workshops or other formal leadership education
- Mentoring
- Support of leadership roles within volunteer organisations outside of your organisation
- Other, please describe:
- My organisation does not offer programmes or trainings that prepare employees for leadership roles

Do you require employees to complete any of the following workplace-related training on a regular basis? (Select all that apply):

- Communication
- Conflicts of interest
- Cyber security
- Discrimination
- Job safety
- Moral behavior
- Products and services
- Quality
- Racial sensitivity
- Sexual harassment
- Other, please describe:

ADDITIONAL INFORMATION FOR POSSIBLE RECOGNITION

Should you make the list, we would like to notify your top three vendors or suppliers. Please provide the names and contact information: Vendors 1 - 3:

Vendor Name:

Contact Name:

Address, City/Town, Postcode, Country:

Telephone:

Email Address:

Please provide us with a high-resolution version of your logo (Upload, specifications will be provided online).

Please provide us with three fun photos of your organisation (Upload, specifications will be provided online).

Thank You!