

2011 WORKPLACE EXCELLENCE BEST PRACTICES

1. America Speech-Language-Hearing Association

ASHA provides workshops which allow for better understanding of how coaches perceive and evaluate their staff's performance, as well as help them write evidence-based, performance-measuring goals to set clear expectations of their staff. To help people in the office choose thoughtful gifts for one another, the office keeps an automated card file of employees' wish lists and hobbies. Staff can equally become better acquainted with coworkers via an online "Staff Spotlight" Q&A, done every two weeks. The office also uses its intranet to publicly recognize staff members for their work and accomplishments. In addition to recognizing employees, the company appreciates its staff through its flextime benefit, which allows employees to determine their own start and stop times each day.

2. Asbury Methodist Village

Asbury Methodist Village appreciates employees by rewarding them for commitment and service at quarterly breakfast clubs. The company also provides employees with flexibility in light of personal needs, encouraging them to apply for alternative positions within the company which are less stressful or require fewer work hours if necessary. Recognizing the challenges that employees face when balancing life's demands becomes too complicated to continuing working, Asbury allows employees a leave of absence and the opportunity to return to their employment with the company after they have resolved their personal challenges.

3. BDO USA, LLP

At BDO employee contributions, in addition to being recognized during anniversaries with BDO, are commemorated during the "busy season" via employee events such as competitions in billiard, bowling and poker, lunches and dinner cruises. On the sustainability front BDO has vastly reduced its paper use by creating electronic applications and file storage, as well as having all printer default settings set to print double sided. BDO also provides employees with access to over 1,200 on-demand training courses through eBDU, the company's online training center.

4. Booz Allen Hamilton

In addition to commemorating employee milestones, Booz Allen Hamilton offers a VIP Award to colleagues who are role models of the firm's Core Values. Winners of this reward receive a special gift, two extra PTO days and the choice of a land-based vacation or cruise. The company also offers a program called Mentor Match, a site allowing employees to search for potential mentors and mentees online based on individual needs. This concept of mentorship matches the company's "Take 5" Campaign, which provides staff with online resources for discussing long-term career goals with their manager. Separately, the company's "Way We Work" initiative promotes employees' working where they need to and when they need to. Often, this program allows employees to work closer to home in order to shorten commutes.

5. Calvert Investments

In order to promote employee activism in the community, this year Calvert Group introduced a community service reward for associates who volunteer for the company. If associates utilize and report at least 64 hours of community involvement time during business hours (the company offers 12 paid days, or 96 hours, per year), \$500 will be donated at the end of the year to the 501(c) 3 charity of the associate's choice. Calvert Group also holds an Annual Kids' day, on which associates are invited to bring their children to work for the day and partake in a number of activities.

6. Calvert Memorial Hospital

Calvert Memorial Hospital's internal internet tool, coupled with an e-mail system, monthly employee newsletter, twice a year CEO "round the clocks," and other CEO and Executive Team meetings, enables its employees to actively participate in the communication process. The hospital also has a majority of vacant positions filled by internal candidates. Lastly, it has introduced a new customer service tool called "Anatomy of Care," which each new employee must complete a session of and each existing team member must "refresh" bi-annually.

7. Capital One Financial Corporation

Capital One's Environmental Council, which meets every month, champions environmental best practices in their respective business operations. The corporation also promotes flexible work solutions, providing associates with opportunities to work remotely, telecommute or adjust their work schedules to avoid peak traffic or high emission travel times. It also promotes ride sharing, shuttle services and public transportation. Further, Capital One Financial Corporation seeks to increase productivity and associate satisfaction through its open work environment featuring different work style options. Among them: collaborative, open spaces preferred when brainstorming and quiet zones, which are reserved for when associates need a quiet location to get their work done.

8. CarMax, Inc.

One of CarMax's many programs which rewards associates is the Above and Beyond Recognition Program which recognizes employees who have gone "Above and Beyond." In order to provide a better understanding of new associates' job requirements, thus minimizing job turnover, the company created a new recruiting video for CarMax Auto Finance.

9. Carroll Hospital Center

Most of the Carroll Hospital's Center's clinical units are self-scheduling, thus providing associates with the ability to work around their family and school schedules. Carroll Hospital Center also seeks to aid employees through their Employee Assistance Program's concierge plan, which assists associates with a variety of services, including: travel arrangements, personal shopping, financial planning, relocations, college searches and assistance in financing.

