



APPLICATION FOR THE 2022 CANADA'S TOP 100 EMPLOYERS PROJECT

Dear Employer:

We invite your organization to apply to the 2022 *Canada's Top 100 Employers* project. Attached is the application form for the national competition, plus 18 regional and special-interest competitions managed through our annual project. Employers complete a single application for all the competitions.

Over the summer, our editorial team will review your application to compare your organization to others in the same industry and region. We look for interesting employers, large and small, with innovative programs that attract and retain talented employees.

Employers chosen for this year's *Canada's Top 100 Employers* list will be announced this fall in a special magazine featured in *The Globe and Mail*. Our editors' detailed Reasons for Selection, explaining why each winning employer was selected, are published simultaneously on our job search engine, *Eluta.ca*, used by millions of Canadian job-seekers annually. Winners of our regional and special-interest competitions will be announced in a series of magazines published with our newspaper and magazine partners starting in the fall.

This year marks the 22nd edition of the *Canada's Top 100 Employers* project. Since the first edition, the competition has stood as an editorial project, with our writers publishing detailed 'reasons for selection' explaining why each winner was chosen. We take the time to write out lengthy reasons so other employers can learn from these best practices and improve upon them. Before starting your application, we encourage you to review this year's editorial reasons, accessible via the [competition homepage](#).

By publishing written reasons, we also aim to provide job-seekers with a better understanding of what leading employers offer, while providing transparency in the selection of winners.

Keep in mind that no employer offers every perk and benefit we ask about in this application — our job is to seek out current best-practices and, to do this, we ask a lot of questions. We have also continued the application fee introduced in 2002 to offset the costs of managing the competition and the review process. (A letter explaining the fee is available [online](#).)

This year's deadline for receipt of completed applications is May 7, 2022. This year's application must be submitted online – you'll find instructions in Part 16 on how to upload your application securely. We ask that you be judicious in attaching ancillary materials (e.g. news reports, benefit plan booklets, annual reports).

On behalf of our entire team, thank you for your interest in this year's *Canada's Top 100 Employers* project. We look forward to reviewing your application.

Yours very truly,

Richard Yerema, Managing Editor
richard.yerema@mediacorp.ca

Yours very truly,

Anthony Meehan, Publisher
anthony.meehan@mediacorp.ca





Canada's Top 100 Employers (2022 Competition)

Request for Information

Instructions for Employers:

To be considered for the 2022 *Canada's Top 100 Employers* project, you must complete this form and submit it to us by May 7, 2021.

We encourage you to follow the application form for all responses. Please include additional materials (e.g. benefits plans and annual reports) if they are relevant. If you prefer to submit a Word version of this application form, you can download it [here](#). Completed applications must be submitted online this year – please contact ct100@mediacorp.ca to receive a secure upload link for your organization.

We will confirm receipt of your completed application by email. Over the summer, our editors may ask shortlisted candidates to confirm aspects of their applications.

Employers selected for our 2022 national list will be announced in a special magazine published this fall and featured in *The Globe and Mail*, with our editors' detailed reasons for selection published on our popular job search engine [Eluta.ca](http://eluta.ca) the same day. *If you have any questions about this year's application, please contact us at ct100@mediacorp.ca*



PART 1: CONTACT INFORMATION

1. Employer name (*use full legal name*):

2. Mailing address (*head office in Canada*):

3. Telephone (*main*):

4. Website URL:

5. Please provide URLs for your social media sites (e.g. Instagram, Twitter, LinkedIn, Facebook, etc.):

6. Person responsible for this application (*not published*):

(a) Contact name and title:

(b) Your direct email address:

(c) Your direct telephone extension:

7. (a) Alternate contact and title, for this application:

(b) Alternate contact's email address:

(c) Alternate contact's telephone:

8. Alternate contacts. *Complete the attached schedule if you have additional contacts for our competition or our media partners.*

☐ Completed Schedule 5 is attached

PART 2: ABOUT YOUR BUSINESS

9. (a) Please provide a brief summary of your organization's operations. *(Attach sheet if needed.)*

- NEW** (b) Please describe any significant business developments during the past year. *You can also use this section to summarize your organization's response to the pandemic (e.g. work from home, office furniture loan program etc.).*

10. Has your organization laid off employees in the past year because of economic conditions?

☐ No ☐ Yes *(Explain how the layoff was handled)*

11. Are you a publicly listed company?

☐ Yes

Stock symbol:

12. Revenues for last fiscal year *(if publicly disclosed)*:

13. What is the NAICS code of your primary business?

(Find our NAICS code)

14. If applicable, who is your main competitor in Canada?

15. Major hiring locations in Canada (city and province):

16. Year organization founded:

17. Parent company name, if applicable:

18. Parent company head office location:

PART 3: ABOUT YOUR WORKFORCE

Important: Except as noted otherwise, please use **March 1, 2021**, as the effective date for all questions in this Part 3.

