



APPLICATION FOR THE 2023 CANADA'S TOP 100 EMPLOYERS PROJECT

Dear Employer:

We invite your organization to apply to the 2023 *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 23rd 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 application deadline is May 6, 2022.

Applications must be submitted online – you'll find instructions in Part 16 on how to upload your completed application securely.

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,

Anthony Meehan, Publisher
anthony.meehan@mediacorp.ca



Canada's Top 100 Employers (2023 Competition)

Request for Information

INSTRUCTIONS FOR EMPLOYERS:

To be considered for the 2023 *Canada's Top 100 Employers* project, applicants must:

- Email us at ct100@mediacorp.ca to receive a secure link where your organization can upload your completed application. *We encourage you to request this early to avoid delays closer to the application deadline.*
- Complete this PDF application. *If you prefer, you can download a Word version [here](#) that may be submitted instead.*
- Organize any extended responses in a single Supplement file, described further on the last page of this application. You may also include additional materials (e.g. benefits plans and annual reports) if they are relevant.
- Submit your completed application, Supplement and photos using the secure upload link by **May 6, 2022**.

There is a single application for our national competition, as well as the 18 regional and special-interest competitions. All the competitions share the same application deadline. We will confirm receipt of your completed application by email. Over the summer, our editors may reach out to confirm certain aspects of your application.

Employers selected for *Canada's Top 100 Employers (2023)* will be announced in a special magazine published this fall in *The Globe and Mail* and on our job search engine, *Eluta.ca*. Winners of our regional and special-interest competitions will be announced shortly afterwards in a series of magazines published with our newspaper and magazine partners across Canada.

If you have 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 enclosed schedule if you have additional contacts for our competition or our media partners.*

☐ Alternate contacts listed on Schedule 5

PART 2: ABOUT YOUR BUSINESS

9. (a) Provide a short summary of any significant business developments during the past year. *(Point-form is fine.)*

- (b) Briefly describe any initiatives taken in the past year to assist employees affected by the pandemic, such as changes to benefits plans, sick leave, etc. *(Support for remote work and hybrid work options are covered in Part 4 below.)*

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, 2022**, as the effective date for all questions in this Part 3.

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

Full-time Part-Time

(a) At this location:

(b) Total in Canada:

(c) Total worldwide:

20. Number of employees on **March 1, 2022**:

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	Persons with Disabilities
(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: WORK ENVIRONMENT

29. **Hybrid Work Options.** In response to the pandemic, does your organization have plans to create a formal hybrid work program? *If yes, describe the program below plus any additional support you offer employees working from home (e.g. home office allowance, internet subsidies, furniture loans).*

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:*

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

- (d) **Commuter Amenities.** Check any of the following that apply:

- | | |
|--|---|
| <input type="checkbox"/> Nearby public transit (within 5 minutes' walk) | <input type="checkbox"/> Sheltered bicycle parking onsite |
| <input type="checkbox"/> Transit subsidy for commuters | <input type="checkbox"/> Nearby bicycle sharing station |
| <input type="checkbox"/> Online carpool sign-up system | <input type="checkbox"/> Electric vehicle charging stations |
| <input type="checkbox"/> Free onsite parking <input type="checkbox"/> Subsidized parking | <input type="checkbox"/> Corporate ride-sharing account |

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*):

- ☐ Windows that open (for fresh air)
- ☐ Ergonomic workstations
- ☐ Shared 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

(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 ☐ Table tennis
- ☐ Fireplace ☐ Board games
- ☐ Music ☐ Video games
- ☐ Television ☐ Pool table
- ☐ Foosball table ☐ Outdoor patio/deck
- ☐ Table hockey ☐ Outdoor barbecue
- ☐ Other interesting lounge/break area features:

(e) Do you have an **Onsite Fitness Facility** at your main location? *Complete either option:*

- ☐ 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):

- ☐ Virtual instructor-led classes
- ☐ Other interesting features of fitness facility:

PART 5: WORK ATMOSPHERE & COMMUNICATIONS

32. **Overall Atmosphere.** Check the following items if available at your organization: (*describe in Supplement if needed*)

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

33. **Celebrations & Social Events.** Describe in your Supplement 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

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:

- (a) Your company pays % of the premiums associated with your basic health benefits plan.

- (b) ☐ We have a flexible plan with custom coverage. Employees can transfer unused credits to:
☐ Salary or savings plan ☐ Extra paid time-off

- ☐ We have a modular plan, with a choice of pre-defined options. If yes, complete this part for the default module covering most employees.

- (c) Hours per week that employees must work before they can join your basic health plan:

- (d) Days new employees must wait before coverage under basic plan starts: days after joining.