10. Chaney Enterprises

Chaney Enterprises delivered almost 2,500 training hours last year to associates on such topics as environmental issues, safety, wellness and management development. These training opportunities—often related to health and wellness—are based on findings from the company’s annual health risk assessments and biometric screenings.

11. Chesapeake-Potomac Home Health Agency, Inc.

Chesapeake Potomac Home Health Agency’s Shining Star Award is entirely staff-driven and not decided by managers. The Employee of the Year is also chosen by his or her peers. In addition to honoring employees in these ways and for milestone years of service, the Agency puts forward functions including a Kings Dominion trip, annual family picnic, annual homecare awards dinner and office potluck lunches.

12. Choice Hotels International, Inc.

Choice Hotels International has a personal leave program which allows employees to take time off for personal or health issues in increments of 30 days up to 90 days. In addition of providing this flexibility, Choice seeks to maintain happy employees by offering discounted hotel room rates for associates, friends and family; an on-site subsidized cafeteria; special event sponsored luncheons; an on-site fitness center and an acupuncturist. Separately, Choice delivers a variety of seasonal fruit weekly to all floors at the company’s expense.

13. Civista Medical Center

Civista Medical Center has reduced its waste by more than 25% in various efforts which have included a fully in place recycling program and use of low wattage or LED bulbs. Civista is committed to excellent customer service and that philosophy carries over to their staff. The same care and planning that goes into making sure their customers have a wonderful experience is used to make sure their staff have a wonderful experience. They do this by creating an environment and access to programs and benefits that gives employees the tools to meet both their professional and personal goals.

14. CollabraSpace

In order to maintain happy employees, CollabraSpace provides flexible scheduling, including the option for telecommuting. It also puts forth opportunities for associates to lead. Further, the company puts on family focused extracurricular events to maintain a good sense of camaraderie among associates. Lastly, it promotes associate interest in the company by providing a \$10,000 bonus for each referral which leads to a new hire.

15. College of Southern Maryland

College of Southern Maryland is creating a green work environment through its eco-friendly efforts, all offices and restrooms have automatic light timers, recycling is promoted across campus and most restroom water faucets have an automatic shut-off feature. Regarding personal wellness, the company increased tenfold the amount of supplemental life insurance which employees can purchase and have added spouse life

and child life insurance for the 2011 year. In order to keep employees happy, the college utilizes a summer program known as Code Green which allows employees to leave work early on Fridays during the summer months if they would like to. Lastly, in order to promote employees' drive, the college initiated a Promotion in Place program, whereby employees can remain in their current positions but still receive increasing titles and salary by progressing through a series of "steps."

16. Comtech Mobile Datacom Corporation

To promote flexibility, Comtech Mobile Datacom allows for each employee to utilize a bank of 40 hours of personal leave, to be used for any reason in addition to normal Paid Time Off practices. It also has flexible work arrangements which keep productivity high and attendance low, thus translating to bottom line cost savings by reducing the training costs of new hires. To promote camaraderie and appreciation for employees, the office also provides bagels and Danish every Friday for all its employees and contractors.

17. Corporate Network Services, Inc.

In addition to employee recognition awards such as Employee of the Quarter and for employees who have influenced the company the most for the better, Corporate Network Services also has an Attitude Award and monthly "Kudos" list. Separately, Corporate Network Services sought to maintain employee satisfaction by working with employees to create a flex schedule and carpool schedule when an on-site contract relocated its office to a new location an hour away. It also promotes a healthy work environment by providing free seated massage, flu shots, Zumba classes and vision and BMI testing in furtherance of their use of healthy food and activities in Quarterly office meetings and development of a holiday weight challenge.

18. Dynaxys LLC

To advance employee feedback, Dynaxys LLC has a suggestion box and open door policy. In some cases, employee suggestions have resulted in bonuses being given to the person who made the suggestion. To promote a healthy lifestyle, the office provides free flu shots for employees and spouses, a smoke free campus; elaborate on-site first aid kit, free over the counter medications for minor health issues, free feminine hygiene products, an outdoor recreational area, resting room and healthy options in the vending machine. The company also holds healthy cooking demonstrations for interested employees.