19. Number of employees on **March 1, 2020**:

Full-time Part-Time

(a) At this location:

(b) Total in Canada:

(c) Total worldwide:

20. Number of employees on **March 1, 2021**:

Full-time Part-Time

(a) At this location:

(b) Total in Canada:

(c) Total worldwide:

21. Percentage of your workforce who are engaged on a contract basis.....
22. Longest number of years any worker has been with you on contract.....
23. Number of job applications received in Canada in the past year.....
24. Total jobs available to outside candidates across Canada in past year....
25. Average age of all employees at your organization (*all levels, in Canada*)....
26. Years that longest-serving employee has worked at your organization.....

27. Voluntary turnover rate for full-time employees in Canada in past year..... %

28. Please indicate in the table below the percentages of employees who are members of the groups shown:

Percentage who are...	Women	Visible Minorities	Indigenous	Disabled Persons
(a) All Employees	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
(b) Managers	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
(c) Executive Team	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
(d) Board of Directors	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

PART 4: PHYSICAL ENVIRONMENT

29. **Neighbourhood.** We are interested in the distinctive features of the neighbourhood where your head office is located:

- (a) Nearby amenities:

- ☐ Park or wilderness area. *Name:*

- ☐ Local recreation centre. *Name:*

- ☐ Other amenities. *List one or two:*

- (b) Check any commuter amenities that apply:

- ☐ Nearby public transit (within 5 minutes' walk)
☐ Transit subsidy for commuters
☐ Online carpool sign-up system
☐ Free onsite parking ☐ Subsidized parking
☐ Sheltered bicycle parking onsite
☐ Nearby bicycle sharing station
☐ Electric vehicle charging stations
☐ Corporate ride-sharing account

30. (a) **Head Office.** Briefly describe any interesting features of your head office building (e.g. office tower, renovated warehouse, custom-built facility) and the area where it's located (e.g. trendy neighbourhood, etc.):

- (b) **Employee Consultation.** Were employees consulted in choosing the location and design of your head office?

- ☐ Yes. *Briefly describe how the consultation was done:*

- NEW** (c) **Pandemic Response.** Briefly describe the safety and mitigation protocols for any employees required to work onsite over the past year:

31. **On-Site Features of Your Main Location.** We are interested in learning more about the distinctive physical features of your main location:

(a) **Employee Work Areas & Comfort.** Describe the employee work areas at your main location (*check all that apply*):

- ☐ Open-concept workstations
- ☐ Traditional offices
- ☐ Industrial or factory setting
- ☐ Windows that open (for fresh air)
- ☐ Ergonomic workstations
- ☐ Workstations for telecommuters
- ☐ Sit-stand workstations
- ☐ Meditation/religious observance room
- ☐ Private sleep/nap room
- ☐ Sleep pods
- ☐ Private phone booth

(b) **Onsite Food Options** at your main location features (*check all that apply*):

- ☐ Free snacks while you work. What free snacks are available today? *List specific brands/items:*

- ☐ Free coffee or tea ☐ Free juice/soft drinks
- ☐ Full-service cafeteria:
 - ☐ Healthy menus ☐ Subsidized meals
 - ☐ Special diet menus ☐ Take-home meals
 - ☐ Free meals daily
- ☐ Self-serve lunchroom
- ☐ Discounts at local restaurants

If you don't provide free juice/soft drinks, what's the price of a soft drink? \$

If you have a cafeteria, what's the price of a typical sandwich (or similar lunch item) today? \$

(c) **Other food options** at your main location (e.g. market-style cafeteria, food court with third-party coffee shops or vendors). *Point-form is fine:*

(d) **Employee lounge or break areas** at your main location feature (*check all that apply*):

- ☐ Comfortable couches ☐ Foosball table
- ☐ Fireplace ☐ Table hockey
- ☐ Music ☐ Table tennis
- ☐ Television ☐ Board games

- ☐ Video games.

Name of latest game:

- ☐ Pool table
- ☐ Outdoor patio/deck
- ☐ Outdoor barbecue

- ☐ Other interesting lounge/break area features:

(e) Do you have an **Onsite Fitness Facility** at your main location? *Check one of these three options:*

- ☐ No (*skip to Part 5 below*)
- ☐ Yes: ☐ others also use it; or
 ☐ only our employees use it.

