1. Total number of program-eligible employees (\*see bottom of form for who is eligible): FT       PT

2. Total number of active full- and part-time permanent employees**\*** working in the United States: FT       PT

3. Our organization is also surveying employees that do not meet program-eligible requirements (\*see bottom of form for who is eligible):Choose an item.

**If yes: Total number of non-eligible employees\*:** FT       PT     

4. Please carefully review and confirm each of the following statements by initialing:

     I confirm my employee email addresses belong to current, active employees.

     I confirm my email file does not include distribution email addresses (e.g., [sales@company.com](mailto:sales@company.com)).

     I confirm all email addresses have been checked for spelling and name changes. I understand misspelled and incorrect email addresses will not be corrected.

     I confirm that employees from all job levels within the organization from executive to line-level employees (including founders, partners, and executive management on down, and union employees if applicable) have been included.

     I confirm the email file contains all full- and part-time permanent employees who are either: 1) working in the Program Area, **OR** 2) working outside the Program Area and report to a manager or team located in the Program Area.

     I confirm the above employee counts are accurate as of today and that all eligible employees have been included. I understand the counts provided could be published if my organization makes the list and that misrepresentation of these numbers or exclusion of eligible employees will result in disqualification from list consideration.

**Select one of the options below:**

      I confirm the email file DOES NOT INCLUDE seasonal, temporary or per diem employees, independent contractors (1099), volunteers, interns, or consultants.

      I confirm the email file DOES INCLUDE one or more of the following as discussed with our Survey Insights Partner: seasonal, temporary or per diem employees, independent contractors (1099), volunteers, interns, or consultants.

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Name of Organization:       Date:

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Printed Name of Authorized Representative:

\*Best Companies Group defines eligible employees as all full- and part-time employees working in the defined Program Area. This excludes employees outside the program area that do not report to a manager or team in the Program Area as well as temporary, seasonal, per diem, independent contractors (1099), volunteers, and interns. However, your organization is customizing and therefore may be including some of these regularly excluded employees in the process. These details were discussed with your Survey Insights Partner.