

Employer Benefits & Policies Questionnaire

The Employer Questionnaire will be administered online. Please note that the text boxes that ask for a description of a benefit or policy will hold approximately 450 characters of text on the online survey.

Important instructions for filling out the Employer Questionnaire:

Please fill out the questionnaire as completely as possible. Your answers will be used in the ranking analysis to determine the "Best" list. Should your organisation make the list, all or a portion of the information you submit may be shared in the publication and/or Web site announcing the list, and also in "spotlighting" each organisation should there be an awards event.

- All questions apply to operations in the United Kingdom unless otherwise noted.
- All questions apply to operations within your organisation's most recently completed fiscal year, unless otherwise noted.
- Please navigate within the questionnaire using the "Back" and "Save and Continue" buttons found at the bottom of each page.
 - Please do not use the "back" and "forward" arrow buttons on your Internet browser. To page forward within the questionnaire, you must select the "Save and Continue" button. To page backward, please select the "Back" button. Both the "Back" and "Save and Continue" buttons appear at the bottom of each page.
 - If you should unintentionally select your browser's Back or Forward button, simply click the Refresh button in your Toolbar which will take you back to the questionnaire.
 - The "Save and Continue" button will automatically save your most recent changes to that page in the questionnaire.
- For questions requiring a NUMERIC RESPONSE:
 - Please respond using whole numbers only, rounding to the nearest whole number if necessary.
 - If the question is in regards to a specific benefit and your organisation provides different benefits for different classes of employees, please provide the average value across all employees. For example, if the question asks "How many vacation days do you provide for an employee who has been with the company for at least one year?" and you offer 15 vacation days per year to professional staff, 10 to clerical staff and 20 to executives, please enter 15, which is the average of $15+10+20$.
 - If the question does not apply to you or if the requested numeric information is not available, please leave the question blank.
- For questions requiring a TEXT RESPONSE:
 - In some instances, the size of the response box represents the approximate text characters available for that response. For other questions, a counter has been provided to indicate the remaining character spaces available as you input your response. If you exceed the maximum limit, the counter will reflect a negative number and any additional text entered beyond the maximum limit will not appear.
 - Please be as brief as possible and use language and phrasing that is easy to comprehend. Avoid industry jargon. Do not include employee or client testimonials or quotes within your responses. Do not include any information you cannot support or would not be comfortable having publicized about your company if you make the list.
 - If the question does not apply to you, the requested information is not available, or you do not wish to disclose the requested information, please enter "N/A".
- If you need further clarification of any question, place your cursor over the "?" icon near the individual question and a definition will appear.

- The Employer Questionnaire is hosted in an online database, so you are able to access the questionnaire and make changes as often as necessary prior to the EQ submission deadline. When your questionnaire is complete, select the option on the last page that reads "The questionnaire is complete and ready to be submitted" and then click the "Save and Continue" button.
- *"Oh, no! I've submitted our questionnaire, but now I realize I need to revise something!"* Not to worry. Should you "Submit" the EQ and then need to make changes, you may login to make any necessary updates as often as you like until the questionnaire deadline.
- Once the submission deadline has passed, only the most recently saved version of your questionnaire will be used during the ranking analysis process. Incomplete questionnaires will not be considered.
- Only one person can be in the questionnaire at any given time. If more than one person needs to complete this questionnaire, we recommend that you collect the data from the appropriate departments and then have one person input all of the data.
- At the end of the questionnaire, you will have an option to print out your responses and/or e-mail a copy to yourself for your records. We highly recommend that you choose one or both of these options, as we are not able to send you a copy.

If at any time you need to review these instructions, simply click on the "Click Here for More Information" question mark icon found at the top of each page within the questionnaire.

1. Organisation Name (as you would like for it to appear on reports and in print if you make the list):

Survey Administrator Information

2. Survey Administrator Name:

3. Survey Administrator email address:

4. Survey Administrator phone number:

5. Survey Administrator business mailing address:

Company Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

5a. Is the Survey Administrator an employee of the organisation?

Yes No

6. U.K. Employer Headquarters Address, if applicable:

Check this box if the addresses are the same.