Our onsite fitness facility offers:

- ☐ Free membership ☐ Elliptical trainer
- ☐ Subsidized membership ☐ Rowing machines
- ☐ Treadmills ☐ Weights
- ☐ Stationary bikes ☐ Basketball court
- ☐ Stairmasters ☐ Sauna
- ☐ Instructor-led classes. ☐ Shower facilities

Most popular class (e.g. pilates, yoga):

- ☐ Online instructor-led classes during pandemic NEW
- ☐ Other interesting features of fitness facility:

PART 5: WORK ATMOSPHERE & COMMUNICATIONS

32. **Overall Atmosphere.** Check the following items if they are available at your workplace (*feel free to attach a sheet to describe any of them in more detail*):

- | | | |
|--|--|---|
| <input type="checkbox"/> Business-casual dress daily | <input type="checkbox"/> Concierge service | <input type="checkbox"/> Company-subsidized social committee. |
| <input type="checkbox"/> Dress-for-your-day policy | <input type="checkbox"/> Can bring pet to work | Operating since (yyyy): <input type="text"/> |
| <input type="checkbox"/> Casual dress (e.g. jeans) daily | <input type="checkbox"/> Employee sports teams | Committee Name: <input type="text"/> |
| <input type="checkbox"/> Casual dress Fridays only | <input type="checkbox"/> Radio/music while working | |

NEW 33. **Celebrations & Social Events.** Please attach a sheet describing any social events that took place over the past 12 months, including in-person or virtual events (e.g. games nights, cooking classes, pub nights, etc.).

34. **Company-wide Communications.** Does your organization offer the following communications/feedback tools?

- ☐ Company newsletter. Newsletter name:
- ☐ Intranet site ☐ Traditional or email suggestion box ☐ Internal social media (*attach description*)

NEW Please use an attached sheet to describe any additional communications initiatives your organization introduced in the past year (e.g. enhanced leadership communications, CEO updates, virtual lounges, etc.).

PART 6: HEALTH BENEFITS

35. **Description of Health Plan.** Please attach a copy of the booklet that your company provides to new employees describing your company's health benefits plan. **Important:** *If you have different benefit plans for employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 6 for **each** employee group.*

- ☐ We have multiple health plans. This Part 6 covers these employees:
- Plan insurer: and they comprise % of our total employees in Canada.

36. **Basic Health Benefits Plan:**

- | | |
|---|--|
| <p>(a) Your company pays <input type="text"/> % of the premiums associated with your basic health benefits plan.</p> <p>(b) <input type="checkbox"/> We have a flexible plan with custom coverage.
Employees can transfer unused credits to:
<input type="checkbox"/> Salary or savings plan <input type="checkbox"/> Extra paid time-off</p> <p>(c) Hours per week that employees must work before they can join your basic health plan: <input type="text"/></p> <p>(d) Days new employees must wait before coverage under basic plan starts: <input type="text"/> days after joining.</p> <p>(g) Please indicate whether the following health benefits are included in your basic health plan (<i>use the space below Question 38 to describe any of these benefits in more detail</i>):</p> <p><input type="checkbox"/> Routine dental:
____% covered; \$____ annual max, or <input type="checkbox"/> no max</p> <p><input type="checkbox"/> Restorative dental:
____% covered; \$____ annual max, or <input type="checkbox"/> no max</p> <p><input type="checkbox"/> Orthodontics:
____% covered; \$____ lifetime max, or <input type="checkbox"/> no max</p> <p><input type="checkbox"/> Eyecare:
\$____ every ____ years</p> <p><input type="checkbox"/> Fitness club subsidy (offsite), \$____ annual max</p> <p><input type="checkbox"/> Health spending account, \$____ annual max</p> <p><input type="checkbox"/> Wellness spending account, \$____ annual max</p> <p><input type="checkbox"/> Prescription drugs</p> <p><input type="checkbox"/> Basic fertility treatment (IUI)</p> | <p>(e) Are family and spousal coverage offered under your basic health benefits plan?
<input type="checkbox"/> Yes, company pays ____% of premiums</p> <p>(f) Does your basic plan provide coverage to retirees?
<input type="checkbox"/> Yes, company pays ____% of premiums
<input type="checkbox"/> No, company does not cover the premium cost</p> <p>Is there an age limit for retirement coverage?
<input type="checkbox"/> Yes, up to ____ years of age; or
<input type="checkbox"/> No age limit, coverage lasts until death</p> <p><input type="checkbox"/> IVF treatments, \$____ lifetime max</p> <p><input type="checkbox"/> Employee assistance plan (EAP)</p> <p><input type="checkbox"/> Mental health practitioner benefit, \$____ annual max</p> <p><input type="checkbox"/> Semi-private hospital room</p> <p><input type="checkbox"/> Medical equipment and supplies</p> <p><input type="checkbox"/> Medical travel insurance</p> <p><input type="checkbox"/> Massage (RMT) therapy</p> <p><input type="checkbox"/> Chiropractor <input type="checkbox"/> Naturopathy</p> <p><input type="checkbox"/> Osteopathy <input type="checkbox"/> Nutrition planning</p> <p><input type="checkbox"/> Podiatrist <input type="checkbox"/> Home care</p> <p><input type="checkbox"/> Acupuncture <input type="checkbox"/> Physiotherapy</p> <p><input type="checkbox"/> Virtual health care services/telemedicine NEW</p> <p><input type="checkbox"/> Other benefits included in your basic plan (<i>describe after Question 38</i>)</p> |
|---|--|

