

**Terms & Conditions for Great Place To Work®
Assessment Services, Certification™ and Best Workplaces™ List**

1. Certification Eligibility Requirements

Each Certification eligible Assessment package (Basic, Assess, Analyze, Accelerate) includes one(1) Certification attempt. To participate in Certification, Company must:

1.1 Have 10 or more country-based full-and/or part-time employees.

1.2 Ensure that the survey is accessible online to all employees.

1.3 Administer a Certification-eligible Trust Index® Survey to all employees if total country-based employee count is 5,000 or fewer. If Company has more than 5,000 country-based employees, depending on the details of the package ordered (i.e., Assess, Analyze or Accelerate), Company must, at a minimum, survey 5,000 employees (generated as a random sample from the entire country's employee population) or may contract to conduct a full census.

1.4 Receive enough Trust Index Survey responses to meet or exceed the current Certification threshold with less than 10.5% margin of error at a 90% confidence level in the results.

1.5 Submit a culture assessment that reflects employee demographics and company programs at the time of distributing the survey.

1.6 The Certification-eligible Trust Index Survey and culture assessment must reflect the entire entity within the country, including the parent, all subsidiaries, divisions, and departments in that country. Company can only be awarded Certification independently of their parent organization and related subsidiaries if Company can show, prior to initial purchase, that they operate as a distinct and separate business, brand, and culture.

2. Certification, Profiles, and Best Workplaces Lists Consideration

2.1 Once Company has completed all the required steps, should the average of all Great Place To Work® Model® statements meets the Certification threshold, Company will be awarded the designation as Great Place To Work®-Certified™ and a Great Place To Work® Profile™ will be published, as applicable. Any Company that appears on a Great Place To Work® Best Workplaces™ List is selected primarily based on their employees' responses to the Great Place To Work Trust Index Survey which is a proprietary employee survey developed by Great Place To Work. The specific criteria and methodology for each Best Workplaces List is managed by and at the discretion of Great Place To Work and is subject to change.



2.2 Certification is valid for 12 months from the date awarded (“Certification period”). Companies awarded Certification can use the country-specific Certification badge, royalty free, during the Certification Period according to the guidelines found here: Certification Badge Usage Guideline <https://www.greatplacetowork.com/certification-brand-guide>

2.3 Company will be then considered for all Best Workplaces Lists that they are eligible for during the Certification Period. To be considered for Great Place To Work Best Workplaces Lists, the rules are as follows:

2.3.1 Enough survey responses must be received by Company to meet or exceed the Best Workplaces List threshold of less than a 5.5% margin of error at a 95% confidence level in the results.

2.3.2 Company must be Great Place To Work-Certified at the time of any deadline for any Best Workplaces List and meet specific criteria. Deadlines and criteria are subject to change.

2.3.3 Company must have a published Great Place To Work Profile. The Great Place To Work Profile is published online by Great Place To Work and may highlight Company facts and high-level positive results from the survey.

2.3.4 Companies selected for a Best Workplaces List can use the country-specific List badge according to the guidelines found here: <https://www.greatplacetowork.com/national-list-badge-guide>

3. Integrity of Our Selection Process

Great Place To Work will not consider personal relationships, gifts, or any other influences (or attempted influences) in the selection of Company for Certification and/or a Best Workplaces List. Engaging Great Place To Work® for services (e.g., Consulting) does not help Company obtain Certification or appear on a Best Workplaces List. Evaluators involved in the selection of Company for a Best Workplaces List sign non-disclosure agreements and are screened for potential conflicts of interest.

4. Confidentiality: Data, Materials, and other Company Information

4.1 Great Place To Work will only provide Company data to approved media and research “partners” who have been authorized in advance by written agreements with Great Place To Work for purposes of developing and publishing a list and/or related findings. This data may include selected data points gathered in the culture assessment, specific Trust Index Survey results and employee comments.



4.2 Great Place To Work may use aggregate data to publish reports, articles, research, or books in addition to Best Workplaces Lists and Great Place To Work Profiles.

4.3 Great Place To Work may cite examples of Company's best practices in presentations and speeches, media interviews, articles, and other communications, but only in accordance with the Positive Recognition Guidelines.

4.4 This Agreement does not apply to any information of Company that (a) is or becomes available in the public domain; (b) becomes available to Great Place To Work on a non-confidential basis from a third party or (c) is consented to disclosure by Company.

5. Positive Recognition Guidelines

5.1 Positive Recognition will be provided to Company named in publicity and findings distributed by Great Place To Work and its media partners. Company will not be negatively critiqued for its efforts, policies, programs, or practices.

5.2 Great Place To Work may publish findings on Company without prior approval from Company, provided this use is in accordance with these Positive Recognition Guidelines.

