

Important instructions for filling out the Employer Questionnaire

Please fill out the questionnaire as completely as possible. Your answers will be used to rank your organisation and determine the "Best" list. If your organisation makes the list, all or a portion of the information you submit may be shared in the publication and/or website announcing the list, as well as in "spotlighting" each organisation, should there be an awards event.

1. All questions apply to operations in the United Kingdom, unless otherwise noted.
2. All questions apply to operations within your organisation's most recently completed fiscal year, unless otherwise noted.
3. Please use the "Back" and "Next" buttons to navigate the questionnaire. Your responses will be stored each time you click "Back" or "Next". Using the browser's back and forward buttons will not save your responses.
4. For questions requiring a numeric response:
 - Please respond using whole numbers only, rounding to the nearest whole number if necessary. If a question does not apply to you or if the requested information is not available, please leave the question blank.
 - If a question relates to an employee 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 organisation for at least one year?" and you offer 15 per year to professional staff and 20 to executives, you would enter 18, which is the rounded average of 15+20.)
5. If you need further clarification of any question, place your cursor over the "?" icon near the individual question and a definition will appear.
6. You will be able to access the Employer Questionnaire as often as necessary prior to the submission deadline. Even if you submitted the questionnaire, you will still be able to log back in and make any changes necessary until the deadline.
7. Once the submission deadline has passed, your most recent responses will be used during the ranking analysis process. Incomplete questionnaires will not be considered.
8. In order for your responses to save properly, only one person may access 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.
9. At the end of the questionnaire, you will have an option to print out your responses and/or email a copy to yourself for your records. To print, you must navigate to the end of the questionnaire, click "Submit" and then click "Send to Printer" located just below the programme logo.
10. If you need to review these instructions regarding the Employer Questionnaire, simply click the "Instructions" button on any page.

Organisation and Contact Information

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

2. Industry:

- Accounting
- Advertising/PR/Marketing
- Architecture
- Banking
- Construction
- Consulting
- Defense
- Distribution
- Education
- Engineering
- Financial Services – Other
- Government
- Healthcare – Insurance/Services
- Healthcare – Provider
- Hospitality/Travel/Tourism
- Insurance (non-healthcare)
- Legal
- Life Science/Biotechnology
- Manufacturing
- Nonprofit – Health & Human Services
- Nonprofit - Other
- Publishing/Printing
- Real Estate
- Restaurant
- Retail
- Services – Other
- Staffing
- Technology
- Telecommunications
- Transportation
- Other – Please list

2a. Other, please list: _____ (Please tell us your industry if not in the list above.)

Please choose the industry that best describes your organisation. If none apply, please select 'Other.'

3. Please provide the information for the highest ranking official/CEO of your entire organisation.

Name (Including any suffix, e.g. Jr. or Dr.) _____
Title _____
City/Town, County _____
Email Address _____

Please provide the information for the highest ranking official/CEO in your organisation. If your organisation does not have a CEO, please provide information for the senior-most position within the organisation (e.g., President, Senior Partner, etc.). The email address will only be used to contact this individual to arrange a possible interview for publication purposes and will not be shared publicly.

3a. How many years has the highest ranking official/CEO been in this position within your organisation?
(Please enter a whole number. If less than one year, please put 1. Do not enter year of start date.)

_____ Year(s)

4. How many of your permanent full- and part-time employees in the United Kingdom are millennials?

_____ Total millennial employees in the United Kingdom

Millennials are defined as employees with a birth year beginning in 1981 and ending in 1997. This number should include full- and part-time permanent millennials only. Do not include temporary, seasonal or per-diem employees, nor consultants and independent contractors.

5a. How many permanent full- and part-time employees in the United Kingdom identify as female?

5b. How many permanent full- and part-time employees in the United Kingdom identify as male?

6. What percentage of your executive team is...

Male _____ %

Female _____ %

Executive Team refers to Vice President/Partner level and above, but does not include the Board of Directors. To calculate this percentage, divide the number of male/female executives by the total number on the executive team and multiply by 100.