- (g) Please indicate whether the following health benefits are included in your basic health plan (you may describe any of these benefits in more detail in the Supplement):

- ☐ Routine dental:
 % covered; \$ annual max, or ☐ no max
- ☐ Restorative dental:
 % covered; \$ annual max, or ☐ no max
- ☐ Orthodontics:
 % covered; \$ lifetime max, or ☐ no max
- ☐ Eyecare:
 \$ every years
- ☐ Fitness club subsidy (offsite), \$ annual max
- ☐ Health spending account:
 Single: \$ annual max. Family: \$ annual max.
- ☐ Wellness spending account:
 Single: \$ annual max. Family: \$ annual max.
- ☐ Prescription drugs
- ☐ IUI fertility treatments: \$ lifetime max
- ☐ IVF treatments: \$ lifetime max

- (e) Are family and spousal coverage offered under your basic health benefits plan?

☐ Yes, company pays % of premiums

- (f) Does your basic plan provide coverage to retirees?

☐ Yes, company pays % of premiums

☐ No, company does not cover the premium cost

Is there an age limit for retirement coverage?

☐ Yes, up to years of age; or

☐ No age limit, coverage lasts until death

☐ Fertility drugs: \$ lifetime max

☐ Employee assistance plan (EAP)

☐ Mental health practitioner benefit:
 \$ annual max

☐ This coverage has a separate maximum

☐ Semi-private hospital room

☐ Medical equipment and supplies

☐ Medical travel insurance

☐ Massage (RMT) therapy

☐ Chiropractor ☐ Naturopathy

☐ Osteopathy ☐ Nutrition planning

☐ Podiatrist ☐ Home care

☐ Acupuncture ☐ Physiotherapy

☐ Virtual health care services/telemedicine

☐ Other benefits included in your basic plan (describe in Supplement)

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, walking clubs:

PART 7: FINANCIAL BENEFITS & COMPENSATION

39. **Financial Benefits.** Please indicate whether the following financial benefits are available at your company (if needed, describe these in more detail in your Supplement). 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

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

☐ Discounted company products or
services (*describe in Supplement*)

☐ Corporate discounts at retailers,
etc. (*describe in Supplement*)

☐ 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? (*describe in Supplement*)

- (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](#), announced annually. **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:

- | | |
|--|---|
| <input type="checkbox"/> Maternity leave top-up <u>for mothers</u> :
Top-up to _____% of salary for _____ weeks | <input type="checkbox"/> Adoption assistance: \$ _____ per child |
| <input type="checkbox"/> Parental leave top-up <u>for mothers</u> :
Top-up to _____% of salary for _____ weeks | <input type="checkbox"/> Formal policy lets employees extend parental leave to become unpaid leave of absence |
| <input type="checkbox"/> Parental leave top-up <u>for fathers</u> :
Top-up to _____% of salary for _____ weeks | <input type="checkbox"/> Phased-in return to work for new parents |
| <input type="checkbox"/> Parental leave top-up <u>for adoptive parents</u> :
Top-up to _____% of salary for _____ weeks | <input type="checkbox"/> Onsite childcare at your main location:
<input type="checkbox"/> Subsidized: \$ _____ per child per year |
| <input type="checkbox"/> Compassionate leave top-up:
Top-up to _____% of salary for _____ weeks | <input type="checkbox"/> Offsite childcare subsidy: \$ _____ per child |
| | <input type="checkbox"/> Academic scholarships for employees' children
Maximum annual scholarship: \$ _____ per child |
| | <input type="checkbox"/> Other family-friendly benefits, e.g. parents network, time off for family appointments (<i>describe in Supplement</i>) |

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

- | | |
|--|---|
| <input type="checkbox"/> Flexible start/finish work hours | <input type="checkbox"/> Reduced summer hours option (<i>describe in Supplement</i>) |
| <input type="checkbox"/> 35-hour work week (with full pay) | <input type="checkbox"/> Formal "earned days off" program: (<i>describe in Supplement</i>)
Employees can work _____ extra hours each day and receive _____ day(s) off each month |
| <input type="checkbox"/> Shortened work week (fewer hours, less pay) | <input type="checkbox"/> Other flexible work options (<i>describe in Supplement</i>) |
| <input type="checkbox"/> Compressed work week (same hours, full pay) | |
| <input type="checkbox"/> Telecommuting/work from home | |

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](#), which is announced each year. 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 (*describe in Supplement*)
☐ 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
- ☐ Organized social activities/volunteering for retirees

Briefly describe these and other programs offered by your organization for employees aged 40+ in your Supplement.

