

## Employer Assessment - STEP

Section	Questions	Notes
<b>Select type of business assessment</b>		
<b>Assessment for Short Term Employment Permits</b>	Employer responsibilities	Please tick the relevant boxes to confirm that: <ul style="list-style-type: none"> <li>All your employees in Guernsey are paid at least the <a href="#">Minimum Wage</a></li> <li>All your employees in Guernsey are given a written <a href="#">Contract of Employment</a></li> </ul>
<b>Business activity</b>	Please provide us with a description of your business so that we can understand what it does. Also explain plans for the future so we understand how the business might grow.	We need to understand what the business does, and how its activities fit in with other business activities in Guernsey. The questions are designed to help us assess how closely the activity of the business aligns with, and supports the fulfilment of, the States strategic objectives, as set out in the Policy & Resource Plan.
	If this is a new business to Guernsey, please upload a business plan.	Please see the business plan example.
<b>Direct economic benefits</b>	We assess the direct economic benefit that your business brings to Guernsey. Please give information based on the most recent trading year (or project for the next trading year if the business is new) in £s (GBP).  <b>All figures must be entered by typing the number of</b>	We assess the direct economic benefit (the money) that stays in Guernsey because your business operates here. We do this so that we can understand how the business helps the States to fulfil its strategic economic objectives.  <b>Turnover</b> – the amount of money taken in by your business in the most recent trading year.  <b>Direct tax on profits paid to the States of Guernsey</b> – the amount of direct tax on profits that was paid to the States of Guernsey in the most recent trading year.

	<p>pounds. E.g. if your turnover is £950,112, enter 950112, not 950k or 950 or .95.</p>	<p><b>Expenditure on Guernsey-based staff (salaries, training etc.)</b> – the total amount of money spent on any staff employed in Guernsey in the most recent trading year. This includes the total sum of all salaries, and any additional expenditure on training etc.</p> <p><b>Expenditure on other goods and services, etc. in Guernsey</b> – the total amount of money spent on other goods and services in Guernsey in the most recent trading year. This includes raw materials, produce, stationary, support services (window cleaning etc.).</p> <p><b>Total number of Guernsey-based employees (Full-Time Equivalents)</b> – the total number of full-time hours worked by employees in your business <b>(DOES THIS INCLUDE THIS APPLICATION?!)</b>. For example, if your business employs five individuals, three full time roles and two part time roles which combine to make one full time role, then the total number of Full-Time Equivalent Employees is 4.</p>
<p><b>Environmental &amp; reputational impact</b></p>	<p>Please describe any activities the business carries out (or plans to carry out in the future) that impact, positively or negatively, on Guernsey’s image and/or reputation, and how any risks are managed.</p>	<p>Guernsey has an international reputation as a world class financial services centre, holiday destination, and an attractive place to live.</p> <p>How does the actions of your business impact upon these factors? Examples can include:</p> <ul style="list-style-type: none"> <li>• How does your business add to what Guernsey can offer tourists? What is your Tripadvisor rating? Are you involved in events such as Tennerfest or Seafront Sundays?</li> <li>• How does your business affect Guernsey’s attractiveness as a place to live? Does your business offer something that no one else can on Island?</li> <li>• How does your business impact Guernsey’s international reputation as a world class financial services centre? Does your business support other businesses?</li> <li>• Do you promote Guernsey off Island? Does your business’s performance off Island reflect positively on Guernsey?</li> </ul>
	<p>Please describe any activities the business carries out that impact, positively or negatively, on Guernsey’s natural environment and how any risks are managed.</p>	<p>Guernsey is a small island, and we strive to nurture and respect our natural environment. It is important to ensure that the actions of businesses on Island are as environmentally sustainable as can reasonably be expected.</p> <p>How do the actions of your business impact upon these factors? Examples can include:</p> <ul style="list-style-type: none"> <li>• Think about how your business’s activities may impact Guernsey’s natural environment, and what actions are taken to reduce this impact?</li> </ul>