7. What was your organisation's percentage of voluntary turnover in the most recently completed fiscal year?
_____ Percent

Voluntary turnover refers to instances where management agrees that the employee had the option to continue employment with the organisation at the time of separation (i.e., the employee chose to leave rather than was asked to leave the organisation). Include anyone who was on the payroll, both full- and part-time. Do not include layoffs, discharges and retirees. To calculate this percentage, divide the number of voluntary separations by the total number of employees and multiply this result by 100. If there was no turnover, please respond 0.

8. What was the 2019 average percentage of voluntary turnover within your organisation's industry?
_____ Percent

Information Not Available

Hiring and Employment Practices

9. What pre-employment screening tools does your organisation utilise in the hiring process? (*Select all that apply.*)

- Personality or behavioral assessments
- Criminal background checks
- Credit checks
- Drug testing
- Professional references
- Personal references
- Skills assessment
- Other, please describe: _____
- My organisation does not require pre-employment screening.

10a. Does your organisation employ any formal programmes and/or practices to actively recruit and/or retain employees of varying ethnic and cultural backgrounds?

- Yes
- No → **SKIP TO Q.11a.**

Best Companies Group▶▶▶

Examples may include partnering with and recruiting from local ethnic, cultural and religious organisations; recognising holidays within your multi-cultural workforce; planning multi-cultural awareness activities; providing diversity training, etc.

ASK IF “YES” IN Q.10a.

10b. Please describe these programmes and practices. (750 character limit)

ASK ALL

11a. Does your organisation employ any formal programmes and/or practices to actively recruit and/or retain employees who may require accommodations for their mental or physical limitations?

- Yes
- No → **SKIP TO Q.12a.**

Examples may include formal partnerships with vocational placement and rehabilitation organisations, ensuring the workplace provides accommodations for physically disabled individuals, providing sensitivity training, counseling, etc.

ASK IF “YES” IN Q.11a.

11b. Please describe these programmes and practices. (750 character limit)

ASK ALL

12a. Does your organisation employ any formal programmes and/or practices to actively recruit and/or retain an aging workforce?

- Yes
- No → **SKIP TO Q.13a.**

Examples may include formal partnerships with local senior’s organisations (e.g. SCORE), offering semi-retirement options to tenured employees, providing diversity training, etc.

ASK IF “YES” IN Q.12a.

12b. Please describe these programmes and practices. (750 character limit)

12c. Does your organisation employ any formal programmes and/or practices to actively recruit and/or retain veterans and retired military?

- Yes
- No → **SKIP TO Q.13**

Examples may include formal partnerships with local Veterans Administration, American Legion, veterans support groups (e.g. Wounded Warrior), offering counseling services, diversity training, etc.

ASK IF “YES” IN Q.12c.

12d. Please describe these programmes and practices. (750 character limit)

ASK ALL

13. What formal programmes has your organisation implemented to enable a culture of diversity? *(Select all that apply)*

- Ongoing Diversity Training
- Frequent Seminars and Workshops
- Celebrations of Cultural Holidays
- Established a Diversity and Inclusion Task Force/Committee
- Other, please describe: _____
- None

Diversity may include, but is not limited to, age, race, gender, culture, religion, ethnicity, sexual orientation, gender expression, disability, nationality, language and socio-economic status.

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

- Yes
- No

Refers to a formal process, other than approaching an immediate supervisor, for an employee to express fairness concerns. Examples include non-biased, third-party conflict resolution or mediation, formal grievance procedures, etc.

Pay and Benefits

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

	Standard Offering	Optional Additional Benefits	Benefit Not Offered
Income Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Illness Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Accident Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Death-in-Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Screening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare Vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle Loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Season Ticket Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gym Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal or Luncheon Vouchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best Companies Group▶▶▶

Retail Discounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repay Student Loans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a: If necessary, please use this space to briefly describe any unique aspects of your organisation's benefits (750 character limit): _____

16. How many days of paid holiday (annual leave) do you provide per year?
 _____ Paid Holidays

If the number varies from year to year, please provide the number offered in the latest calendar year (including floating holidays). If holidays are included in a PTO (paid time off) bank, enter the number the employer allotted in defining the total PTO bank accrual. Do not include bank holidays.

