

1. Employer of Distinction Questionnaire

Contact Information

* 1. Name of Nominated Organization

* 2. Contact Name

3. Position in the Organization

* 4. Mailing Address:

* 5. Phone Number

6. Fax Number

* 7. Email address

8. Web Site URL

* 9. Declaration

I hereby state that the nomination information provided in this questionnaire is both truthful and accurate. I also understand that the Newfoundland and Labrador Employers' Council has the right to disallow any nominee where this is not the case.

Yes I declare the information is both truthful and accurate.

2. The Best Practices Approach

Preamble -- READ THIS FIRST

The Employer of Distinction Award is designed to recognize creativity and a strong focus on all areas of the employment relationship regardless of the financial resources at the disposal of the organization. Having the legislated minimum requirements in such areas as Occupational Health and Safety is important but so are results, improvements and new ideas. When you respond to these questions please keep this in mind -- the judging panel wants to be impressed and surprised.

It is expected that some nominators may feel certain sections or questions are not relevant to their particular employment situation. The judging panel expects and recognizes this. Questions are meant to act only as a guide for selection of organizations for the second phase of the nomination process – the personal interview. The inability to answer any question in no way limits the capacity of a nominated organization to receive the award.

If any part of this process seems unclear, please contact award coordinator Richard Alexander at the NLEC office 368-6561 or email at ralexander@nlec.nf.ca for clarification.

* 10. Are there 75 or greater Full-Time employees in your organization at peak season (excludes part-timers)?

yes

no

11. Is there someone devoted EXCLUSIVELY to Human Resources in your organization?

yes

no

12. Is there a national or provincial head office that has some responsibility for Human Resources in your organization?

yes

no

13. List three non-safety related training opportunities your organization has provided to staff. This may include, but is not limited to, on-the-job training, formal upgrading etc. We are looking for unique or creative training options.

a.

b.

c.

14. How does your staff retention rate compare with others in your industry?

below average

average

above average

3. Health and Safety Practices & Disability Management

15. Do you have an Occupational Health and Safety Committee or Worker Health and Safety Representative/Designate established in your workplace?

Committee Established

Representative/Designate Established

Neither

16. How many times per year does your OH&S Committee meet or, if you have less than 10 employees, how many times per year does your staff meet to discuss safety issues in the workplace?

17. Give two examples of safety training provided to your staff in the last year. This can include but need not be limited to new staff orientation safety training.

a.

b.

18. In the last two years has the number of work-related injuries in your workplace:

Increased

Decreased

Stayed the Same

19. Does your organization have a written Early and Safe Return to Work Program (not to be confused with return to work plans) or a Disability Management Plan?

Yes

No

20. In the last two years, has the average duration of your claims:

Increased

Decreased

Stayed the Same

No Claims

4. Employee Presence in the Community

21. Has your organization taken students on un-paid/paid work-terms from a recognized educational institution in the past two years?

Yes

No

22. Do employees use your organization's resources to assist them with their involvement in a volunteer organization?

Yes

No

5. Stakeholder Awareness

23. Does your organization have a plan to deal with the retirement of senior managers/staff in the organization?

Yes

No

24. Does your organization have a program that recognizes employees for contribution to the success of the organization?

Yes

No

25. Have staff ever been involved in the development of your organization's policies or recruitment processes?

Yes

No

26. Is your organization unionized? If so how would you rate your success with the union in terms of grievance levels and strike actions in comparison to others in your industry?

Not unionized

Below average

Average

Above average

27. If your organization is not unionized, is there a formal way for employees to deal with disputes?

Unionized

Yes

No

6. Compensation and Advancement

28. List two ways employees are compensated other than salaries and health benefits. We are looking for unique or creative compensation options.

a.

b.

29. How would you compare the compensation and advancement opportunities at your organization in comparison to the entire provincial labour market? (Remember compensation entails more than just salary.)

Below average

Average

Above Average

7. Is there anything else?

30. Has your organization received any awards in the past from Council or other organizations? If so please specify the award name, what it was for and the name of the organisation that presented it.

31. What do you consider your organization's most significant accomplishment in regard to your relationship with employees?