

# Best Employers – Asia 2017

## Registration Form

Please complete your contact information and survey details on the form below and an Aon Hewitt consultant will follow up with you to confirm your registration. Aon Hewitt is committed to protecting your privacy. Your personal information will not be shared with any third party.

For enquiries or more information on the Aon Best Employers - Asia 2017, please feel free to contact us at [bestemployersapac@aonhewitt.com](mailto:bestemployersapac@aonhewitt.com).

Please tick the checkboxes where applicable. Note that \* denotes compulsory field.

### Country Selection for Best Employers – Asia 2017

I would like to participate in the Aon Best Employers - Asia 2017 for the following country/countries\*:

China	Hong Kong	India	Indonesia	Japan	Korea	Malaysia	Philippines	Singapore	Taiwan	Thailand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Kindly contact [bestemployersapac@aonhewitt.com](mailto:bestemployersapac@aonhewitt.com) if you are interested in participating in Australia or New Zealand.

### About Your Organisation

Country*	Name of organisation (in English)*	Years of operation in the country*	Listed on the stock exchange?*	If yes, please provide the primary exchange(s) your organisation trades on (list exchange names separated by commas)
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Details for Employee Opinion Survey

Country	Has your organisation conducted an engagement survey in the last 2 years?	Number of full-time employees (excluding blue-collar workers)*	Number of blue-collar workers
China	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Hong Kong	<input type="checkbox"/> Yes <input type="checkbox"/> No		
India	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indonesia	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Japan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Korea	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Malaysia	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Philippines	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Singapore	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Taiwan	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Thailand	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Activation Date

Please select activation month and week for the employee opinion survey. Note that the duration for the survey completion is 3 weeks.

Country	Data Collection Window	Commencement Week (mmm/yyyy - week no.)
Example	May 2016 – December 2016	May 2016 - Week 1
China	May 2016 – March 2017	
Hong Kong	May 2016 – March 2017	
India	May 2016 – December 2016	
Indonesia	May 2016 – March 2017	
Japan	May 2016 – March 2017	
Korea	May 2016 – March 2017	
Malaysia	May 2016 – March 2017	
Philippines	May 2016 to March 2017	
Singapore	May 2016 – March 2017	
Taiwan	May 2016 – March 2017	
Thailand	May 2016 – March 2017	

Contact Details

HR study coordinator

Country*	Name*	Designation	Direct number*	Mobile number	Email address*

HR leader

Country*	Name*	Designation	Email address*

CEO

Country*	Name*	Designation	Email address*

Terms and Conditions\*

- I understand that fees apply to participate in Best Employers – Asia 2017 and will organise payment prior to the survey commencement.
- I have read and agreed to the Terms and Conditions of Best Employers – Asia 2017.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## A. Background

The Aon Best Employers – Asia 2017 is designed to provide insights into how organisations create competitive advantage through their people, to explore what makes a workplace of choice, and to identify a list of Best Employers in Asia.

During the data collection phase of the study, organisation agreeing to participate (“Participating Organisations”) will be required to complete three diagnostic tools, proprietary to Aon Hewitt:

- Employee Opinion Survey (EOS) – a questionnaire which employees of Participating Organisations will answer to measure engagement and satisfaction levels
- CEO Questionnaire (CEO) – a questionnaire to be completed by their CEO, to collect views on the business and people perspective of the organisation
- People Practices Inventory (PPI) – a questionnaire about HR practices, to be completed by the HR function

An interview with the CEO of Participating Organisations is part of the study, to understand the CEO’s views on the alignment between the business and the HR practices of the Participating Organisation. In addition, an HR audit may be conducted after receipt of the completed PPI.

An external judging panel will identify Best Employers in each country and the list of Best employers will be announced as per the schedule in your market.

## B. Terms and Conditions

### 1. Eligibility

1.1. All participants to the study using this participation option, must meet the eligibility criteria as follows:

- have 50 or more full-time equivalent (FTE) employees in the country in which the organisation is participating;
- have been in business for more than two years in the country in which the organisation is participating; and

### 2. Methodology

2.1. The criteria for identifying Best Employers are based on findings and methodology as devised by Aon Hewitt through 16 years of conducting the Best Employers

programme in Asia, as well as the independent assessment by an external panel of judges.

2.2. The criteria are available on our website: [apac.aonhewitt.com/BestEmployersAsia](http://apac.aonhewitt.com/BestEmployersAsia). Aon Hewitt recommends that each Participating Organisation reviews and makes an independent assessment of the criteria prior to participation. Aon Hewitt is only responsible for administering the programme based on these criteria.

