Employer Assessment

EMPLOYER INFORMATION

In what year was your organisation founded?

Should your organisation be named to this year's list of award winners, what would you want the winning profile to say? Examples of topics to include are: why you are a great place to work, any unique benefits that you offer, why employees like working for your organisation, strategies for maintaining high employee retention and engagement, etc.

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 goals? (Yes/No)

> If yes, list up to three examples. *(250-character limit per description)*

Does your organisation formally recognise individual employee milestones? (e.g., birthday, work anniversary, birth/adoption of a child, etc. (Yes/No)

> If yes, describe how your organisation formally recognises individual employee milestones. *(1000-character limit)*

What is your annual percentage of voluntary turnover?

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. *(1000-character limit)*

Do you have a strategy to recruit and retain Generation Z (born 1997 or later) employees?

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, AND 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. *(1000-character limit)*

Does your organisation provide formal diversity and inclusion 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 veteran's support group, a women's network. *(250-character limit per example)*

ORGANISATIONAL BENEFITS

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

Please select which employer-paid bank holidays your organisation offers (dropdown menu with all bank holidays listed)

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
>   Season Ticket Loan

Does your organisation provide employees with third-party resources to receive help with personal issues (e.g., EAP)? (Yes/No)

>   If yes, briefly describe. *(1000-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. *(1000-character limit)*

What percentage of your employee population works remotely?

What best practices do you employ to keep your remote workforce engaged? *(1000-character limit)*

Other than what you have mentioned elsewhere in this assessment, please tell us about any other unique benefits your organisation offers to employees (*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 health and wellness via any of the following? (*Select all that apply*)

- Fitness and/or wellness programmes within the workplace
- 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
- Bike to Work
- Other, please describe:
- Our organisation does not support formal health and 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). (*1000-character limit*)

Does your organisation offer any of the following 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
- 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

Marriage and family counseling
Marriage anniversary time off
On-site childcare
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 off to take family members to medical appointments
Other, please describe:
None of the above

Does your organisation offer any of the following work-life balance benefits (*Select all that apply)?*

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
Flexible work hours
Managers are formally trained to encourage work/life balance amongst their staff
Meetings and staff-only events are not scheduled after hours.
No mandatory overtime (or kept to a strict pre-approved minimum)
Personal development and/or stress management workshops, seminars, or classes
Sabbatical leave
Time management workshops, seminars, or classes
Other, please describe:
None of the above

EMPLOYEE FEEDBACK, DEVELOPMENT, AND ENGAGEMENT

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*)

How often does your organisation conduct 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. (*1000-character limit*)

Does your organisation offer any programmes or training that prepares 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 training that prepares 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

Is there anything else you would like to tell us about your organisation? (*1000-character limit*)

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:

Our respective publishing partner(s) may want to publicise a point of contact in the "best" programme area. Please provide contact information for an employee 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 senior most leader of the organisation within the applicable programme area.

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

Please provide us with a high-resolution version of your logo. By submitting to us your logo, you grant the respective publishing partner(s) the exclusive right to publish this information.

Please adhere to the following guidelines when uploading your logo:
- The logo should be color, not black and white.
- JPG, JPEG, and PNG files are acceptable. Minimum resolution 1500 pixels width x 900 pixels height (or 3 inches width x 5 inches height at 300 dpi).
- The logo should be no larger than 5MB. If your image is larger than 5MB, you must re-size it.
- The following file formats are not acceptable: AI, BMP, EPS, GIF, PDF, TIFF or Word.
- Do not submit a scanned logo.
- Do not submit a logo downloaded from a website.

Please provide us with three fun photos of your organisation. By submitting to us your images, you grant the respective publishing partner(s) the exclusive right to publish this information.

Please adhere to the following guidelines when selecting your images:
- Photos should have been taken within the last year.
- All images should be high-resolution. Usable photos are at least a minimum resolution 1500 pixels width x 900 pixels height (3 inches width x 5 inches height at 300 dpi), 300KB but less than 5MB. Do not upload images larger than 5MB. If your image is larger than 5MB, you must re-size it.
- PEG, JPG, or PNG files are acceptable.
- BMP, EPS, AI, GIF, PDF, PPT and Word files will not be accepted.
- Do not use cell phone images.
- Do not copy/paste from a website.
- Do not submit scanned images.
- Please provide a short caption describing each photo.