		<ul style="list-style-type: none"> <li>• How does your business reduce its carbon footprint<sup>1</sup>? This can be done by: <ul style="list-style-type: none"> <li>○ Reducing energy use (energy saving lightbulbs, automatic power shutdown systems, better insulation on your premises, etc.)</li> <li>○ Recycling</li> <li>○ Sustainable procurement (buying locally, purchasing eco-label products, etc.)</li> <li>○ Reducing the need to travel (the use of practices such as video conferencing rather than in person meetings which would require air/sea travel, etc.)</li> </ul> </li> <li>• Perhaps your business indirectly has a positive impact on Guernsey’s natural environment? Do you have gardens or green spaces which encourage local plants and wildlife?</li> </ul>
	<p>If any sanctions, restrictions or special measures have been imposed on the business by a regulator or governing body in the last 3 years, please tell us the details. If none write ‘none’, otherwise please provide details.</p>	<p>This includes for example, enforcement notices from the Office of Environmental Health and Pollution Regulation, or licence conditions imposed by the Guernsey Financial Services Commission.</p>
<p><b>Employees &amp; the community</b></p>	<p>Please describe how the business benefits the employment market in Guernsey. Please include information about training and development programmes, bursaries and work experience placements.</p>	<p>We know that many businesses offer training and development to their employees, which helps to make sure the Island continues to develop a skilled workforce. Please detail how your business benefits Guernsey’s employment market.</p> <p>Examples of how your business can benefit Guernsey’s employment market can include:</p> <ul style="list-style-type: none"> <li>• Formal and informal on the job training</li> <li>• Qualifications and certificates that employees have or are able to attain</li> <li>• Involvement in schemes such as work experience or apprenticeships.</li> </ul> <p>Where possible, please give specific examples of training and qualifications for your employees.</p>

<sup>1</sup> Carbon Footprint – the amount of carbon dioxide and other carbon compounds emitted due to the consumption of fossil fuels by a particular person, group, etc.

	<p>Please describe the business's policy on flexible working arrangements.</p>	<p>Flexible working is a way of working that suits an employee's needs. Examples include having flexible start and finish times, or working from home.</p> <p>For example, if an employee's situation changes which means they can no longer work their allocated hours, would you be able to adopt a flexible working system to allow this individual to remain employed under different circumstances?</p>
	<p>Please describe your normal recruitment process. Include information about where and for how long you normally advertise vacancies; whether you participate in careers fairs; or visit schools to promote career options.</p>	<p>Please explain how your business usually advertises vacancies on Guernsey. Examples can include:</p> <ul style="list-style-type: none"> <li>• Advertising with a local newspaper</li> <li>• Advertising on the Job Centre website</li> <li>• Using recruitment agencies to advertise.</li> </ul> <p>Please also explain whether your business has been involved in careers fairs or have visited any local schools in order to promote career options.</p>
	<p>Please upload examples of recent recruitment efforts in Guernsey. If you have never recruited in Guernsey, please upload examples you've used elsewhere, or other promotional material.</p>	<p>Please upload examples of recent recruitment efforts in Guernsey.</p> <p>For example, if you have advertised with a local newspaper, then acceptable examples would include;</p> <ul style="list-style-type: none"> <li>• a photo or screenshot of the actual advert in the paper,</li> <li>• a screenshot of the correspondence with the paper, confirming that you have advertised with them.</li> </ul>
	<p>Please describe the business's involvement (or planned involvement) with charity and community activities in Guernsey.</p>	<p>How does your business interact with and benefit local charity and community activities in Guernsey?</p> <ul style="list-style-type: none"> <li>• Do you have any policies regarding charitable giving? (This can be financial donations or professional donations).</li> <li>• Has your business been involved in any charitable work recently?</li> <li>• Has your business been involved in any community activities recently? (Stalls at events such as Seafront Sundays or the North/West shows, etc.)</li> </ul>

## Employer Assessment – FULL

Section	Questions	Notes
Select type of business assessment		
Assessment for all types of Employment Permits	Employer responsibilities	Please tick the relevant boxes to confirm that: <ul style="list-style-type: none"> <li>All your employees in Guernsey are paid at least the <a href="#">Minimum Wage</a></li> <li>All your employees in Guernsey are given a written <a href="#">Contract of Employment</a></li> </ul>
Business activity (page 1)	Please provide us with a description of your business so that we can understand what it does. Also explain plans for the future, so we understand how the business might grow.	We need to understand what the business does, and how its activities fit in with other business activities in Guernsey. The questions are designed to help us assess how closely the activity of the business aligns with, and supports the fulfilment of, the States strategic objectives, as set out in the <a href="#">Policy &amp; Resource Plan</a> .
	If this is a new business to Guernsey, please upload a business plan.	Please see the business plan example.
	Please describe how your business is essential to Guernsey even if there are already similar businesses here.	Why is your business essential to Guernsey? What differentiates your business from that of your competitors? <ul style="list-style-type: none"> <li>Does your business provide a product/service that no other local business can?</li> <li>Is there an element of your business that cannot be imitated by other local businesses?</li> <li>Without your business, would there be a lack of supply on Island for the product/service that your business provides?</li> </ul>
Business activity (page 2)	Please describe how your business supports other local business activities	How do your business's activities support other local businesses? <ul style="list-style-type: none"> <li>Does your business sell products or provide services to other local businesses?</li> <li>Does your business purchase products or services from other local businesses?</li> <li>Does your business work in partnership with other local businesses?</li> </ul>