2.3. While research from the Best Employers programme over the past 16 years has demonstrated that the criteria correlates positively with business performance measures, it is acknowledged that high scoring against the criteria only contributes partially to an organisation’s business performance. Business performance is a result of multiple contributing factors and circumstances.

### 3. Delay or Error in Provision of Information or Data

3.1. A Participating Organisation that does not provide the required specified information to Aon Hewitt by the timeframes set out at the start of the project, or provides erroneous information, may not be able to keep their survey activation date of choice or may not fully complete all data collection tools and/or may be required to withdraw from the Best Employers programme or may not be included in the judging of Best Employers. In this event, a fee may be incurred by the Participating Organisation as outlined in clause 6.3 below.

### 4. Data Collection

4.1. A Participating Organisation shall provide a list of email IDs (without names or any unique identifier) of all employees for the employee opinion survey. The survey invite shall be shared with selected employees of your organisation based on random sampling. The email IDs will remain confidential with Aon Hewitt and not be used for any other activity.

4.2. A Participating Organisation shall provide CEO and HR leader’s email ID for data

collection during the survey. Aon Hewitt will also use these email IDs for the purpose of sending invitations to the Best Employers Asia Network, and to share research updates.

#### 5. Response Rates

5.1. The following minimum responses are required for the production of reports:

- Engagement scores available for groups of 10 people or more;
- Positive perception scores available for groups of 10 people or more;
- Impact Model available for groups of 50 people or more

#### 6. Participation Fee

6.1. The fee for participating in the Aon Best Employers – Asia 2017 is dependent on the country selected. For enquiries on the fees, please contact your local Aon Hewitt consultant. The participating fee is payable in full within seven (7) business days of acceptance of these terms and conditions.

6.2. This participation fee includes:

- Provision of three survey tools (Employee Opinion Survey, CEO Questionnaire, People Practices Inventory) for the collection of data;
- Reports as specified on website: [apac.aonhewitt.com/BestEmployersAsia](http://apac.aonhewitt.com/BestEmployersAsia)
- Consulting advice as specified on website: [apac.aonhewitt.com/BestEmployersAsia](http://apac.aonhewitt.com/BestEmployersAsia)

6.3. Withdrawal from the Aon Best Employers – Asia 2017 after acceptance of these terms and conditions may incur a fee as follows:

- No fee incurred: If withdrawal occurs before any data collection or study related processes are initiated by Aon Hewitt;
- 50% of participation fee payable: If withdrawal occurs before the commencement of survey period for Participating Organisation; and
- 100% of participation fee payable:

If withdrawal occurs after the survey period commences.

6.4. Participating Organisation shall receive any report, membership to Best Employers Network only after paying the participation fee in full to Aon Hewitt.

#### 7. Confidentiality

7.1. For the purposes of this agreement, “Confidential Information” includes the terms of this agreement and all documents, materials and tools associated with it.

7.2. Aon Hewitt and the Participating Organisation (“the Parties”) will use reasonable efforts to cause its respective agents, employees, and representatives to minimise distribution and duplication and prevent unauthorised disclosure of the Confidential Information. The Parties agree that only respective employees who have a need to know the Confidential Information will have access to Confidential Information.

7.3. Confidential Information does not include information if and to the extent such information:

- is or becomes generally available or known to the public through no fault of the Parties;
- is required by law to be disclosed by the Parties as part of a judicial process, government investigation, legal proceeding; or
- has already been or is independently acquired or developed by the Parties without violating these terms and conditions or other obligation to the party who disclosed the Confidential Information.

#### 8. Publicity

8.1. In the event any Participating Organisation is listed as a Best Employer, Aon Hewitt shall grant to such Participating Organisation a non-exclusive, non-transferable and non-sub-licensable right to use the “Aon Best Employers” logo only in the manner prescribed by Aon Hewitt

on its publicity and communications materials, internal or external, digital or print, for a period of two years from the date of announcement of Best Employers list by Aon Hewitt. The Participating Organisations shall ensure that the “Aon Best Employers” logo is hyperlinked to the Best Employers website homepage (apac.aonhewitt.com/BestEmployersAsia) in all communications campaigns published by the Participating Organisation. Where the communication is in print format, a reference to the Best Employers website homepage (apac.aonhewitt.com/BestEmployersAsia) be provided alongside the “Aon Best Employers” logo.