37. **Optional & Extended Health Benefits.** Please list any other related benefits that employees can obtain (for an additional premium) beyond your basic health benefits plan:

38. **Additional Health & Wellness Programs.** Please describe any other health and wellness initiatives that your organization manages in-house, e.g. mental health strategy, wellness committee:

PART 7: FINANCIAL BENEFITS & COMPENSATION

39. **Financial Benefits.** Please indicate whether the following financial benefits are available at your company (if necessary, attach a separate sheet to describe in more detail). Include your employee pension booklet, if you have one. **Important:** If you have different financial benefits for employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 7 for **each** employee group.

☐ Financial benefits vary by employee group. This Part 7 covers: and they comprise % of our total workforce in Canada.

Share purchase plan for:

- ☐ All employees
☐ Some employees only

Annual profit-sharing plan for:

- ☐ All employees
☐ Some employees only

NEW

Deferred profit-sharing plan for:

- ☐ All employees
☐ Some employees only

Signing bonuses for:

- ☐ All positions
☐ Some positions only

Year-end bonuses for:

- ☐ All positions
Last year's range, from:
\$ _____ to \$ _____
☐ Some positions only

☐ Defined-benefit (DB) pension plan **for new employees**, with employer contributions to _____% of salary

☐ Defined-contribution (DC) pension plan **for new employees**, with employer contributions to _____% of salary

☐ Matching RSP plan with employer contributions to _____% of salary

☐ Non-matching RSP plan with employer contributions, to _____ % of salary

☐ Basic RSP plan with payroll deductions, but no employer contributions

☐ Life & Disability insurance

☐ Employee referral bonuses:
Min: \$ _____ Max: \$ _____

☐ Discounted home insurance

☐ Discounted auto insurance

☐ Low-interest home loans

☐ Discounted auto lease rates

☐ Subsidized home Internet

☐ Discounted company products or services (*attach description*)

☐ Corporate discounts at retailers, etc. (*attach description*)

☐ Other financial benefits:

40. (a) Do you participate in **outside** salary surveys?

☐ **Yes.** How often? Every: ☐ 6 Months ☐ 12 Months ☐ 18 Months ☐ 24 Months

☐ **No.** How do you determine if salary levels at your company are competitive? *Attach description.*

- (b) How often do you review salary levels with individual employees?

Every: ☐ 6 Months ☐ 12 Months ☐ 18 Months ☐ 24 Months

PART 8: FAMILY-FRIENDLY POLICIES

41. Family-Friendly Policies. We use the information in this part to consider your organization for our national and regional competitions, as well as [Canada's Top Family-Friendly Employers](#), which we announce each year. **Important:** If you have different family-friendly policies for various employee groups (e.g. union, non-union, management), copy this page and complete a separate Part 8 for **each** employee group.



☐ Family-Friendly benefits vary by employee group.

This Part 8 covers: who comprise % of our workforce in Canada.

(a) **Family-Friendly Benefits.** Please indicate whether your company provides any of the following:

☐ Maternity leave top-up for mothers:

Top-up to _____% of salary for _____ weeks

☐ Parental leave top-up for mothers:

Top-up to _____% of salary for _____ weeks

☐ Parental leave top-up for fathers:

Top-up to _____% of salary for _____ weeks

☐ Parental leave top-up for adoptive parents:

Top-up to _____% of salary for _____ weeks

☐ Compassionate leave top-up:

Top-up to _____% of salary for _____ weeks

☐ Adoption assistance: \$ _____ per child

☐ Formal policy lets employees extend parental leave to become unpaid leave of absence

☐ Phased-in return to work for new parents

☐ Onsite childcare at your main location:

☐ Free ☐ Subsidized: \$ _____ per child per year

☐ Number of spaces: _____

☐ This childcare is exclusively for our employees' use

☐ Number of childcare workers (in FTEs): _____

☐ Waiting list: _____ months

☐ Emergency/short-term daycare onsite

☐ Other childcare information (*attach description*)

☐ Offsite childcare subsidy: \$ _____ per child

☐ Academic scholarships for employees' children

Maximum annual scholarship: \$ _____ per child

(b) **Flexible Work Options.** Please indicate if your organization offers any of these flexible work options:

☐ Flexible start/finish work hours

☐ 35-hour work week (with full pay)

☐ Shortened work week (fewer hours, less pay)

☐ Compressed work week (same hours, full pay)

☐ Telecommuting/work from home

☐ Reduced summer hours option (*attach description*)

☐ Formal "earned days off" (EDO) program (*attach description*):

Employees can work _____ extra hours each day and receive _____ day(s) off each month

☐ Other (*please attach description*)

PART 9: PROGRAMS FOR EXPERIENCED EMPLOYEES

42. Experienced Employees. We use the information in this part to consider your organization for our national and regional competitions, as well as the [Top Employers for Canadians Over 40](#). Winners of this competition are announced nationally each spring. We want to learn about any interesting programs that assist employees as they enter the second half of their careers.