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 provide a succinct overview of the key features of your performance management program, in two or three paragraphs.
☐ Included in our Supplement
45. **Employee Engagement Survey.** If you have completed a recent employee engagement survey, briefly summarize the survey and its results in the box below. *You may attach the results and questionnaire (if your survey provider allows) as well as the survey's principal conclusions.*

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 (*expanded responses can be provided in your Supplement*):
- ☐ 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
- ☐ Orientation/onboarding program
- ☐ In-house apprenticeship or skilled trades training
- ☐ Mentoring program
- ☐ Leadership development programs
- ☐ Financial bonuses on completing professional accreditations and development courses:
From \$ _____ to \$ _____
- ☐ Career planning services
- ☐ In-house training programs
- ☐ Online training programs
- ☐ Online employee skills inventory
- ☐ Unpaid internships
- ☐ Paid internships
- ☐ Other initiatives

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

- (i) Statutory holidays..... days
- (ii) Paid summer shutdown days
- (iii) Paid December 27-31 shutdown.. days
- (iv) Paid personal days-off, where employee can choose the days.... days
- (v) Paid personal days-off, where company specifies the days days

(b) **Sick Days and Short-Term Disability:**

- (i) Paid sick days
(no doctor's note req'd)..... days
- (ii) S-T disability
(doctor's note req'd) days

If there are restrictions on how these days may be used, please describe in your Supplement.

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, health, etc.)
☐ Yes. *Please describe:*

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

(d) Are employees involved in choosing the charities supported? ☐ Yes. *(describe in your Supplement)*

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

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

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

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

(i) Please list main charities supported in past year, describing noteworthy projects *(include in Supplement)*:

PART 14: PHOTOS & CAPTIONS

52. **Photos & Captions.** If your organization is selected as one of the 2023 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. You can request the secure upload link for your organization by emailing ct100@mediacorp.ca
- ☐ Our editorial team will review your photo uploads and your draft captions – our [photo hints](#) describe how to put your best foot forward.
- ☐ 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 questions, which follow as optional schedules. *To apply for one or more of these competitions, check the appropriate boxes below and complete the relevant schedules:*

- ☐ Canada's Best Diversity Employers – Schedule 1
- ☐ Canada's Top Employers for Young People – Schedule 3
- ☐ Canada's Greenest Employers – Schedule 2
- ☐ 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 provided in this application, including the Supplement, photos and other items submitted. If selected, we agree to abide by the [competition rules](#) for the Canada's Top 100 Employers project, including 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 include the receipt with your application); or
- ☐ bank EFT (contact accounting@mediacorp.ca for details).

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

Completed applications must be submitted online:

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

Application deadline: May 6, 2022

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 2023 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, *include in your Supplement* 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 in your Supplement*)
-

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 2023 Canada's Greenest Employers competition:



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

- ☐ Formal employee "green team"

Team name:

- ☐ Informal employee-led green initiatives. *Highlight below interesting employee-led green initiatives in the past year, or include in your Supplement:*

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

Position title:

Year established:

- ☐ Formal green strategy/policy statement *(include in your Supplement).*

Year last updated:

(b) **Environmental Management Programs:**

- ☐ In-house waste reduction and recycling programs beyond municipal minimums (e.g. e-waste collection, waste diversion rates). *(describe in Supplement)*
- ☐ Green procurement policy for products and services purchased. *(describe in Supplement)*
- ☐ Partner with community organizations (e.g. Tree Canada, Bike-to-Work Week, etc.). *(describe in Supplement)*
- ☐ Other green initiatives, from unique "line-of-business" products to programs that encourage clients and customers to incorporate environmental considerations.
- ☐ Have ongoing monitoring/environmental management system (EMS) to measure environmental initiatives and progress. *(describe in Supplement)*

- ☐ 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. *(include in Supplement)*

Last published (year):

- ☐ We have established carbon-reduction targets.

☐ Carbon-neutral in (year):

(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). *(describe in Supplement)*

- ☐ Building(s) include following green features:

- ☐ Green roof ☐ Rainwater collection
☐ EV charging ☐ Solar heating sheets
☐ PV solar panels ☐ Geothermal heating/cooling
☐ Solar hot water ☐ 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 2023 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? *In your Supplement, describe type of work, duration, weekly hours.*

☐ unpaid internships for young people.

How many last year? *In your Supplement, describe 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: *(describe in Supplement)*

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

☐ employee resource/affinity groups for young people

☐ other development programs

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

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 published with The Globe and Mail and 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, confirm that your organization meets the StatsCan definition of a "SME" by answering three questions:

(a) Is your organization a **commercial enterprise**?

☐ Yes, we are a for-profit business.

(b) Do you employ **less than 500 people**?

☐ Yes, we have less than 500 employees worldwide.

(c) Is your organization a **subsidiary or affiliate** of another company?

☐ No, we are independently owned and aren't a subsidiary or affiliate of another company.

☐ Yes, we are a subsidiary of another company or share common ownership with another company:

How many people are employed **worldwide** by your parent company and affiliates, including your own employees?

Please provide the name and head office address of your parent organization, plus any affiliated companies:



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**

SUPPLEMENT

Include your supplementary answers and additional information beginning at this page. You may find it easier to prepare your Supplement in Microsoft Word or a similar application. Kindly ensure that you:

- 1. Follow the same numbering system as the application.*
- 2. Don't create multiple Supplement files: try to organize your extra information as a single document.*

Ideally your completed application should consist of the signed PDF application, a single Supplement file (.pdf or .docx) and uploaded photos.