Company Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

7. Employer Web site address:

8. Industry:

[dropdown menu]

9. Please provide a brief overview of your organisation's products/services:

10. If we were to ask your employees, "What three things does your employer do for you that you love?" – what would they say?
Examples include chair massages, holiday party, 4-day work week, etc.
Be specific, don't just reply, "We are like a family."

10a. Other than the three items listed in Q11, are there any other unique or creative employee programs offered by your organisation?
Examples are: Communal Areas, Pool Tables, Red Nose Day activities, etc

Organisation and Contact Information

11. Name of Highest Ranking Official/CEO:

11a. Please confirm the title of the Highest Ranking Official/CEO:

11b. Please indicate the office location of the Highest Ranking Official/CEO:

11c. Please provide the email address of the Highest Ranking Official/CEO.
(This email address will only be used to contact this individual to arrange a possible media interview and will not be shared publicly.)

11d. How many years has your Highest Ranking Official/CEO been in this position within the organisation?

 years

Workforce Information

- 12: At registration, your organisation submitted the number below as the total number of full-time, permanent staff employed in the United Kingdom. Please verify that this number is current and accurate, and make changes as necessary. (This number should include partners, founders and other salaried executives. Do not include part-time, temporary, seasonal or per diem employees, nor consultants and independent contractors.)
- 12a: At registration, your organisation submitted the number below as the total number of part-time, permanent staff employed in the United Kingdom. Please verify that this number is current and accurate, and make changes as necessary. (This number should not include full-time, temporary, seasonal or per diem employees, nor consultants and independent contractors.)
13. Within your organisation, what is the minimum number of hours per week that an individual must work to be considered a full-time employee?
14. How many full-time Human Resources staff persons do you employ within your organisation?
15. How many people on your staff hold a CIPD certification?
16. What percentage of your employees are male? %
17. What percentage of your employees are female? %
18. What percentage of your executive team is male? %
19. What percentage of your executive team is female? %
20. In the most recently completed fiscal year, what was the average annual salary for exempt employees in your organisation? (including partners if salaried) \$
21. How many new, full-time hourly or salaried permanent positions were created in the last fiscal year?
22. How many open, full-time hourly or salaried permanent positions were filled in the last fiscal year?
23. Of all open, full-time permanent salaried positions filled in the last fiscal year, what percentage of those positions were filled by internal staff? %
24. What was your organisation's percentage of voluntary turnover in the last fiscal year? %
25. What was the 2012 average percentage of voluntary turnover within your organisation's industry? %
- Information Not Available
26. In the last fiscal year, what percentage of your full-time permanent, hourly or salaried employee population was involuntarily separated from employment due to a layoff or reduction in force? %

Hiring and Employment Practices

27. Beyond simply stating that your organisation provides equal employment opportunities regardless of gender, race, ethnicity, sexual orientation, age, or religious beliefs, please briefly describe any programmes/practices you employ to actively recruit/retain employees of these varying groups and backgrounds.

Our organisation does not employ any programmes/practices to actively recruit/retain employees of varying ethnic and cultural backgrounds.

28. Beyond simply stating that your organisation provides equal employment opportunities, Employer, please briefly describe any programmes/practices you employ to actively recruit/retain members of the disabled community.

Our organisation does not employ any programmes/practices to actively recruit/retain members of the disabled community.

29. Beyond simply stating that your organisation provides equal employment opportunities, Employer, please briefly describe any programmes/practices you employ to actively recruit/retain an aging workforce.

Our organisation does not employ any programmes/practices to actively recruit/retain members of the aging workforce.

30. Does your organisation provide any formalized resources or support to employees who feel they have been treated unfairly?

Yes No

31. Does your organisation have a formal policy regarding employee blogging, online social networking, or use of employer equipment for personal email access, etc.?

Yes No

32. Does your organisation have a formal policy to protect intellectual property, trade secrets or other proprietary information?

Yes No

33. Please briefly describe your top three employee bonus or incentive programmes, including who is eligible, typical rewards and any unique aspects.