(a) Does your organization have any programs specifically designed to assist older employees?

☐ Yes. *Please attach a brief description.*

☐ No.

(b) Do you actively recruit new employees aged 40+?

☐ Yes. *List some typical positions:*

(c) Check if the following benefits are offered for older employees:

☐ Previous work experience at other employers counts towards annual paid vacation allowance

☐ Mentorship programs to transfer retirees' skills

☐ Assistance with succession and retirement planning

☐ Phased-in retirement (e.g. part-time before leaving)

☐ Paid health benefits for retirees (*attach booklet*)

☐ Organized social activities/volunteering for retirees

Include a brief description of these or any other programs offered by your organization for employees aged 40+.

PART 10: EMPLOYEE ENGAGEMENT

43. (a) Does your HR department conduct periodic in-house employee surveys?
☐ Yes Every _____ Months
- (b) Do you use an outside consultant to conduct periodic employee surveys?
☐ Yes Every _____ Months
44. (a) How often do employees receive formal reviews?
Every _____ Months
- (b) Do your managers receive training in conducting effective performance reviews? ☐ Yes
- (c) Do you operate a 360-degree feedback program, providing employees with performance-related feedback from co-workers and other managers?
☐ Yes. *Briefly describe process below.*
- (d) Can employees provide confidential feedback on their manager's performance? ☐ Yes. *Describe process below.*
- (e) Do you conduct exit interviews with departing employees? ☐ Yes
- (f) You may also attach a page that provides a succinct overview of the key features of your performance management program in two or three paragraphs.
☐ Overview attached
45. **Employee Engagement Survey.** If you have completed a recent employee engagement survey, you may enclose the results (and questionnaire) with this application. Please indicate below (or attach) a brief description of the survey and its principal conclusions. ****Important: please ensure that your survey provider allows you to release your results.**

46. **Performance-Based & Other Rewards.** Please indicate if your organization offers any of the following performance-based rewards:
- ☐ Individual performance bonuses
- ☐ Individual "on-the-spot" rewards
- ☐ Peer-to-peer recognition awards
- ☐ Online recognition platform
- ☐ Unique awards tailored to the recipient
- ☐ Long-service awards
- ☐ Other rewards (*point-form is fine*):

PART 11: TRAINING & DEVELOPMENT

47. (a) Please indicate the annual amount spent on training, per full-time employee: \$ _____
- (b) Does your organization offer any of the following continuing education and professional development programs (*please use an attachment to describe any of these benefits in more detail*):
- ☐ Tuition subsidies for courses related to an employee's current position: ☐ No annual max. _____% of tuition. Annual max: \$ _____
- ☐ Tuition subsidies for courses not related to an employee's current position: ☐ No annual max. _____% of tuition. Annual max: \$ _____
- ☐ Subsidies for professional association memberships
- ☐ In-house apprenticeship and skilled trades training programs (*details attached*)
- ☐ Mentoring program (*details attached*)
- ☐ Financial bonuses for completion of professional accreditations and development courses:
From \$ _____ to \$ _____ (*details attached*)
- ☐ Career planning services
- ☐ In-house training programs (*details attached*)
- ☐ Online training programs (*details attached*)
- ☐ Online employee skills inventory (*details attached*)
- ☐ Unpaid internships (*details attached*)
- ☐ Paid internships (*details attached*)
- ☐ Other initiatives (*details attached*)

PART 12: VACATION POLICY & PAID DAYS-OFF

Important: If vacation and paid days-off policies at your organization vary by employee group (e.g. union, non-union, management), copy this page and complete a separate Part 12 for **each** employee group.

☐ Vacation and paid days-off vary by employee group. This Part 12 covers:
and they comprise % of our total workforce in Canada.