19. Federal Realty Investment Trust

Retirement gifts for employees retiring from Federal Realty Investment Trust are personally selected for each individual. To further advance personalization and personal involvement in the workplace, the management awards employee-nominated individuals for a "Finding A Better Way" award. Recipients of this award developed unique ways to increase office efficiency, solve problems, improve a process or save time and money for the Trust. To promote employees' fundraising for a selected charity during the holidays, the Trust has a policy of company match and offers a wide selection of raffle prizes for

those who donate. And through the company's medical provider, the office has several programs and tools available to it, including: Simple Steps to a Healthier Life, an online guide to health and wellness which helps identify personal health issues with a health assessment; personalized reports to help set goals; and online wellness programs.

20. FINRA

To encourage volunteering, FINRA provides full-time employees with two paid days off to volunteer. The office also provides employee support via two mentoring programs. Further, FINRA recognizes employee achievements through unique awards, including Special Thanks and Recognition (S.T.A.R.) peer recognition rewards. This award is unique and personalized, as it includes a thank you note recognizing the winning employees' achievements.

21. The Gazette/Post-Newsweek Media, Inc.

The Gazette promotes best practices in a variety of ways, including through: flexible work arrangements, telecommuting, paid time off for volunteering, wellness programs connecting employees to healthy behaviors and lifestyle choices, on-site company-paid vaccinations, employee grants for disaster or financial emergencies, comprehensive benefits programs, employee discounts, a walking program, discount gym memberships, on-site showers and locker room, matching gifts program, discounts for weight loss centers, massage therapy and acupuncture, philanthropic endeavors including adopt-a-school program and signature programs such as free Reserved Parking for Expectant Mothers and its Baby Bonus program.

22. GTSI Corp.

GTSI advances employee satisfaction and an enjoyable workplace, by offering on-site yoga, Pilates and circuit training in addition to monthly challenges put forth by a Wellness Committee and a new Health Advocate Program which provides targeted health counseling and coaching. The corporation also has a secure lactation room supplied with products to assist returning new mothers returning to the workforce. Separately, GTSI offers a gPerks Program to employees. The program includes discounted rates at local vendors, including for entertainment, restaurants, services, etc.

23. Holy Cross Hospital

Holy Cross Hospital promotes employee health by mailing a quarterly Holy Cross Health newsletter to employees' homes. The hospital also offers an on-site Masters program with Marymount University and Catholic University, as well as a Student Loan Repayment Program which reimburses up to \$9,000 per employee. To advance employee satisfaction, the hospital also provides discounts to such things as car washes, movies and theme parks, as well as for companies including Sprint, Verizon, AT&T, Hewlett Packard, Sams Club, Costco and others.

24. Honest Tea, Inc.

The office has implemented a quick 90-day check in form so managers and employees can talk every 90 days about performance. Honest Tea also boasts an

extremely flexible work schedule which tries to work around the employees' needs. Honest Tea is transparent about all aspects of the business and tells it like it is to our employees. They answer questions, release financials, keep employees up to date and engaged in product innovation and most of all they have fun!

25. Hughes Networks Systems, LLC

At Hughes Network Systems when employees' have their yearly anniversary, they are recognized with a monogrammed bar of chocolate as a token of appreciation. Hughes also advances employees' healthy work environment by offering massage, intramural sports, yoga, boot camp and exercise facilities either free or at a reduced cost. Further, it puts forth multiple wellness programs, including: Passport to Health, Hughes World Services, QuickFit and Summer tournaments. The company has also placed renewed emphasis on communication, including a bi-monthly electronic communication sent to all employees entitled "Get Up to Speed" which encompasses Industry Headlines, Work News that Affects You and Announcements and Upcoming Events.

26. Human Genome Sciences, Inc.

Human Genome Sciences believes in constant communication. The CEO will often broadcast important company news via the office's company-wide voicemail. In order to promote employees' drive, for every degree or certificate program completed through the incorporation's Education Assistance Program, the employee may be eligible to receive stock option grants at the discretion of the Compensation Committee of the Board. Separately, HGS encourages healthy lifestyle choices not only via its Live Smart Program's nutrition seminars, work/life seminars and individual consultations, but also through on-site subsidized exercise classes and massage therapy. Further, the incorporation has various on-site programs, including Weight Watchers at Work and dry cleaning.