Our organisation does not offer any bonus or incentive programmes.

34. Do you offer bonuses to employees who refer new hires?

Yes No

35. Do you offer a Profit Sharing Programme?

Yes No

36. Do you offer a Share Option Scheme Programme?

Yes No

37. Do you offer a Company Pension Scheme?

Yes No

38. Which of the following does your organisation offer as standard, or as part of your Employee Benefits Scheme?

	Standard Offering	Part of Benefits Scheme	This Benefit Not Offered
Childcare Vouchers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Season Ticket Travel Loan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bicycle Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Optical Care Vouchers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Income Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Private Medical Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gym Membership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal Accident Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group Income Protection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Financial Advice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health Screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retail Discounts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Luncheon Vouchers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dental Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repay Student Loans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel Insurance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

39. What is the number of paid holidays your organisation offers per year?

Work/Life Balance and Wellness Initiatives

40. Does your organisation allow employees additional paid time off for community service activities/volunteer work?

Yes No

Please tell us about any of the following benefits and/or programmes you may provide. The phrase “As a standard practice” implies that the program/benefit is widely accepted within your organisation and not an exception to the normal routine.

41. As a standard practice, does your organisation offer the opportunity to regularly work from home?

Yes No

42. As a standard practice, does your organisation offer job sharing options? Yes No

43. As a standard year-round practice, does your organisation offer employees the option to work a compressed work week? Yes No

44. What dress code applies to the majority of your employees?

Business

Business Casual

Casual

Uniforms

45. Please describe any facilities provided at your workplace which promote exercise and fitness (limit three).

Our organisation does not provide any workplace facilities to promote exercise and fitness.

46. Please describe any successful fitness and/or wellness programmes available to your employees in your workplace (limit three).

Our organisation does not provide any fitness and/or wellness programs or practices within the workplace.

47. Does your organisation pay all or part of employees' costs for health club memberships or fitness or wellness programmes?

Yes No

48. Does your organisation provide cafeteria or meal subsidies, free daily snacks or beverages?

Yes No

49. Please briefly describe any sustainable or "green" practices your organisation promotes to encourage conservation of the environment and its natural resources (limit three).

Our organisation does not promote any sustainable or "green" practices.

Training & Career Development

50. How often does your organisation conduct Employee Performance Appraisals for all staff?

As needed

Once per year

Twice per year

More than twice a year

Our organisation does not conduct Performance Appraisals for all staff

51. Does your organisation conduct 360-degree Performance Appraisals?

Yes, all staff

Yes, only supervisors and above

Our organisation does not conduct 360-degree Performance Appraisals

52. What is the average number of annual training and development hours received per employee?

hours

53. Do you offer professional training reimbursement?

Yes No

54. If applicable, please briefly describe any formal employee career development/job advancement programmes/practices. Please list your top three programmes/practices.

Our organisation does not offer any formal employee career development/job advancement programmes or practices.

55. Does your organisation have any formalized programmes/practices for succession planning?

Yes No

56. Does your organisation offer any programmes and/or practices focused on employee leadership training/development? Select all that apply.

- Mentoring
- Job shadowing/cross training
- Attendance at leadership workshops or other formal leadership education
- Support of leadership roles within volunteer organisations outside of your organisation
- Our organisation does not offer any programmes or practices focused on employee leadership training and development
- Other (please describe)

Corporate Culture & Communications

57. Please describe any unique tools and/or practices your organisation utilizes to communicate with and encourage two-way dialogue between your upper management and employees (limit three).

Our organisation does not offer any unique internal communication tools and practices.

58. How often does your organisation regularly conduct a formal survey of its employee population? Please consider only workplace satisfaction or employee opinion surveys, either administered internally or as part of a competition.

- More than twice a year
- Twice a year
- Once a year
- Every other year
- Less often than every other year
- As needed
- Our organisation does not regularly conduct a formal employee survey.

59. Does your organisation offer formal employee recognition/appreciation programmes?

Yes No

59a. If yes, please briefly describe up to three employee recognition/appreciation programmes.

Our organisation does not offer any formal employee recognition/appreciation programmes.