48. **Vacation Allowance.** How many weeks of paid vacation does your company offer to employees with the following lengths of tenure? *If you have different vacation entitlements for various employee groups (e.g. union, non-union, management), be sure to supply this information for **each** employee group.*

- | | |
|--|---|
| (a) 1 Year <input type="text"/> weeks | (g) 7 Years <input type="text"/> weeks |
| (b) 2 Years <input type="text"/> weeks | (h) 8 Years <input type="text"/> weeks |
| (c) 3 Years <input type="text"/> weeks | (i) 9 Years <input type="text"/> weeks |
| (d) 4 Years <input type="text"/> weeks | (j) 10 Years <input type="text"/> weeks |
| (e) 5 Years <input type="text"/> weeks | (k) Max <input type="text"/> weeks |
| (f) 6 Years <input type="text"/> weeks | |

☐ We offer unlimited vacation allowance for all staff.

49. **Leaves of absence.**

- ☐ We offer unpaid leaves. Max length: months
- ☐ Self-funded/deferred salary. Max length: months
- ☐ Paid educational leaves. Max length: weeks

50. **Paid Days-Off.** In addition to the paid vacation allowance in Question 48, calculate the additional paid days-off that employees at your location receive each year:

- (a) Statutory holidays days
- (b) Paid summer shutdown days
- (c) Paid December 27-31 shutdown days
- (d) Paid sick days (no doctor's note) days
- (e) S-T disability (doctor's note req'd) ... days
- (f) Paid personal days-off, where employee can choose the days* days
- (g) Paid personal days-off, where company specifies the days* days

Total of items 50(a) to (g) above days

* If there are restrictions on how these days may be used, describe these briefly on a separate sheet.

PART 13: COMMUNITY INVOLVEMENT

51. We are interested in learning about notable community or charitable projects where your employees are actively involved in helping others, particularly those involving skills or talents unique to your employees or organization.

(a) Geographic scope of all charities assisted:
☐ Local ☐ National ☐ International

(b) Does your charitable program have a particular focus? (e.g. youth, environmental, etc.)
☐ Yes. Please describe:

(c) Total number of charities assisted by your organization last year:

(d) Please list the main charities supported in past year and describe any noteworthy projects (attach sheet):

(e) Are employees involved in choosing the charities supported? ☐ Yes. Use attached sheet to describe.

(f) Do employees receive paid time-off to volunteer?
☐ Yes. How much time? days/year

(g) Total employee volunteer hours (on company time) spent on charitable projects in the past year:

(h) Do you match employee donations?
☐ Yes. Max annual donation/employee:

(i) Do you match employee volunteer hours with company donations? ☐ Yes.
Maximum donation: \$ for every hours

(j) Did your organization undertake any community or charitable projects related to the pandemic in the past year? ☐ Yes. Use attached sheet to describe.

NEW

PART 14: PHOTOS & CAPTIONS

52. **Photos & Captions.** If your organization is selected as one of the 2022 winners, we may use photos you submit in our announcement magazines featured in our newspaper partners, on your employer review and on social media. *These photos reach millions of readers, showing job-seekers what it's like to work at your organization.* Ideally, they illustrate interesting stories or benefits described in this application:

- 📁 Upload your photos directly to our servers for our editors to review. Request your custom upload URL by emailing photos@mediacorp.ca
- 📁 Our editorial team will review your photo uploads and your draft captions – our [photo hints](#) describe what we're looking for
- 📁 Your photos won't be displayed publicly unless your organization is selected as a competition winner

Please check box:

- ☐ We have uploaded our photos for this year's application.



PART 15: SPECIAL-INTEREST COMPETITIONS

53. **Special-Interest Competitions.** Our larger special-interest competitions have separate application forms, which are attached as optional schedules. *To apply for one or more of these competitions, check the relevant box(es) below and attach the related schedule(s) to your completed application:*

- | | |
|---|---|
| <input type="checkbox"/> Canada's Best Diversity Employers – Schedule 1 | <input type="checkbox"/> Canada's Top Employers for Young People – Schedule 3 |
| <input type="checkbox"/> Canada's Greenest Employers – Schedule 2 | <input type="checkbox"/> Canada's Top Small & Medium Employers – Schedule 4 |

PART 16: CERTIFICATION & APPLICATION FEE

I certify the foregoing information is complete and accurate. We authorize publication by you (and your editorial partners) of all information and items included with this application, including photos or other items submitted. If selected, we agree to abide by the [competition rules](#) for the Canada's Top 100 Employers project, including the logo usage rules.

- ☐ I consent to add my email address shown in Question 6(b) above to your official mailing list for the Canada's Top 100 Employers project. *(You'll receive a verification email and can unsubscribe at any time.)*

We have paid the [application fee](#) of \$1,395.00 plus 13% HST (Registration #134051515 RT0001) by:

- ☐ credit card (use the [online payment form](#) and attach the receipt to your application); or
- ☐ bank EFT (contact accounting@mediacorp.ca for details).

NEW

The fee is non-refundable and a receipt will be emailed to you, together with our editors' confirmation that your application has been received. Good luck! *The person signing this form must be the contact person listed in Question 6 above.*

Signature

Date

This year, we request that all applications be submitted online.

