

The Building Good Employer Guide 2012

Thank you for registering to take part in the Building Good Employer Guide 2012.

Please complete the following form to complete your entry and send it back to us by 5pm, Wednesday 12th September to buildinggoodemployer@ubm.com

Or post your completed entry form to:

Jo Uttley
Building Good Employers
Ludgate House
245 Blackfriars Road
London
SE1 9UY

Company name _____

Type of company: (please tick the relevant box)

Contractor Architectural practice Manufacturer/supplier

Consultant Engineer Other

If other please specify: _____

Total number of employees in non-support roles (ie. Excluding those employed exclusively in a marketing, HR, secretarial or financial support capacity)

Contact name _____

Position _____

Contact email address _____

Contact address _____

Contact telephone number _____

Signature _____

Counter signature: I certify that to the best of my knowledge the information provided is complete and accurate.

Company director _____

Position _____

Signature _____

Date _____

Section 1

Please fill out the following questionnaire on the diversity of your workforce and the benefits offered to staff:

1. How many full-time equivalent UK employees do you employ?

2. How many female non-administrative staff do you employ?

3. What was your annual staff turnover in each of the last two years (expressed as a % of total staff)?

a. 2010 _____

b. 2011 _____

4. What percentage of your staff are from a non-white ethnic background?

5. What is the average number of training hours per employee per year?

6. What is the maximum number of paid days holiday available to staff per year?

7. Do you offer a private healthcare scheme?

a. Yes to all staff

b. Yes to some staff

c. No

8. What maternity benefits are available?

a. Statutory minimum

b. Other - please detail _____

9. What paternity benefits are available?

a. Statutory minimum

b. Other - please detail _____

10. Do you offer flexible working?

a. Yes, to all staff

b. Yes, to some staff

c. No

11. Do you offer the chance to work abroad?

a. Yes, to all staff

b. Yes, to some staff

c. No

12. Do you offer sabbaticals / career breaks?

a. Yes, to all staff

b. Yes, to some staff

c. No

13. What pension provision do you offer - please tick "offered for" for all that apply and for each type tick whether contributory or non contributory, **and** whether it is offered to some or all staff. **Please answer all aspects of the question.**

	Offered	Contrib.	Non-contrib.	Some staff	All staff
Combination pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defined contribution stakeholder pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group personal pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Money purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal pension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you wish to enter any information to clarify or explain any of the responses in section 1, please do so here:

Section 2

Please provide a statement of no more than 500 words, making your case for being one of the construction industry's top employers. This should be included with your form.

Entrants should address the following points:

- What do you regard as the stand-out benefits you offer employees?
- Current market conditions - how has your company balanced responding to a tough economic climate with behaving responsibly and sensitively to staff?
- Leadership and development - how do your firm's managers lead by example and help to advance the careers of their employees?
- Employee engagement - how are employees made aware of, and able to contribute to, key aspects of the company's strategy?
- Staff wellbeing and the "feel good factor" - what evidence is there that staff enjoy their working environment?
- Corporate social responsibility - how does your company work to improve the construction industry and the wider community, including through its attitude towards sustainability?

Section 3 (optional)

You may also choose to include supplementary information, covering no more than two sides of A4, in the form of case studies or testimonials to support your application.

Employee survey

Once you have registered your interest in entering the Guide, you will be sent a link to a staff survey. Once this has arrived, please circulate this to all employees, excluding those who are employed in a purely support role (such as secretarial, HR, finance and marketing personnel).

This survey contains seven questions gauging staff sentiment on the company's performance in the following areas:

- Leadership
- CSR
- Staff participation
- Work atmosphere
- Work life balance

- Career progression
- Company's response to market conditions

This needs to be filled in by a minimum of 33% of staff (excluding support staff) employed by the company by 12th September for your company to qualify to consideration for the Guide. All responses will be treated as anonymous but must come from an email address registered to your company. Random spot checks will be conducted to confirm the veracity of responses.

The person listed as the main contact for your entry will be contacted once the 33% threshold is reached and will be sent a reminder email if sufficient responses have not been returned as the deadline approaches.

Thank you
The Building Good Employers Guide Team