



**Belize Chamber of Commerce & Industry (BCCI)  
in collaboration with the  
Belize Trade & Investment Development Services (BELTRAIDE)  
The Labour Department and  
Belize Youth Business Trust**



**Some Guidelines for Employer of the Year Competition:**

- PHYSICAL ENVIRONMENT
  - Clean Working Space
  - Clean Eating Space
  - Clean Bathrooms
  - Uniforms
  
- Employee Benefits Package
  - Insurance
  - Bonus
  - Pension
  - Allowances
  - Vacation
  - Scholarship Programs
  - Promotions
  - Meetings and Social Events
  - Profit sharing and/or employee incentive programs
  - Time off
  
- Level of Staff Turnover
  
- Community Involvement

- Staff Safety
  - Access to First Aid Kit and Training on usage
  - CPR trained employee at work
  - Safety Signs
  - Ergonomics
  - Emergency Action Plan
  - Security mechanism
  
- HIV/AIDS Workplace Policy and Implementation
  - HIV/AIDS Policy Manual
  - Training
  
- Labor Compliant
  - Any record at the Labour Department
  - Involved in any court cases regarding labour issues
  
- Social Security Compliant
  
- Income Tax Compliant (where applicable)
  
- GST Compliant (where applicable)
  
- Any Industrial Actions Levied (where applicable)
  
- Training & Compensation Policy
  - Building of employees capacity
  - Time allowance
  - Financial allowance
  
- Appraisal System
  
- Staff Awareness of Mission, Vision, etc
  
- Staff Morale

## **Monitoring and Assessment:**

- Shortlisted against supporting documents provided and level of response to meeting the guidelines
- Benchmarked against existing Laws and Policies
- Done through site visits with Management and Staff

**AWARD: Named “Employer of the Year”**

## **SUPPORTING DOCUMENT:**

Any manuals, annual reports, certificates, pictures, written document, etc....