NEW

To obtain a secure upload link for your organization, please contact us at ct100@mediacorp.ca

Application deadline: May 7, 2021

SCHEDULE 1

CANADA'S BEST DIVERSITY EMPLOYERS

Canada's Best Diversity Employers. Published annually since 2008, [Canada's Best Diversity Employers](#) recognizes employers across Canada that have exceptional workplace diversity and inclusiveness programs. The winning employers are announced each year in a special magazine featured in The Globe and Mail and online on Eluta.ca. This competition examines a range of diversity initiatives, including programs for five major employee groups: (a) Women; (b) Members of visible minorities; (c) Persons with disabilities; (d) Indigenous peoples; and (e) Lesbian, Gay, Bisexual and Transgender/Transsexual (LGBT) peoples.



Complete this page to be considered for the 2022 Canada's Best Diversity Employers competition:

- (a) Is your organization regulated under any of the following Employment Equity programs?

☐ Yes, *Federal Contractors Program/FCP*

☐ Yes, *Legislated Employment Equity Program/LEEP*

☐ Yes, provincial employment equity legislation

☐ Yes, other legislation: _____

☐ No, we aren't regulated under any of the above

(b) Does your organization offer programs designed to improve workplace diversity and inclusiveness?

☐ Yes. *Check all applicable:*

☐ Women

☐ Persons with disabilities

☐ Members of visible minorities

☐ Lesbian, Gay, Bisexual & Transgender

☐ Indigenous peoples

☐ New Canadians

☐ Other (e.g. mental health) _____

(c) Does your organization have a senior executive position responsible for overseeing diversity and inclusiveness initiatives? ☐ Yes

Position title:

Year established:

(d) Does your organization have a clearly defined strategy to achieve diversity and inclusion goals?

☐ Yes, *attached*. Year last updated:

(e) Has your organization implemented initiatives related to (*check all applicable and explain below*):

☐ recruitment and selection of diversity groups

☐ retention and development of diversity groups

☐ training and education in diversity

☐ diversity employee resources/affinity groups

☐ diversity leadership/management accountability

☐ customer and market diversity

☐ vendor and supplier diversity

☐ community partnerships to support diversity

(f) Are job opportunities posted on your website accessible to visually impaired applicants?

☐ Yes

(g) Do you track any of the following diversity measures?

☐ Yes (*check all applicable and explain how tracked*)

☐ number of employees from diversity groups

☐ recruiting from diversity groups

☐ employee perceptions of discrimination and harassment

☐ management and leadership behaviour

☐ benchmarking external best-practices

☐ overall progress in creating an inclusive workplace

(h) What specific actions has your organization taken in the past year to support your diversity and inclusion programs? *Explain below or attach sheet*

SCHEDULE 2

CANADA'S GREENEST EMPLOYERS

Canada's Greenest Employers. Launched in 2007, this award recognizes employers with [interesting environmental programs](#) and Earth-friendly policies that actively involve their employees. Specifically, we are interested in employers that have incorporated environmental values into their corporate culture — and are attracting employees (and retaining them) because of these values. Competition winners are announced each April just before Earth Day.

Complete this page to have your organization considered for the 2022 Canada's Greenest Employers competition:



(a) **Employee and Senior-Level Involvement:**

- ☐ Formal employee "green team"

Team name:

- ☐ Informal employee-led green initiatives. *Highlight interesting employee-led green initiatives over the past year below, or use attached sheet:*

- ☐ We have a senior executive position responsible for overseeing environmental initiatives:

Position title:

Year established:

- ☐ Formal green strategy/policy statement (*attach*).

Last updated (year):

(b) **Environmental Management Programs:**

- ☐ In-house waste reduction and recycling programs that extend beyond municipal minimums (e.g. e-waste collection, waste diversion rates). *Use additional sheet to describe.*

- ☐ Partner with community organizations (e.g. Tree Canada, Bike-to-Work Week, etc.). *Use additional sheet to describe.*

- ☐ Other green initiatives, from unique "line-of-business" products to programs that encourage clients and customers to incorporate environmental considerations. *Use additional sheet to describe.*

- ☐ Have ongoing monitoring/environmental management system (EMS) to measure environmental initiatives and progress. *Use additional sheet to describe.*

- ☐ Recently conducted environmental audit:

☐ In-house audit. Year completed:

☐ External audit. Year completed:

Completed by:

- ☐ Publish a "Sustainability Report" or similar document that is available to the public. (*please attach report*)

Last published (year):

- ☐ Carbon-neutral in (year):

- ☐ We have not established carbon-neutral goals.

