Employer Assessment

INSTRUCTIONS

The Employer Assessment is an opportunity for you to highlight your organisation. We will ask for information about your practices, programmes, employee benefits, policies, and population statistics. Please complete as much of the Employer Assessment as possible.

Your submission is worth 20% of your overall score and will be used to determine the final winner list. Should your organisation rank among the best, your Employer Assessment will be provided to the authorised media partner, who may use all or a portion of it for publication and event purposes.

If a question is not applicable, or if the requested information is not available, please leave it blank. Unless otherwise specified, all questions apply to business operations in the "best" programme area for the most recently completed fiscal year.

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. *(Up to 1000 characters, around 150 words.)*

Does your organisation coordinate "Fun" activities? (Yes/No)

> If yes, please list up to three activities. *(Up to 250 characters each, just a sentence or two.)*

Does your organisation have a structured system for recognising achievements, attendance, safety goals or individual milestones (for example work anniversaries)? (Yes/No)

> If yes, list up to three examples. *(Up to 250 characters each, just a sentence or two.)*

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. *(Up to 1000 characters, around 150 words.)*

Do you have a strategy to recruit and retain early career graduates and apprentices?

DIVERSITY, EQUITY, AND INCLUSION

Does your organisation provide formal diversity and inclusion training? (Yes/No)

If yes, please list up to three examples. *(Up to 250 characters each, just a sentence or two.)*

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, an armed forces network, a women’s network. *(Up to 250 characters each, just a sentence or two.)*

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
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. *(Up to 1000 characters, around 150 words.)*

What is the level of your organisation's contribution to the employee pension scheme? *(Up to 250 characters.)*

Does your organisation offer formal programmes for employees to participate in ownership (e.g., a Share Option Scheme)? (Yes/No)

If yes, please describe. *(Up to 1000 characters, around 150 words.)*

What percentage of your employee population works remotely?

What best practices do you employ to keep your remote workforce engaged? *(Up to 1000 characters, around 150 words.)*

GIVING BACK, WELLNESS INITIATIVES, AND WORK-LIFE BALANCE

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

We have 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). *(Up to 1000 characters, around 150 words.)*

Does your organisation offer any of the following family-friendly benefits (*Select all that apply*)?

Enhanced adoption pay or leave
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
Enhanced maternity, paternity or shared parental pay
On-site childcare
Carer's leave
Menopause support
Schedule flexibility to attend children's school events (sports, music, other activities)
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)*

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
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? *(Up to 1000 characters, around 150 words.)*

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

- As needed
- Annually
- Semi-annually
- 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. *(Up to 1000 characters, around 150 words.)*

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
- Job safety
- Ethics and conduct
- Mental health awareness
- Quality
- Equality and diversity (including discrimination)
- Sexual harassment
- Other, please describe:
- None of the above

Other than what you have mentioned elsewhere in this assessment, is there anything else you would like to tell us about your organisation, such as unique benefits? *(Up to 1000 characters, around 150 words.)*

ADDITIONAL INFORMATION FOR POSSIBLE RECOGNITION

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 your logo, you grant the publishing partner(s) a non-exclusive licence to use it to publish and promote the Best Places to Work programme and list.

Please adhere to the following guidelines when uploading your logo:

- The logo should be colour, 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 your images, you grant the publishing partner(s) a non-exclusive licence to use them to publish and promote the Best Places to Work programme and list.

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 copy/paste from a website.
- Do not submit scanned images.
- Please provide a short caption describing each photo.