5.3 Company irrevocably authorizes and grants to Great Place To Work[®] Institute, Inc. the right to use the data, information and other material it and its representatives provide (collectively, the "Material") as part of the Great Place To Work Certification & Great Place To Work Best Workplaces Lists Terms, at its discretion for purposes of developing and publishing Best Workplaces Lists or related findings. This Material may include selected data points gathered in the culture submission, specific Trust Index[®] Survey results and employee comments. Company waives any inspection or approval of any such Material or the use thereof and it acknowledges and agrees that this Consent includes the right of Great Place To Work to copy, cut, crop, edit, revise, alter, adapt, modify or otherwise change and use the Material, in whole or in part, without any further approval by or consideration. Company waives any legal claim to any compensation or receipt of consideration of any kind for the rights granted by this Consent.

5.4 Company consents to the publication of the Great Place To Work Profile created by Great Place To Work, as applicable, including the publication of any information, any Company logos or trademarks, or any photographs or graphics, that have been submitted to Great Place To Work by Company or its employees in order for Great Place To Work to evaluate Company or prepare a Great Place To Work Profile. From time to time, Great Place To Work may enter into agreements with third parties for publication of the Great Place To Work Profile in print and other forms of media, and Company agrees that it has no objections to such third parties printing Company's Great Place To Work Profile.



6. Privacy and Confidentiality

All questions or concerns about the data privacy, data security, and confidentiality are addressed in the Great Place To Work Global Privacy Policy found here: <https://www.greatplacetowork.com/privacy-policy> and the External Security Policy found here: <https://www.greatplacetowork.com/external-security-policy>.

7. Suspension

If Company is in breach of this Supplement, Great Place To Work may suspend the eligibility immediately if it reasonably deems that Company's breach may put the GPTW Intellectual Property at risk. Great Place To Work will promptly communicate with Company to assess if Company may remedy such breach and if such breach is not remedied within thirty (30) days, Great Place to Work may terminate the eligibility of the Company.

8. Substantive Changes: Cancellation of the subscription is required if substantive changes occur on the part of the client: for example, should the number of employees increase substantially (over 10%) within the duration of the subscription, the price of the service will be adjusted accordingly to reflect this increase. If the client requires an adjustment to a different subscription package, the previously selected subscription will require cancellation, and may be subject to fees.

9. Technical/Security Forms: I understand that if my organization requires Great Place to Work® to complete our internal forms related to privacy or security, Great Place to Work® will charge service fees for this effort starting at \$2,000.

10. Certification and Best Workplaces Lists response thresholds: Certification requires that upon completion of the Trust Index survey the results meet the response threshold of 10.5% margin of error at a 90% confidence level in the results; as well as having completed the Culture brief. Participation in the Best Workplaces List requires threshold of less than a 5.5% margin of error at a 95% confidence level in the results. Some exceptions may apply to these parameters for list participation. For this service dates and criteria are subject to change without notice. Organizations under 20 employees may not be considered for some recognition lists.

11. Subscriptions:

The subscription, lasts for 12 months and starts from the time of payment or invoice, which ever is first; and must be in good standing for the Company to access data or be recognized on any Best Workplace list and/or use the Certification logo.



All subscriptions are given a 30-calendar day cancellation or withdrawal period, after which no refunds are available for any reason, within the first year. If the survey has been executed in this 30 day period, no refunds are available.

1 Year Term Subscription: Survey services must be used within 12 months from starting the subscription. If Company does not avail of the survey service within this 12-month period it will forfeit the payment and service.

3 Year Term Subscription: Survey annual subscription is fixed term and price for 3 years, the duration of the term has been indicated in the Order Form and Invoice at the time of purchase. You will be invoiced annually for the fixed amount agreed to in the year 1 invoice, thus the same amount will be reflected in future invoices for year 2 and year 3.

3 Year Term Subscription Renewal: I acknowledge that at the end of my annual survey subscription period, my subscription will auto-renew with the most updated terms at that time. To cancel this auto-renewal subscription, contact support, a minimum of 60 days prior to the renewal date.

3 Year Term Cancellation: Cancellation of a 3-year term will result in a 50% charge of the remaining contract value. Annual services relative to this subscription must be used within the 12 months after each annual payment, or the amount of payment will be forfeited.

Great Place to Work Policy Links:

[Site Terms-and-Conditions](#)

[User-Guidelines](#)

[Privacy-Security-Notice](#)

[Global-Privacy-Policy](#)

[External-Security-Policy](#)

[Certification-Brand-Guide](#)

[National-list-badge-guide](#)

[Regional-list-badge-guide](#)

[Category-list-badge-guide](#)