17. Does your organisation offer any employee bonus or incentive programmes?

- Yes
- No

Performance bonus/incentive plans are those which provide a financial or other tangible reward based on an employee's performance during a specified time period. Examples of rewards may include cash bonuses, company stock, gifts, vacations, use of a company vehicle or residence, free parking, etc.

18. Does your organisation offer bonuses to employees who refer new hires?

- Yes
- No

Commonly referred to as recruitment bonus or employee-referral bonus. Do not include salary or bonuses that may be provided to recruitment staff. An Employee Referral Bonus provides an incentive award to a current employee who refers a new applicant who is subsequently selected and successfully employed.

19: Does your organisation offer a Share-option scheme?

- Yes
- No

ASK IF "YES" IN Q.19

19a: What type of pension scheme does your organisation offer to employees? (*Select all that apply.*)

- Defined benefit pension schemes
- Defined contribution pension schemes
- Cash balance plans
- Other, please list

ASK IF "YES" IN Q.19

19b: If necessary, please use this space to briefly describe any unique aspects of your organisation's pension scheme (750 character limit): _____

ASK IF "YES" IN Q.19

19c. When is an employee eligible to begin contributing to their pension scheme?

- First day of hire
- First day of the next month after hire
- 30 days after hire
- 60 days after hire
- 90 days after hire
- More than 90 days after hire
- Other, please describe: _____

ASK IF "YES" IN Q.19

19d. Does your organisation match employee contributions to an employee's pension scheme?

- Yes
- No

A match is when an employer matches all or part of an employee's contribution to their pension scheme. Please answer yes only if your organisation contributes according to an established policy and independent of employer profits (e.g., not only when profits reach or exceed a certain level).

Work-Life Balance and Wellness Initiatives

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

- Yes
- No

Select "yes" only if you offer this in addition to employee's regular vacation, personal, or paid time off (PTO) days. Time off may be for an employee's chosen activity, or may be for an employer-sponsored organisation or event.

Please tell us about any of the following benefits and/or programmes your organisation provides. The phrase "As a standard practice" implies that the programme/benefit is widely accepted within your organisation and not an exception to the normal routine.

21a. As a standard practice, does your organisation offer telecommuting options to your employees?

- Yes
- No

Telecommuting may also be known as telework, work-from-home or e-work. It refers to a work arrangement in which employees are given flexibility to work from a location other than the organisation's offices - most often from their home. Some employees may be full-time teleworkers; others may be extended this arrangement on a limited (e.g., 1-3 days per week) or as-needed basis (e.g., when staying home to care for a sick child, etc.). It is understood that telecommuting is not appropriate for all positions (e.g., receptionists, maintenance or manufacturing staff, etc.).

21b. Prior to start of the COVID-19 pandemic (March 2020), what percentage of your permanent full-time and part-time employees were telecommuting?

_____ %

21c. After the COVID-19 pandemic began (March 2020), what percentage of your permanent full-time and part-time employees were telecommuting?

_____ %

21d. What percentage of your current permanent full-time and part-time employees are still telecommuting?

_____ %

22. As a standard year-round practice, does your organisation offer employees the option to work flexible hours or a compressed work week?

- Yes
- No

A compressed work week is one in which an employee has the flexibility to work more hours per day in order to work fewer days per week (e.g., four 10-hour days per week instead of five 8-hour days per week). Please answer "Yes" only if a compressed work week option is available year-round, and not just during off-peak seasons.

23. Does your organisation provide any workplace facilities to promote exercise and fitness?

- Yes
- No

On-site fitness facilities may include a gym, workout room, exercise equipment, lockers, a shower, walking/jogging trail, bike racks, etc.

24. Does your organisation provide any fitness and/or wellness programmes or practices within the workplace?

- Yes
- No

Examples may include on-site health fairs or fitness challenges, on-site health screenings and/or flu shots, Weight Watchers at Work (or similar) programmes, chair massages, etc.

