****

**APPLICATION**

**Atlantic Canada’s Best Places to Work 2023**

Information must be submitted online **BEFORE 11:59 PM Atlantic Time on October 21**.
Late submissions will be not considered.

**The importance of accuracy:** Winners will be determined based on the material submitted in this form. Excerpts from this information will also be used for winner award announcements in the January/February edition of Atlantic Business Magazine.

 **Part 1: Contact Information**

1. Employer name (use full legal name)
2. Atlantic Canada head office mailing address
	1. Street/P.O. Box
	2. City
	3. Province
	4. Postal Code
3. Atlantic Canada head office civic address (if different from mailing address)
	1. Street/P.O. Box
	2. City
	3. Province
	4. Postal Code
4. Telephone (main line)
5. Website url
6. Social media handles (Facebook, Twitter, LinkedIn, Instagram)
7. Person responsible for completing this application:
	1. Name
	2. Title
	3. Email
	4. Direct phone line
8. Person responsible for corporate marketing/communications:
	1. Name
	2. Title
	3. Email
	4. Direct phone line
9. Atlantic Canada leader (e.g. person in charge for Atlantic operations)
	1. Name
	2. Title
	3. Executive Assistant name
	4. Executive Assistant email

 **Part 2: About your company/organization**

1. What industry are you in?
2. In 25 words or less, what does your company/organization do?
3. When was it founded?
4. How many people did you employ in Atlantic Canada in 2020
	1. Full time
	2. Part-time
	3. Contract workers
5. How many people did you employ in Atlantic Canada in 2021
	1. Full time
	2. Part-time
	3. Contract workers
6. How many people did you employ in Atlantic Canada in 2022
	1. Full time
	2. Part-time
	3. Contract workers
7. Percentage of current employees who are members of the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Percentage who are…** | **Women** | **Visible Minorities** | **Indigenous** | **Persons with disabilities** |
| All Employees | % | % | % | % |
| Managers | % | % | % | % |
| Executive Team | % | % | % | % |
| Board of Directors | % | % | % | % |

1. Are you:
	1. Fully unionized (excluding management)
	2. Partially unionized (e.g. specific units, but not the full organization)
	3. Not unionized

**Part 3: About your workplace**

**Work environment**

1. What, if any, flexible work options are available to your employees? (e.g. flexible work hours, telecommuting/work from home, compressed work weeks, earned days off, etc…)
2. What **physical amenities**, if any, does your office(s) offer to enhance employee workspaces? Please specify if these amenities are available in all offices or in a single location. Amenities might include: recreation space/equipment, ergonomic workstations, quiet room, complimentary snacks, access to walking trails, etc…
3. Do you offer/support green commuter amenities such as public transit, bicycle sharing, carpooling, electric vehicle charging stations or corporate ride-sharing?
4. Do you offer onsite childcare?
5. Does your organization support any of the following:
	1. Casual dress daily
	2. Casual dress-day once a week
	3. Bring pet to work
	4. Playing radio/music while working
6. What, if any, inhouse social events/celebrations, either virtual or in-person, does your organization support throughout the year? Examples include company sports teams, games nights, cooking classes, etc…
7. Do you offer the opportunity for employees to volunteer during work hours?
8. What, if any, corporate monetary contributions are available to support employee social causes/volunteer activities?
9. What tools do you use to encourage and assess employee engagement?
	1. Internal newsletter
	2. Suggestion box (traditional or virtual)
	3. Internal communications
	4. Formal interviews with HR/management
	5. Informal discussions with HR/management
	6. Other, please describe:
10. What processes/tools are in place to respond to employee concerns?
11. If your organization has formal Environmental, Social and Governance (ESG) goals, what are they and how are they being advanced?

**Health and wellness**

1. Do you have a company health benefits plan? Yes / No
	1. Is this plan available to full-time employees?
	2. Is this plan available to part-time employees?
	3. Is this plan available to your contract employees?
	4. What percentage of premiums are paid by your company? %
	5. How long does an employee have to work with your company before they are eligible for coverage?
	6. Does your plan provide coverage to retirees?
2. Which of the following does your company’s health benefits plan cover for all employees (click all that apply):
	1. Routine dental
	2. Restorative dental
	3. Orthodontics
	4. Eyecare
	5. Fitness subsidy
	6. Health/wellness spending account
	7. Prescription drugs
	8. Fertility treatments
	9. Employee assistance plan
	10. Mental health supports
	11. Paramedical services (such as massage therapy, naturopaths and speech therapists)
	12. Medical travel insurance
	13. Medial equipment and supplies
	14. Other: please specify
3. Please describe any additional health/wellness programs or initiatives your organization offers its employees:

**Compensation**

1. Which of the following do you offer:
	1. Share purchase plan
		1. Some employees
		2. All employees
	2. Profit-sharing plan
		1. Some employees
		2. All employees
	3. Signing bonus
		1. Some employees
		2. All employees
	4. Year-end bonus
		1. Some employees
		2. All employees
	5. Employee referral bonus
	6. Employer contributions to defined-benefit pension plan for new employees
	7. Employer contributions to defined-contribution pension plan for new employees
	8. Employer contributions to RSP plan
2. How do you conduct employee compensation reviews?
3. How often do you conduct employee compensation reviews?
4. What, if any, offsite childcare subsidies do you offer?
5. What, if any, academic scholarships for children of employees do you offer?
6. Describe any additional employee financial benefits that weren’t captured above:

**Professional development**

1. How, and how often, do you conduct/provide performance reviews to individual employees?
2. What, if any, inhouse professional development/training/mentoring opportunities do you offer?
3. What, if any, support do you offer for work-specific educational opportunities/upgrading from outside sources (e.g. post-secondary institution, accreditation program, online training programs, etc…)
4. What, if any, support do you offer for educational opportunities/upgrading that are not specifically related to the employee’s job?

**Vacation/paid days off**

1. How many paid weeks vacation do you provide new employees?
2. Does the duration of paid vacation increase in line with years of employment? If so, how?
3. Do you offer unpaid leaves of absence? If so, under what circumstances and what is the maximum duration?
4. How many statutory holidays do you offer throughout the year?
5. Excluding vacation time, what, if any, paid shutdowns do you have throughout the year (e.g. Christmas)?
6. Excluding vacation, what, if any, personal paid days off are available to employees (such as a mental health day)?
7. What, if any, paid sick days are available to employees each year?

**Summary**

If there’s anything you’d like to consider that was NOT included in the above, please enter it here: