

HR leader

Country	Name*	Designation	Email address*

CEO

Country	Name*	Designation	Email address*

Details for Employee Opinion Survey

Country	Has your organization conducted an engagement survey in the last 2 years?	Number of full-time employees (excluding blue-collar workers)*	Number of blue-collar workers
China	Yes / No		
Hong Kong	Yes / No		
India	Yes / No		
Indonesia	Yes / No		
Japan	Yes / No		
Korea	Yes / No		
Malaysia	Yes / No		
Singapore	Yes / No		
Taiwan	Yes / No		
Thailand	Yes / 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.)
<i>Example</i>	October 2013 – August 2014	Feb 2014 - Week 1
China	October 2013 – August 2014	
Hong Kong	October 2013 – August 2014	
India	December 2013 – August 2014	
Indonesia	October 2013 – August 2014	
Japan	October 2013 – August 2014	
Korea	October 2013 – August 2014	
Malaysia	October 2013 – October 2014	
Singapore	October 2013 – October 2014	
Taiwan	October 2013 – August 2014	
Thailand	October 2013 – November 2014	

Terms and Conditions*

- I understand that fees apply to participate in Best Employers – Asia 2015 and will organize payment prior to the survey commencement.
- I have read and agree to the Terms and Conditions of Best Employers – Asia 2015.

Signature

Date

Terms and Conditions for Participation in Aon Hewitt's Best Employers – Asia 2015

A. Background

The Aon Hewitt Best Employers – Asia 2015 is designed to provide insights into how organizations 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, organization agreeing to participate ("Participating Organizations") will be required to complete three diagnostic tools, proprietary to Aon Hewitt:

- **Employee Opinion Survey (EOS)** – a questionnaire which employees of Participating Organizations 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 organization
- **People Practices Inventory (PPI)** – a questionnaire about HR practices, to be completed by the HR function

An interview with the CEO of Participating Organizations is part of the study, to understand the CEO's views on the alignment between the business and the HR practices of the Participating Organization. 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 organization is participating;
 - have been **in business for more than two years** in the country in which the organization 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 12 years of conducting the Best Employers program in Asia, as well as the independent assessment by an external panel of judges.
- 2.2. The criteria are available on our website: www.bestemployersasia.com. Aon Hewitt recommends that each Participating Organization reviews and makes an independent assessment of the criteria prior to participation. Aon Hewitt is only responsible for administering the program based on these criteria.
- 2.3. While research from the Best Employers program over the past twelve 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 organization'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 Organization 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 program or may not be included in the judging of Best Employers. In this event, a fee may be incurred by the Participating Organization as outlined in clause 6.3 below.

4. Data Collection

- 4.1. A Participating Organization 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 organization 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 Organization 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 Hewitt Best Employers – Asia 2015 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: www.bestemployersasia.com
 - Consulting advice as specified on website: www.bestemployersasia.com
- 6.3. Withdrawal from the Aon Hewitt Best Employers – Asia 2015 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 Organization; and
 - **100% of participation fee payable:** If withdrawal occurs after the survey period commences.
- 6.4. Participating Organization 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 Organization ("the Parties") will use reasonable efforts to cause its respective agents, employees, and representatives to minimize distribution and duplication and prevent unauthorized 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 Organization is listed as a Best Employer, Aon Hewitt shall grant to such Participating Organization a non-exclusive, non-transferable and non-sub-licensable right to use the "Aon Hewitt 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 Organizations shall ensure that the "Aon Hewitt Best Employers" logo is hyperlinked to the Best Employers website homepage (www.bestemployersasia.com) in all communications campaigns published by the Participating Organization. Where the communication is in print format, a reference to the Best Employers website homepage (www.bestemployersasia.com) be provided alongside the "Aon Hewitt Best Employers" logo.
- 8.2. In the event any Participating Organization is listed as a Best Employer, Aon Hewitt shall be entitled to share such organization's best practices, business and employee strengths with the media. Such listed organizations 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 Organization 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 Organization. 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 Organization in the Best Employers – Asia 2015 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 Organization or any third party for, and the Participating Organization 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 organization’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 www.bestemployersasia.com website, including but not limited to, lost profits, or lost data.
- 10.2. In no event would Aon Hewitt be liable to any Participating Organization or any third party and the Participating Organization 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 organization recognizes that participation in the Best Employers is voluntary and Aon Hewitt will not be liable to a Participating Organization or any other person or body for, and the Participating Organization 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 www.bestemployersasia.com website shall be limited to the amount of fee received by Aon Hewitt from the relevant Participating Organization as at the date the claim is made against Aon Hewitt.
- 11.2. All documents, text, questions, references, images, programs, source code or other materials whatsoever contained in, or supplied by Aon Hewitt in whatever form including through the www.bestemployersasia.com 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 2015 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 Organization 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.

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