27. The Humane Society of the United States

In an effort to maintain office awareness the Humane Society employees receive daily e-mails about programs the organization is involved in. To promote a positive work environment, employees are encouraged to bring their dogs to the office. The organization also holds initiatives such as pet photo contests, vegan cooking contests and craft shows which allow employees to show off their talents.

28. IntelliDyne, LLC

IntelliDyne provides office transportation assistance and paid parking. Further, all non-shift employees are given the flexibility to begin and end their work day at times which are most convenient for them. Other programs of interest are IntelliDyne's pet care and discount complete pet care program, which is designed to save employees money and to reduce the out-of-pocket expenses associated with caring for a pet; and its iTHRIVE Healthy Eating Active Living program, which includes a 24-hours Nurseline.

29. International Center for Research on Women (ICRW)

All awards given to employees at ICRW in recognition of their achievements are required to be Fair Trade Crafts or jewelry from India or Kenya. In addition to

recognitions being given during staff meetings, they are communicated to the entire office by e-mail. And in order to promote a sense of community in the office space, ICRW holds a monthly informal Meet N' Greet event to introduce new staff to the office.

30. JBS International, LLC

In part to promote an internationally-minded work environment, JBS International has sponsored two existing employees for H1B visas. The office also promotes a positive work environment through its office composting program; partnership with Sun Cabs, a company boasting a large hybrid vehicle fleet; and annual all-family holiday party. Further, JBS International makes available a massage therapist at no charge for staff working overtime on business development proposals and takes concerted efforts to involve its younger staff in initiatives.

31. KPMG LLP

KPMG's Perks at Works program provides a wide range of discounts and special offers to employees, which augment already established relationships with Subaru and other car manufacturers, as well as technological companies such as Dell and Sprint. KMPS also exhibits impressive policies regarding employee leave. First, the office allows new mothers to take up to 25 weeks of leave, in excess of the Family Medical Leave Act. Second, the office has a successful system of shared leave requests, 100% of which are met by the generosity of fellow employees. Thirdly, KPMG has a sabbatical program in place whereby employees can take off from 4-12 weeks and receive 20% of their regular salary. Within weeks of this program's launch, over 450 employees signed up for sabbatical for reasons ranging from extended vacations to personal developments to community service projects.

32. LifeWork Strategies, LLC

LifeWork Strategies' walking programs, charitable activities, professional development opportunities, wellness programs and flexible work schedules help employees excel. It also provides a cell phone allowance to employees to enhance their ability to communicate while they are away from the office. Further, all employees are required to complete online modules annually which deal with HIPAA, workplace ergonomics and Organizational Integrity.

33. Marriott International, Inc.

As part of Marriot International's employee recognition system for 25 years of service, employees receive lifetime complimentary rooms at participating Marriott properties even after the associate leaves the company. The office also provides many unique and beneficial features, including: child care and elder care discounts; an enterprise-wide Rosetta Stone program; free breakfast and lunch foods; a meditation room at the corporate headquarters; and free 24/7 access to counselors who can assist associates and family members.

34. MCT Federal Credit Union

MCT Federal Credit Union regularly hosts community educational seminars. Additionally, it has a financial literacy program (McBrie) in local schools where students

learn from workplace professionals about various financial topics. Internally, MCT has a collaborative work environment based on teams to address various concerns where each person can see how their contributions affect the whole organization.

35. Mental Health Association of Montgomery County

The Mental Health Association encourages staff members to assist with staff vacancies or other program needs and offers bonuses to individuals who do so. The office also encourages employee retention by making all employees with at least one year of service eligible to receive a week off in the Bahamas. The office also utilizes flexible work week options and telecommuting programs to help reduce commute times. To further help employees, the office provides all staff members with a paid day off on their birthday, as well as a day off for holiday shopping. Pertaining directly to wellness, all staff members receive ongoing Wellness Tips from LifeWork Strategies.

36. Mid-Atlantic Federal Credit Union

Mid-Atlantic Federal Credit Union has designated Columbus Day as Employee Recognition Day, on which employees can either take the day off or take a bus trip for the day to tour local attractions. The office is also piloting a “Cash for Creative Ideas” incentive program, whereby employees submit ideas that would help the company save time, work more efficiently, increase income or decrease expenses. If the idea is implemented, employees will be awarded a cash bonus of 25% of the projected annual cost savings, up to \$10,000 per suggestion.