	and/or Guernsey's infrastructure.	How do your business's activities support Guernsey's infrastructure? <ul style="list-style-type: none"> <li>• Is your business directly involved in</li> <li>• Does your business provide a product/service that reduces the burden on the State?</li> </ul>
	Please explain how the business contributes to Guernsey's economy and how any future plans might increase or diversify this contribution.	How does your business's activities impact Guernsey's economy? <ul style="list-style-type: none"> <li>• Does your business have any impact on tourism?</li> <li>• Does your business promote Guernsey as a place to live to do business in other jurisdictions?</li> <li>• Does your business have any plans to expand in the future? Would this increase the business's capability to hire local individuals?</li> <li>• Does your business trade internationally? Does it have income from overseas that end up in Guernsey?</li> </ul>
<b>Business activity (page 3)</b>	Please describe how the business creates additional revenue for other Guernsey-based businesses or institutions.	How does your business improve the income of other local businesses? <ul style="list-style-type: none"> <li>• Does the consumption of your business's product/service increase the consumption of other local business's product/service?</li> <li>• Does your business bank locally?</li> </ul>
<b>Direct economic benefits</b>	We assess the direct economic benefit that your business brings to Guernsey. Please give information based on the most recent trading year (or project for the next trading year if the business is new) in £s (GBP)  <b>All figures must be entered by typing the number of pounds. E.g. if your turnover is £950,112, enter</b>	<b>Turnover</b> – the amount of money taken in by your business in the most recent trading year.  <b>Total Operating Expenses</b> – the total cost associated with the business's ongoing operating activities.  <b>Extraordinary Expenses</b> – the total sum of one off expenses paid by the business in the most recent trading year.  <b>Profits distributed to Guernsey-resident equity owners</b> – the total amount of profits distributed to owners based in Guernsey in the most recent trading year.  <b>Profits retained in the Guernsey business</b> – the total amount of profit made by the business in the most recent trading year that was retained in Guernsey.

	<p><b>950112, not 950k or 950 or .95.</b></p>	<p><b><u>Direct tax on profits paid to the States of Guernsey</u></b> – the total amount of direct tax on profits paid to the States of Guernsey. (This does not include other direct taxations such as employment taxes, excise tax, or indirect taxes such as VAT).</p> <p><b><u>Expenditure on Guernsey-based staff (salaries, training etc.)</u></b> – the total amount of money spent on any staff employed in Guernsey. This includes the total sum of all salaries, and any additional expenditure on training etc.</p> <p><b><u>Expenditure on other goods and services, etc. in Guernsey</u></b> – the total amount of money spent on other goods and services in Guernsey. This includes raw materials, produce, stationary, support services (window cleaning etc.).</p> <p><b><u>Total number of Guernsey-based employees (Full-Time Equivalents)</u></b> – the total number of full-time hours worked by employees in your business. For example, if your business employs five individuals, three full time roles and two part time roles which combine to make one full time roll, then the total number of Full-Time Equivalent Employees is 4.</p> <p><b><u>New capital invested in the business</u></b> – the total amount of money reinvested into your business in the most recent trading year.</p>
<p><b>Environmental &amp; reputational impact</b></p>	<p>Please describe any activities the business carries out (or plans to carry out in the future) that impact, positively or negatively, on Guernsey’s image and/or reputation, and how risks are managed.</p>	<p>Guernsey has an international reputation as a world class financial services centre, holiday destination, and an attractive place to live.</p> <p>How does the actions of your business impact upon these factors? Examples can include:</p> <ul style="list-style-type: none"> <li>• How does your business add to what Guernsey can offer tourists? What is your Tripadvisor rating? Are you involved in events such as Tennerfest or Seafront Sundays?</li> <li>• How does your business affect Guernsey’s attractiveness as a place to live? Does your business offer something that no one else can on Island?</li> <li>• How does your business impact Guernsey’s international reputation as a world class financial services centre? Does your business support other businesses?</li> <li>• Do you promote Guernsey off Island? Does your business’s performance off Island reflect positively on Guernsey?</li> </ul>

