

Atlantic
Canada's

best places to work 2025



APPLICATION

Part 1: Contact Information

1. Employer name (use full legal name)
2. Atlantic Canada head office mailing address
 - a. Street/P.O. Box
 - b. City
 - c. Province
 - d. Postal Code
3. Atlantic Canada head office civic address (if different from mailing address)
 - a. Street/P.O. Box
 - b. City
 - c. Province
 - d. Postal Code
4. Telephone (main line)
5. Website url
6. Social media handles (Facebook, Twitter, LinkedIn, Instagram)
7. Person responsible for completing this application:
 - a. Name
 - b. Title
 - c. Email
 - d. Direct phone line
8. Person responsible for corporate marketing/communications:
 - a. Name
 - b. Title
 - c. Email
 - d. Direct phone line
9. Atlantic Canada leader (e.g. person in charge for Atlantic operations)
 - a. Name
 - b. Title
 - c. Executive Assistant name
 - d. 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 2022
 - a. Full time
 - b. Part-time
 - c. Contract workers
5. How many people did you employ in Atlantic Canada in 2023
 - a. Full time
 - b. Part-time
 - c. Contract workers
6. How many people did you employ in Atlantic Canada in 2024
 - a. Full time
 - b. Part-time
 - c. Contract workers
7. Employee turnover rate for full-time employees in Atlantic Canada (2024 compared to 2022) Indicate as a percentage %
8. 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	%	%	%	%

9. Are you:
 - a. Fully unionized (excluding management)
 - b. Partially unionized (e.g. specific units, but not the full organization)
 - c. 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:
 - a. Casual dress daily
 - b. Casual dress-day once a week
 - c. Bring pet to work
 - d. 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?
 - a. Internal newsletter
 - b. Suggestion box (traditional or virtual)
 - c. Internal communications
- d. Formal interviews with HR/management

e. Information discussions with HR/management

f. 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

12. Do you have a company health benefits plan?

a. Is this plan available to full-time employees?

b. Is this plan available to part-time employees?

c. Is this plan available to your contract employees?

d. What percentage of premiums are paid by your company? %

e. How long does an employee have to work with your company before they are eligible for coverage?

f. Does your plan provide coverage to retirees?

13. Which of the following does your company's health benefits plan cover for all employees (click all that apply):

a. Routine dental

b. Restorative dental

c. Orthodontics

d. Eyecare

e. Fitness subsidy

f. Health/wellness spending account

g. Prescription drugs

h. Fertility treatments

i. Employee assistance plan

j. Mental health supports

k. Paramedical services (such as massage therapy, naturopaths and speech therapists)

l. Medical travel insurance

m. Medical equipment and supplies

n. Other: please specify

14. Please describe any additional health/wellness programs or initiatives your organization offers to its employees:

Compensation

15. Which of the following do you offer:

a. Share purchase plan

i. Some employees

ii. All employees

b. Profit-sharing plan

i. Some employees

ii. All employees

c. Signing bonus

i. Some employees

ii. All employees

d. Year-end bonus

i. Some employees

ii. All employees

e. Employee referral bonus

f. Employer contributions to defined-benefit pension plan for new employees

g. Employer contributions to defined-contribution pension plan for new employees

h. Employer contributions to RSP plan

16. How do you conduct employee compensation reviews?

17. How often do you conduct employee compensation reviews?

18. What, if any, offsite childcare subsidies do you offer?

19. What, if any, academic scholarships for children of employees do you offer?

20. Describe any additional employee financial benefits that weren't captured above:

Professional development

21. How, and how often, do you conduct/provide performance reviews to individual employees?

22. What, if any, inhouse professional development/training/mentoring opportunities do you offer?

23. 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...)

24. 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

25. How many paid weeks vacation do you provide new employees?

26. Does the duration of paid vacation increase in line with years of employment? If so, how?

27. Do you offer unpaid leaves of absence? If so, under what circumstances and what is the maximum duration?

28. How many statutory holidays do you offer throughout the year?

29. Excluding vacation time, what, if any, paid shutdowns do you have throughout the year (e.g. Christmas)?

30. Excluding vacation, what, if any, personal paid days off are available to employees (such as a mental health day)?

31. 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: