

## 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 Q2 will only be used to contact this individual to arrange possible interviews for recognition purposes. The email address 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 organisation 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

In what year was your organisation founded?

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

How often does your organisation conduct employee engagement surveys?

This is the first time

Less than once a year

Once a year

More than once a year

After receiving survey results, what specific strategies has your organisation employed to improve workplace culture and productivity? *(1000 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. 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 1996.)

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
- 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

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

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 (death-in-service benefit)
- Group Income Protection (GIP)
- Group Critical Illness Cover (GCIC)
- Private Medical Insurance (PMI)
- Dental Insurance
- Optical Insurance
- Health Cash Plan
- Personal Accident Insurance
- Paid holidays beyond the statutory annual minimum

Does your organisation provide employees with third-party resources to receive help with personal issues (e.g., an Employer 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 (e.g., a Share Option Scheme)? (Yes/No) If yes, please describe. (800 character limit)

Do any of your employees telecommute (designated as "remote" or "work-from-home") on a full-time or part-time basis? Yes/No

What percentage of your employee population is telecommuting?

What percentage of your employee population was telecommuting prior to COVID (March 2020)?

What best practices does your organisation use to keep your remote workforce engaged? (1000 character limit)

## **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 holiday time
- We host drives (food, clothing, toys)
- We match employees' charitable donations
- We provide opportunities for employees to engage with local health or human service initiatives
- 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
- Snacks, meals, meal stipends, and/or beverages
- Workplace facilities to promote exercise and fitness
- Season Ticket Loan
- Bike to Work
- 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:

None of the above

## 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:  
None of the above

## 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!