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

- Yes
- No

Examples include free or reduced-cost cafeterias, free meals (regularly or during peak seasons), free beverages (coffee, tea, bottled or filtered water, soft drinks, juices), free snacks (fruit, pretzels, chips, bagels, doughnuts, etc.)

26. Does your organisation promote any sustainable or "green" practices?

- Yes
- No

Examples include recycling aluminum cans, paper products and ink/toner cartridges, shifting to more paperless work processes, purchasing products made from recycled materials, turning off lights, using renewable energy (e.g., solar or wind power), constructing new facilities using sustainable building practices, etc.

27. How often does your organisation conduct Employee Performance Reviews for all staff?

- As needed
- Once per year
- Twice per year
- More than twice a year
- My organisation does not conduct Employee Performance Reviews for all staff.

This question refers to employee performance evaluations. Do not include employee engagement or satisfaction surveys.

28. Does your organisation conduct 360-degree Performance Reviews?

- Yes, all staff
- Yes, only supervisors and above
- My organisation does not conduct 360-degree Performance Reviews.

360-degree feedback is an evaluation technique that provides each employee the opportunity to receive performance feedback from his or her supervisor and four to eight peers, direct reports, coworkers and customers. Most also include a self-assessment.

29. Does your organisation offer formal employee career development and/or job advancement programmes or practices?

- Yes
- No

Refers to programmes or practices designed to help employees to grow within their current positions or to transfer or advance to a different position within the organisation.

30. Does your organisation have any formalized programmes and/or practices for succession planning?

- Yes
- No

Succession planning refers to a deliberate process used to ensure that staff are developed who are able to replace senior management as they retire or leave the organisation.

31. Does your organisation offer any programmes and/or practices focused on employee leadership training and/or 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
- Other, please describe: _____
- My organisation does not offer any programmes or practices focused on employee training and development.

Refers to programmes or practices specifically designed to help employees become leaders or improve their leadership skills within the organisation.

Corporate Culture and Communications

32. How often does your CEO/MD host regularly-scheduled employee meetings?

Best Companies Group▶▶▶

- At least monthly
- Quarterly
- Bi-Annually
- Annually
- Less often than once a year
- My CEO/MD does not host regularly-scheduled employee meetings.

33. 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
- My organisation does not regularly conduct a formal employee survey.

34. Does your organisation offer formal employee recognition and/or appreciation programmes?

- Yes
- No

Refers to practices or programmes designed to recognize extraordinary employee performance, show appreciation for employee service or loyalty, etc. Examples include: Years of Service Awards, Employee of the Month Awards, Employee Appreciation dinners or picnics, etc.

34a. Describe up to three employee recognition and/or appreciation programmes. (250 character limit per description)

One

Two

Three

35. Please select 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
- Concierge service (employer coordinates or offers services such as dry cleaning, meal catering, childcare arrangements or automobile services)
- Other, please describe: _____
- My organisation does not offer any work/life balance programmes nor practices.

Work/life balance refers to the ability to balance the demands of, and satisfactions of, one's personal and work life.

36. Does your organisation initiate any activities to relieve stress and promote fun?

- Yes
- No

Examples include office chair races, silly contests, game tables, costumes at Halloween, allowing pets at work, announcing surprise Fridays off, etc.

Best Companies Group▶▶▶

36a. Describe up to three activities your organisation initiates to relieve workday stress and promote fun. (250 character limit per description)

- One _____
- Two _____
- Three _____

38. Please list any recent 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. (750 character limit): _____

Examples may include #15 "Working Mother Best 100 Companies in 2018" by Working Mother magazine, #98 "Top 100 Companies to Work for in 2019" by Fortune magazine, etc.

Media Information Request

39. Please provide a brief overview of your organisation and what makes it a "best" place to work. (2250 character limit):

40. If we were to ask your employees, "What three things does your employer do for you that you love?" what would they say? (250 character limit per description)

Examples are: chair massages, holiday party, 4-day work week, etc. Be specific; don't just reply, "We are like a family."

