**Request for participation: Happiest Work Environment Award**

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| Date of Evaluation: Total Number of employee: | :Entity Name : |
| Emirate:: Entity Classification contact person: | |
| **Distribution of ratings on the main criteria** | |
| 1. Government Requirements in the happiest work environment is 60% of the total evaluation | |
| 1. Activities and Initiatives in the happiest work environment is 40% of the total evaluation | |

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| **First Criterion: government requirements (40%)** | | | |
| **Brief** | **Sub Criteria** | | |
|  | Provide employees with necessities to guarantee job fulfillment | | |
|  | Initiate activities to cope relations with the ministry | | |
|  | Comply to ministerial rules and regulations | | |
|  | Commitment towards employing permitted labourers, plus avoid bogus work relations and engaging juveniles | | |
|  | Participation in the self-assessment programs | | |
|  | Provide employees with adequate housing and transportation | | |
|  | Abide to Occupational Health and Safety measurements | | |
|  | Regularly update company records and forward it to the ministry | | |
|  | Commitment to recruit UAE nationals | | |
|  | Form an employee survey mechanism to measure satisfaction levels | | |
| **Results and indicators to-be reviewed (20%)** | | | |
| **Notes** | **Result** | **Article** | |
|  |  | The level of commitment towards salary transfers in 2017 | |
|  |  | Number of Labour strike recorded throughout 2017 | |
|  |  | Total number of Labour disputes recorded against the company in 2017 | |
|  |  | Number of fines registered against the company in 2017 | |
|  |  | The percentage of low-income workers (earning Dh500 or less) at the company in 2017 | |
|  |  | Compliance with occupational health and safety standards in 2017 | |
|  |  | Emiratisation percentages in the company in 2017 | |
|  |  | Human resources annual satisfaction report | |
| **Second Criterion: well-being and happiness (20%)** | | | |
| **Brief** | **Sub Criteria** | | |
|  | Propose annual activities to ensure employees participation within cultural, social, recreational and volunteer activities | | |
|  | The participation of the company’s leadership with the proposed activities and initiatives | | |
|  | Plan internal communication strategies and social activities to connect with the employees | | |
|  | Start talents and hobbies programs and competitions to excite the employees | | |
|  | Construct entertaining facilities in office premises | | |
|  | Finds initiatives that triggers the employees belongingness to the company | | |
| **Results and indicators submitted to MOHRE (20%)** | | | |
| **Notes** | **Result** | | **Article** |
|  |  | | Annual reports which indicates the number of community-based activities the company employees has joined |
|  |  | | Annual reports which indicates company leadership presence during the proposed activities. |
|  |  | | Number of programs and activities that are organized each year for the employees |
|  |  | | Employees’ annual participation percentage in regards to the organized activities. |
|  |  | | The number of amenities available in the company |
|  |  | | Number of annual gatherings held with employees |

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| **List of evidences/ files/ documents and proofs attached**  ..................... ..................... ..................... ..................... ........................................................................................ ..................... ................................................................................................................................................................................ ..................... |

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| Date of Submission | HR Manager Approval |
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