37. The MITRE Corporation

MITRE spends over \$7 million per year on internal and external training for employees (not including labor costs). The average employee attends about 40-60 hours of internal and external training per year and 65% of employees have advanced degrees. The company also promotes recognition, with a recognition website allowing managers to share recognition best practices, complete award requests online and download thank you notes to send to employees.

38. Montgomery College

Besides offering a generous benefits package to their employees, Montgomery College offers many signature programs in support of continual learning and work-life initiatives. Their commitment to higher learning is demonstrated not only by extending tuition waiver benefits to eligible employees, but also to their spouses and dependent children. In addition to providing tuition waiver, the College offers educational assistance and paid sabbatical and professional development leave to eligible faculty and staff. Among other pursuits, these programs provide professional development opportunities for employees interested in conducting scholarly or academic study, operational projects or research, preparation of literary work, or completion of a degree, certificate, or program of study. In-house professional development opportunities are also made available to employees through the College’s Center for Professional & Organizational Development. The Center provides innovative training and development opportunities to enhance the knowledge, skills, and abilities of individuals, teams, and departments across all

campuses. Employees are encouraged to utilize the various elements of the college wide employee development program. During the academic year and throughout the summer, organizational learning and technology training teams collectively provide hundreds of training and development classes for Montgomery College faculty and staff.

39. Montgomery County Government

Montgomery County Government has a new Gain Sharing program which uses employee feedback and suggestions to make improvements throughout Montgomery County Government. This program is a joint labor and management initiative. The Office of the County-Stat has developed an incentive tracking program to reduce paper usage throughout the County and increase the use of recycled paper products. The County has also put in place a new system for recording time and attendance which streamlines its overall payroll process by creating efficiencies in individual departments and payroll. Lastly, the County celebrates Dr. Martin Luther King, Jr.'s birthday annually with its Day of Service volunteer activities and a Tribute and Musical Celebration.

40. MorganFranklin Corporation

With an onsite and outside gym membership subsidy to include two personal trainers and dieticians, as well as a United Health Care Health and Wellness program and twenty mental and behavior health programs and services, MorganFranklin incentivizes healthy living for employees. The office also sponsors its own recreational sports teams and uses physical activity as a means of community service by hosting the MorganFranklin Golf Classic to benefit the Wounded Warrior Project. Further, the company offers employees many on-site tools, such as a travel agency and banking.

41. Near Infinity Corporation

Near Infinity Corporation provides employees with meaningful feedback, employees meet with their manager twice per year to discuss their goals and to track their performance. To encourage employees to meet their goals, managers are given a budget of \$100 per employee per year to be used for rewards and recognition. The office also has an extensive training program and employee-managed training and book budget to promote employee advancement. To create an environmentally conscious work environment, organic produce and snacks are available in the office, virtual documentation and online corporate communications are used to eliminate almost all paper correspondence and holiday parties and corporate gifts maintain a focus on green initiatives.

42. Optimal Networks Inc.

To maximize employee feedback, Optimal Networks sends an electronic employee survey every three months to all employees. The survey's results are communicated to both employees and management. Not only does the office promote employee feedback, but also employee advancement; Optimal Networks reimburses employees for any professional courses or certification testing. The office also offers Friday breakfasts, on-site seated massages to relieve stress, Wii for when employees need a break and healthy snacks on a monthly basis. Further, the company seeks to create an

environmentally conscious office: all office paper, cardboard, plastics and hardware are recycled.

43. Physicians Committee for Responsible Medicine

Education is an important aspect to PCRM's mission. Employees are offered access to an in-office library of science, health, and wellness resources. Further, the foundation has a Journal Club where participants review and discuss health articles and a "question of the month" program whereby employees have an opportunity to win a prize for their correct answers. PRCM purchases only cruelty-free products, including correction fluid and glue. It also has many food programs, including a Friday healthy lunch program, weekly smoothie and bagel days, monthly oatmeal days and more including a vegan office environment.

44. QAIGEN

Each month, the senior leadership team for employees at QIAGEN holds a breakfast to recognize employees' service. Employees hired in that month are able to attend the breakfasts. The company has also implemented an Investment in You program which provides each position in the company with specific timelines and milestones that should occur prior to advancement into new roles. It has also increased the number of team building events it puts on and added more employee meals as an added benefit.