- One _____
- Two _____
- Three _____

41. Other than the three items listed in Question 40, are there any other unique or creative employee benefits or programmes offered by your organisation? (250 character limit per description)

Examples are: Communal Areas, Pool Tables, Red Nose Day activities etc

- One _____
- Two _____
- Three _____

42. If given the opportunity to write your organisation's winner profile for the "best" publication and/or event, should your organisation be named to the list, what would it say? (750 character limit):

43. Please provide your organisation's Twitter Handle and Website Address in the space below.

Twitter Handle: @_____

Website Address: www.example.com

Vendor Information Request

44. Optional: Should you make the list, we would like to notify your top four vendors or suppliers. Please provide the names and contact information of your top four business vendors. (*Please include contact name, address, email and telephone.*)

Vendors 1 - 4:

Organisation Name	_____
Contact Name	_____
Address	_____
City/Town	_____
County	_____
Postcode	_____
Telephone	_____
Email Address	_____

COVID-19 Supplementary Questions

Companies have responded to the Coronavirus (COVID-19) in many different ways. The following questions allow you to highlight some of the ways in which you've adjusted to this unprecedented new environment. Responses to these questions will not be used toward consideration for the "Best Places to Work" Award.

45. What changes have been made to existing workplace policies and/or programmes in response to the Coronavirus (COVID-19) outbreak? (1500 character limit)

46. What new workplace policies and/or programmes have been introduced in response to the Coronavirus (COVID-19) outbreak? (1500 character limit)

Logo and Photo Request

Should your organisation 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 organisation does not make the list. Submitting your organisation's logo and photos implies that you are granting permission to publish this information. We would like to request 4 images. (1 logo, 3 photos.)

Upload a colour logo using the following specifications:

- The file should be a vector EPS file, a high-resolution JPG, TIFF, AI, or PNG.
- You will *not* be able to upload images larger than 5MB. If your image is larger than 5MB, please resize it smaller and resubmit.
- PDF, GIF, or BMP files will not be accepted.
- Do not use a scan off a piece of letterhead.
- If you have any questions regarding your image, please email: support@bestcompaniesgroup.com.

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

Please upload your photos using the following specifications:

- *All* images should be high-resolution. Usable photos are at least: 300+ dpi; 800x600 pixels; 300KB (kilobytes) in size but less than 5MB.
- You will *not* be able to upload images larger than 5MB. If your image is larger than 5MB, please resize it smaller and resubmit.
- JPEG or JPG files are preferred. TIFF files are acceptable. BMP files will not be accepted.
- Cell phone images are typically not of good enough quality to be used.
- Please do not copy and 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.
- Do not paste your photos into a Word document, PowerPoint slide, the body of an email, PDF, etc. These documents will not be accepted in the upload.
- 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.
- Please provide pictures from the last 12 months.
- Please provide a short caption (less than 25 words) describing the photo in the space provided.

Employee Survey Communication Request

Best Companies Group strongly recommends informing employees of your company's participation in the programme and the survey process. Please upload the communications that you have sent - or plan to send - to employees about the employee survey process. Be sure to review the "Communicating to Employees" and "Response Rate" sections of your Programme Instructions Packet for further details about this request. We have also provided a sample communication template in the packet.

Please contact the Programme Coordinator if you have any questions, need the Programme Instructions Packet resent or have any trouble uploading your document or file.

View the rules below for communicating to employees. Failure to follow these rules or failure to submit your employee communications could result in list disqualification.

- You cannot require employees to complete the survey, or ask if they have taken it.
- You cannot offer any incentives related to the survey, such as food, company pens, raffles, etc.
- Do not ask employees to submit positive responses or suggest to them how they should answer.
- Do not make placing on the "Best" list the focus of your communications to employees.
- Do not use the current year's programme logo in your communications.

Best Companies Group▶▶▶

Do not communicate the following (or anything similar) to employees:

- “Our ranking depends on the answers you provide, and we want our company to make the list.”
- “If you feel you cannot provide positive feedback, we ask that you refrain from taking the survey.”
- “Think of how proud we will all be if our company is named to the list of winners.”

You may upload PDFs, Word or PowerPoint documents. If you have multiple files, please zip into one file.