- ☐ Green procurement policy for products and services purchased. *Use additional sheet to describe.*

(c) **Building Footprint:**

- ☐ LEED Head Office:

☐ Platinum ☐ Gold ☐ Silver

☐ Certified in (year); or

☐ pending certification.

- ☐ LEED Other Buildings:

☐ Platinum ☐ Gold ☐ Silver

☐ Certified in (year); or

☐ pending certification.

- ☐ Other building accreditations (e.g. BOMA, ISO). *Use additional sheet to describe.*

- ☐ Building(s) include following green features:

- | | |
|--|---|
| <input type="checkbox"/> Green roof | <input type="checkbox"/> Rainwater collection |
| <input type="checkbox"/> EV charging | <input type="checkbox"/> Solar heating sheets |
| <input type="checkbox"/> PV solar panels | <input type="checkbox"/> Geothermal heating/cooling |
| <input type="checkbox"/> Solar hot water | <input type="checkbox"/> Other (e.g. LED lighting): |

SCHEDULE 3

CANADA'S TOP EMPLOYERS FOR YOUNG PEOPLE

Canada's Top Employers for Young People. First published in 2001, this annual competition recognizes the employers that lead the nation in [helping college and university graduates](#) make the transition from school to work.

In addition to offering great opportunities, these employers have well-established entry-level recruitment programs that offer the best opportunities for ongoing career development and advancement.

The winning employers will be announced in a special magazine featured in The Globe and Mail and on Eluta.ca.

Complete this page to be considered for the 2022 Canada's Top Employers for Young People competition:



- (a) **Recruitment Programs.** Our organization participates in the following student recruitment initiatives:

☐ on-campus recruitment

☐ summer student recruitment.

How many last year?

☐ co-op and work term placements.

How many last year?

☐ paid internships for young people.

How many last year? *Attach description of type of work, duration, weekly hours.*

☐ unpaid internships for young people.

How many interns? *Attach description of type of work, duration, weekly hours.*

- (b) **Overall Intake.** Total number of recent graduates that your organization hired on a full-time basis last year:

- (c) **Workforce Composition.** What percentage of your full-time employees in Canada are under 30 years of age?

 %

- (d) **Health Benefits & Flexible Work Options.** Are the benefits you described in Parts 6 and 8 above available to new graduates when they are hired on a full-time basis? ☐ Yes

- (e) **Training & Development.** Our organization provides the following training and development programs for recent grads:

☐ orientation program (*attach description*)

☐ leadership development (*attach description*)

☐ opportunities for recent graduates to interact with senior managers, e.g. special lunches and on-boarding events (*attach description*)

☐ employee resource/affinity groups for young people (*describe below*)

☐ other development programs (*describe below*)

- (f) **Other.** Describe below any other interesting or unique initiatives that make your organization a good place to start a career.

Helpful hint: Apply at no cost to [The Career Directory](#) – our online guide that lets recent grads match their degree or diploma with great employers with entry-level recruitment programs. For an application, email: tcd@mediacorp.ca



SCHEDULE 4

CANADA'S TOP SMALL & MEDIUM EMPLOYERS (SME)

Canada's Top Small & Medium Employers (SME). Canada's SME sector is tremendously important and is responsible for: over half of the nation's gross domestic product; nearly 90% of the private-sector labour force; and over three-quarters of the new jobs created in the last decade. Published annually since 2014, [Canada's Top Small & Medium Employers](#) (SME) recognizes small and medium enterprises that lead the nation in creating exceptional workplaces and progressive human resources policies. Employers are evaluated using the same eight criteria as our national competition, but must meet the Statistics Canada [definition](#) of a "small or medium" enterprise. The winners are announced each spring in a special magazine featured in The Globe and Mail and online on Eluta.ca.

Your responses from the main part of this application will determine our editors' selections for Canada's Top Small & Medium Employers.

To be considered for this competition, you must confirm that your organization meets the definition of a "SME" by answering "Yes" to the following three questions:

(a) **Commercial Enterprise:**

☐ Yes, we are a for-profit commercial enterprise.

(b) **Less than 500 Employees:**

☐ Yes, we employ less than 500 people worldwide.

(c) **Ownership & Related Companies:**

☐ Yes, our company is owned by an individual or corporation that employs less than 500 people worldwide. *If your company is a subsidiary of another organization or a member of a larger group, please provide the name and head office address of your parent organization, plus the number of people it employs worldwide:*



SCHEDULE 5
PUBLIC RELATIONS & ALTERNATE CONTACTS

You can use this schedule to designate:

(a) Public Relations Contact:

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(b) Third contact for this application, in addition to the alternate contact listed in Question 7:

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(c) Contact for Media Partners (advertising/marketing opportunities in the announcement magazines):

Name	Title	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

After submitting your application, you can always change any of these alternate contacts by emailing a revised copy of this schedule to **ct100@mediacorp.ca**