

# APPLICATION BOOKLET





## Barbados' Best Employers Programme

In 2010 **Caribbean Catalyst Inc.** pioneered the recognition of organisations operating in Barbados for their exemplary human resources practices and programmes through a full employee opinion survey. The Barbados' Best Employers (BBE) initiative is now an established prestigious biennial programme which is open to **private and public sector organisations of all sizes.**

From inception, BBE has sought to provide participating companies with, not only accolades for progressive HR practices, but also **recommendations towards continuous improvement in all areas of talent development.**

To ensure its relevance in a dynamic work environment, the BBE programme has, over time, been designed to assess Employee Engagement, Leadership Effectiveness, Productivity, Accountability and Growth Mindset. In 2022, we have combined descriptors **to evaluate Team Work.**

Our theme for BBE 2022 is “Working Better, Together!”

We are pleased to be working again in partnership with the Business Authority and The Nation Publishing Co. Limited

## Why Participate?

### Some Compelling Reasons to Participate in 2022:

- 1** Participating organisations will benefit from a full employee opinion survey which will provide feedback on their team's perceptions of varied aspects of HR practices.
- 2** Caribbean Catalyst Inc. will analyse the findings and provide an extensive report with a debrief meeting to discuss the strengths of the organisation's culture and provide practical recommendations for improvements. These, if intentionally implemented, will help the leaders and managers to work closely with their colleagues for continuous growth which is sustainable.
- 3** Participating companies will receive data on how their company performed relative to other companies.
- 4** Participation in a prior BBE programme will provide comparative information on how the organisation performed in the areas surveyed.
- 5** All finalists will be provided with the BBE award logo to be used for promotions and branding. These organisations will also be publicly recognised at the awards ceremony.
- 6** Participants register for a fee/investment that is approximately 10% or less of the cost of an employee opinion survey.
- 7** The survey will assess the organisations' response to the COVID-19 pandemic.

## Criteria

An award is usually presented in each of the following Business Categories; Small, Medium and Large defined as follows:

- **SMALL** – Up to 25 employees
- **MEDIUM** – Between 26 – 150 employees
- **LARGE** – 151 employees or more

### Recognition for Notable Improvements

Awards will be presented to those companies that participated previously in BBE and have demonstrated notable improvements in their engagement and other results. Continuous improvement is at the heart of BBE.

Companies will be assessed on the following areas:

- Business Strategy
- Human Resource Strategy
- Culture
- Employee Communications
- Performance Management & Recognition
- Work Environment
- Work Life Balance
- Community Involvement
- Development & Career Opportunities
- Compensation & Benefits

## The Selection Process / Methodology

### FIRST STAGE

- Organisations complete the Application Form to be eligible for consideration.

### SECOND STAGE

- All applications will be acknowledged. Interviews will be conducted by Caribbean Catalyst Inc. with management representatives designated by the organisations.
- The employee opinion survey will be administered electronically. At least 60% of the employee population must participate in order for the organisation to be considered eligible for the Third Stage. The survey will augment the information shared during the management interviews.

*The survey will focus on the following topics:*

**CULTURE:** the organisation's leadership style, the level of genuine collaboration and employee engagement.

**EMPLOYEE COMMUNICATIONS:** the frequency and effectiveness of communications in the organisation.

**WORK ENVIRONMENT:** the extent to which the organisation's environment and policies are conducive to productivity.

**WORK LIFE BALANCE:** the existence of factors that purposefully support work-life balance.

**COVID-19:** the organisation's response to the COVID-19 pandemic.

**COMMUNITY INVOLVEMENT:** the organisation's awareness of and commitment to its social responsibility.

**PERFORMANCE MANAGEMENT & RECOGNITION:** the effectiveness of mechanisms for monitoring, enabling and rewarding performance.

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**DEVELOPMENT & CAREER OPPORTUNITIES:** the recognition of avenues for development and advancement.

**COMPENSATION & BENEFITS:** the extent to which the organisation's compensation and benefits programmes are in alignment with employees' expectations.

### THIRD STAGE

- Caribbean Catalyst Inc. will evaluate the findings from the Second Stage.

### FOURTH STAGE

- An independent Review Panel of well experienced and reputable human resource professionals and business leaders will determine the finalists and winners in each Category.
- The finalists from each Category will be notified prior to the Awards Ceremony.
- A comprehensive report, including verbatim feedback, will be compiled and shared in an interactive session with all Second Stage participants. This feedback is at the heart of helping each organisation to engage in articulating practical ways to significantly impact the success and development of the team.

## Rules of Entry

### **OBTAINING APPLICATION FORMS**

Application forms may be obtained from [www.caribbeancatalyst.com](http://www.caribbeancatalyst.com) and [www.nationnews.com](http://www.nationnews.com)

### **COMPLETING FORMS**

Application forms must be completed thoroughly and accurately.

### **SUBMITTING FORMS**

Forms may be submitted on-line or emailed to [info@caribbeancatalyst.com](mailto:info@caribbeancatalyst.com)

### **FOR MORE INFORMATION**

Call Junelle Brathwaite at 260-2861 or email [junelle.brathwaite@caribbeancatalyst.com](mailto:junelle.brathwaite@caribbeancatalyst.com)



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