	<p>Please describe any activities the business carrier out that impact, positively or negatively, on Guernsey’s natural environment, and how any risks are managed.</p>	<p>Guernsey is a small island, and we strive to nurture and respect our natural environment. It is important to ensure that the actions of businesses on Island are as environmentally sustainable as can reasonably be expected.</p> <p>How do the actions of your business impact upon these factors? Examples can include:</p> <ul style="list-style-type: none"> <li>• Think about how your business’s activities may impact Guernsey’s natural environment, and what actions are taken to reduce this impact?</li> <li>• How does your business reduce its carbon footprint<sup>2</sup>? This can be done by: <ul style="list-style-type: none"> <li>○ Reducing energy use (energy saving lightbulbs, automatic power shutdown systems, better insulation on your premises, etc.)</li> <li>○ Recycling</li> <li>○ Sustainable procurement (buying locally, purchasing eco-label products, etc.)</li> <li>○ Reducing the need to travel (the use of practices such as video conferencing rather than in person meetings which would require air/sea travel, etc.)</li> </ul> </li> <li>• Perhaps your business indirectly has a positive impact on Guernsey’s natural environment? Do you have gardens or green spaces which encourage local plants and wildlife?</li> </ul>
	<p>If any sanctions, restrictions or special measures have been imposed on the business by a regulator or governing body in the last 3 years, please tell us the details. If none write ‘none’, otherwise please provide details.</p>	<p>This includes for example, enforcement notices from the Office of Environmental Health and Pollution Regulation, or licence conditions imposed by the Guernsey Financial Services Commission.</p>
<p><b>Employees &amp; the community</b></p>	<p>Please describe how the business benefits the employment market in Guernsey. Please include information about training</p>	<p>We know that many businesses offer training and development to their employees, which helps to make sure the Island continues to develop a skilled workforce. Please detail how your business benefits Guernsey’s employment market.</p> <p>Examples of how your business can benefit Guernsey’s employment market can include:</p> <ul style="list-style-type: none"> <li>• Formal and informal on the job training</li> </ul>

<sup>2</sup> Carbon Footprint – the amount of carbon dioxide and other carbon compounds emitted due to the consumption of fossil fuels by a particular person, group, etc.

	<p>and development programmes, bursaries and work-experience placements.</p>	<ul style="list-style-type: none"> <li>• Qualifications and certificates that employees have or are able to attain</li> <li>• Involvement in schemes such as work experience or apprenticeships.</li> </ul> <p>Where possible, please give specific examples of training and qualifications for your employees.</p>
	<p>Please describe the business's policy on flexible working arrangements.</p>	<p>Flexible working is a way of working that suits an employee's needs. Examples include having flexible start and finish times, or working from home.</p> <p>For example, if an employee's situation changes which means they can no longer work their allocated hours, would you be able to adopt a flexible working system to allow this individual to remain employed under different circumstances?</p>
	<p>Please describe your normal recruitment process. Include information about where and for how long you normally advertise vacancies; whether you participate in careers fairs; or visit schools to promote careers options.</p>	<p>Please explain how your business usually advertises vacancies on Guernsey. Examples can include:</p> <ul style="list-style-type: none"> <li>• Advertising with a local newspaper</li> <li>• Advertising on the Job Centre website</li> <li>• Using recruitment agencies to advertise.</li> </ul> <p>Please also explain whether your business has been involved in careers fairs or have visited any local schools in order to promote career options.</p>
	<p>Please upload examples of recent recruitment efforts in Guernsey. If you have never recruited in Guernsey, please upload examples you've used elsewhere, or other promotional material.</p>	<p>Please upload examples of recent recruitment efforts in Guernsey. For example, if you have advertised with a local newspaper, then acceptable examples would include;</p> <ul style="list-style-type: none"> <li>• a photo or screenshot of the actual advert in the paper,</li> <li>• a screenshot of the correspondence with the paper, confirming that you have advertised with them.</li> </ul>
	<p>Please describe the business's involvement (or planned involvement) with charity and community activities in Guernsey.</p>	<p>How does your business interact with and benefit local charity and community activities in Guernsey?</p> <ul style="list-style-type: none"> <li>• Do you have any policies regarding charitable giving? (This can be financial donations or professional donations).</li> <li>• Has your business been involved in any charitable work recently?</li> </ul>

		<ul style="list-style-type: none"><li>• Has your business been involved in any community activities recently? (Stalls at events such as Seafront Sundays or the North/West shows, etc.)</li></ul>
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