60. Please describe any programmes or practices your organisation provides to promote a healthy work/life balance. Select all that apply.

- No overtime, or overtime kept at a minimum
- Meetings and staff-only events limited to during work hours only
- Monetary incentives or extra paid time off when overnight travel is required
- An employer-sponsored Employee Assistance Programme (EAP) which may provide counseling for marital, parental or financial problems and/or assistance for specific conditions such as substance abuse, smoking and gambling
- Productivity or time management workshops, seminars or classes
- On-site personal development and/or stress management workshops, seminars or classes
- Paid sabbaticals
- Financial Education workshops, seminars or classes
- Our organisation does not offer any work/life balance programmes nor practices
- Other (please describe)

61. What unique activities does your organisation initiate to relieve workday stress and promote fun? Please list your top three activities.

- Our organisation does not initiate any activities to relieve stress and promote fun.

62. Please list any other awards your organisation has been given for best practices in the workplace including the name of the award, by whom it was presented, rank (if applicable) and the year awarded.

Should your company be named to the list, we would like to provide the following information to our publication partners for use in their special publication or awards event. This information will not be distributed or shared if your company does not make the list. You may send up to 4 images (one company logo and three company pictures.)

Please note - if you log out and then re-enter the EQ your photos and logos will not be visible as they are stored in a database. If you have uploaded your images, there is no need to re-upload them. Any duplicate photos will be removed.

First, your company logo:

Upload a color logo using the following specifications:

1: The file should be a vector EPS file, a High-resolution JPG, TIFF, AI, or PNG.

2: PDF, GIF, or BMP files will not work.

3: Do not use a scan off a piece of letterhead.

4: If you have any questions regarding your image, please email: support@bestcompaniesgroup.com.

Please upload your logo:

We are requesting three photos that demonstrate why your company is a great place to work such as company outings, community service, and employee events.

Please note - if you log out and then re-enter the EQ your photos and logos will not be visible as they are stored in a database. If you have uploaded your images, there is no need to re-upload them. Any duplicate photos will be removed.

Please upload your photos using the following specifications:

- 1: ALL images should be high-resolution. Usable photos are at least: 300+ dpi; 800x600 pixels; 100+ KB (kilobytes) in size but **less than 3MB**.
- 2: JPEG or JPG files are preferred. TIFF files are acceptable. BMP files are not usable.
- 3: Cell phone images are typically not of good enough quality to be used.
- 4: Please do not copy & paste images from your website - they will be too small and too low-resolution to use on a big screen or in print. If you want a photo from your site, ask your marketing or web department for the original file.
- 5: Do not paste your photos into a Word document, PowerPoint slide, the body of an email, PDF, etc.
- 6: Please do not send photo collages, slides from a presentation, or scan an image off a piece of letterhead, because they cannot be seen clearly.
- 7: Must be recent and NEW. (Please do not submit photos from a previous year.)
- 8: Please provide a short caption (less than 25 words) describing the photo in the space provided.

Company Photo 1:

Please upload the file:

Company Photo 1 Short Caption:

Less than 25 words

Company Photo 2:

Please upload the file:

Company Photo 2 Short Caption:

Less than 25 words

Company Photo 3:

Please upload the file:

Company Photo 3 Short Caption:

Less than 25 words

You have reached the end of the questionnaire. Please select the current status of your questionnaire and then select the "Save and Continue" button to save your responses. If you are ready to submit your questionnaire, please select the first option followed by the "Save and Continue" button. Should you choose to re-access the survey and make changes, the most recent version of your saved questionnaire will be used during the analysis process.

63. Please indicate the current status of your company's Employer Questionnaire:

- The questionnaire is complete and ready to be submitted
- The questionnaire needs minor changes or to be reviewed before submitting
- The questionnaire is halfway complete
- The questionnaire still needs a great deal of work

64. How long (in hours) did it take to complete this survey? hours

65. Please check "Yes" below to verify that you are finished and ready to submit your survey. Once you click "Yes" your responses will be submitted and you will be able to print/email your final results. Yes