- 8.2. In the event any Participating Organisation is listed as a Best Employer, Aon Hewitt shall be entitled to share such organisation’s best practices, business and employee strengths with the media. Such listed organisations shall co-operate with Aon Hewitt and grant interviews to such media agencies that are referred to them by Aon Hewitt.
- 8.3. In the event any Participating Organisation is listed as a Best Employer, Aon Hewitt would prepare a case study on the company’s best practices. This said case study would include the name (along with company logo), best practices, business and employee strengths that Aon Hewitt deems appropriate for publication and shall be distributed/presented to general audience without any prior consent of the Participating Organisation. Further, Aon Hewitt may publish/present the case study in a format it may at its sole discretion deem appropriate.

#### 9. Warranty

- 9.1. All reports, products, services and information provided by Aon Hewitt to a Participating Organisation in the Best Employers – Asia 2017 shall be provided on an “as is” basis without warranty of any kind, express or implied, including but not

limited to, the implied warranties of fitness for a particular purpose and non-infringement.

#### 10. Liability

- 10.1. In no event shall Aon Hewitt be liable to the Participating Organisation or any third party for, and the Participating Organisation hereby waives the right to claim any direct or indirect or special, incidental or consequential damages and/or action, costs, in connection with or arising from errors, omissions, delays or other cause of action that may be attributable to such organisation’s use of any product, support, information or software (except for breach of valid intellectual property rights of a third party in Asia) from the apac.aonhewitt.com/BestEmployersAsia website, including but not limited to, lost profits, or lost data.
- 10.2. In no event would Aon Hewitt be liable to any Participating Organisation or any third party and the Participating Organisation hereby waives the right to claim any damages for such parties not being satisfied with the results or judging criteria used by Aon Hewitt and/or external judging panel for the award of the Best Employers or “Best of the Best” Awards.
- 10.3. Participating organisation recognises that participation in the Best Employers is voluntary and Aon Hewitt will not be liable to a Participating Organisation or any other person or body for, and the Participating Organisation hereby waives the right to claim any direct or indirect losses, consequential or incidental damages, third party claims or loss of profits, revenue, goodwill or opportunities in contract, tort, under any statute or otherwise (including negligence) arising from or in any way related to Aon Hewitt’s negligence, breach of these terms and conditions, breach of any law, in equity or otherwise relating to the subject matter of this agreement.

11. Intellectual Property

- 11.1. Aon Hewitt's liability for any breach of any intellectual property rights of any party in Asia from the [apac.aonhewitt.com/BestEmployersAsia](http://apac.aonhewitt.com/BestEmployersAsia) website shall be limited to the amount of fee received by Aon Hewitt from the relevant Participating Organisation as at the date the claim is made against Aon Hewitt.
- 11.2. All documents, text, questions, references, images, programmes, source code or other materials whatsoever contained in, or supplied by Aon Hewitt in whatever form including through the [apac.aonhewitt.com/BestEmployersAsia](http://apac.aonhewitt.com/BestEmployersAsia) website are the protected intellectual property of Aon Hewitt.
- 11.3. Except as explicitly allowed under each specific copyright or license, these materials may not be disclosed to any third party or reproduced in whole or in part, in any form or by any means, including but not limited to photocopy, electronic storage and retrieval, or translation into any other language, without the express written consent of Aon Hewitt.

12. Governing Law

- 12.1. These Terms and Conditions shall be governed by the laws of the country in which the study will take place. In the event of any dispute in connection with Best Employers – Asia 2017 study or in any

way relating hereto or arising therefrom or any term, condition or provision herein mentioned or the construction or interpretation thereof the same shall be subject to the jurisdiction of the courts in the country the study will take place.

13. Right to Refusal

- 13.1. The Participating Organisation agrees that Aon Hewitt reserves the right, at its sole and absolute discretion, to reject the registration of any applicant from the study without assigning any reasons therefore.
- 13.2. The Participating Organisation further agrees that Aon Hewitt may, in its absolute discretion, change any terms and conditions for participation in the Best Employers event if Aon Hewitt becomes aware of any law or any direction is given by any regulators which renders any of the terms and conditions illegal or in the opinion of Aon Hewitt impracticable or inadvisable for the Participating Organisation to participate in the Best Employers event in accordance with the terms and conditions set out herein. The decision of Aon Hewitt in such event shall be final and binding upon the Participating Organisation and the Participating Organisation acknowledges and agrees that Aon Hewitt shall be under no liability to it pursuant to this Clause or otherwise.