45. Ryan, LLC

To maximize productivity and performance, Ryan LLC has converted from a traditional "face-time" environment focused on hours worked to a "results-only" environment that looks specifically at quantifiable results as part of a flexible work environment called "myRyan." This program means employees choose to work where and when they are most efficient and effective. The office also has flexible paid leave policies, including offering unpaid sabbaticals and leaves. To improve transparency, the company posts many items on its intranet for employee reference, as well as within Ryan's Learning Management System. The office has also created and recorded a WebEx titled "Seven Habits of Green People" which informs and enables employees to be environmentally conscious on the individual level. Further, Ryan boasts a unique compensation benefit for those who work in service delivery (revenue-generating positions): a percentage of every dollar of revenue generated is shared with everyone who had a hand in the work done.

46. SAIC-Frederick, Inc.

SAIC-Frederick, Inc. offers a wide variety of family oriented programs geared toward assisting employees in maintaining a positive balance between their work and personal/family lives. The incorporation's dedication to supporting employees in their personal and professional achievements is demonstrated through family-oriented policies and programs, flexible work arrangements, fitness initiatives, generous time off options

and through offering a variety of training and professional development programs.

47. Sandy Spring Bank

At Sandy Spring Bank the combination of their rich history and a modern approach to meeting the financial needs to today's communities contribute to a corporate culture that is once family-like and professionally fulfilling. Their company values of Relationships, Integrity, Drive for Performance, Teamwork and Community provide the standards of conduct that guide how they treat their clients and employees. Also at Sandy Spring Bank length of service gifts are special wear items listing the number of years of service on them which employees are encouraged to wear at work. The bank also has many programs, including Weight Watchers at Work, a Skills and Wellness program, discounts for wireless service, theme park events and smoking cessation reimbursement.

48. Sapient Government Services

Sapient Government has its own career resource site with courses dedicated to employee development. The company also aids employees by providing reservists called to active duty with the difference between military pay and base pay with the company. It does not track sick time, and allows 24 hours per year for small necessity leave in addition to FMLA. Employees receive discounts with many companies, as well as preferred pricing for select hotels in select cities. Sapient also promotes environmentally-conscious ways of commuting, providing discounts on ZipCar and actively promoting bike to work initiatives.

49. Social & Scientific Systems, Inc.

SSS provides employees with a Project Management course which helps prepare them to manage contract activities and qualify to sit for a project management accreditation exam. The incorporation also pays for up to 16 hours of training time. Further: for each course successfully completed during a quarter, the staff member is entered to win two round-trip tickets to anywhere in the continental United States. It also provides a streaming video library to employees, which includes a wide array of topics available for viewing.

50. SRA International

SRA International's unwavering commitment to Honesty and Service (*need the registered trademark symbol here*) guides their every action. SRA believes in doing right for the customer, employee and country which leads them to be actively involved in giving back to the community in many ways. Their SRA CARES Talent show raises money for local charities and Haitian relief. The company has a SRA University which offers training courses to its employees. Courses are taught by SRA employees who are able to share their expertise with others. Separately, to encourage office camaraderie and promote community service, the office held a SRA CARES (Community Action, Response and Education Services) Talent Show.

51. St. Mary's Hospital

Winners of St. Mary's Hospital's monthly SPIRIT award are given a reserved parking space, monetary gift, pin and their picture published in the local newspaper. And in order to promote a broad sense of community, retirees are invited to all SMH employee events. Thirdly, a service called PerksCard and Perks@Work provides discounts to employees, including on day care services.

52. Sybase, an SAP company

Sybase has an online tool for performance evaluations in which goals are automatically put in for managers to include accountabilities. Employees are rated on how well they accomplish the goals. The overall rating obtained by the employee is tied to how much of an increase they receive. Separately, the office appreciates employees by allowing them to use the company's travel group to schedule personal travel. Sybase encourages their employees to be active with office fitness programs and recreational outings.

53. United Educators

At United Educators employees earned a predefined bonus potential for the year in part through individual performance and in part through company-wide performance. They are also provided benefits through a mentoring program, telework program, and leadership development program. Additionally, offices offer on-site massage therapy and fitness programs, as well as nutritionist office hours, training for a 5K race, stress management and a Drink More Water campaign.

54. Vaco Richmond, LLC

Vaco Richmond reaches out to the community not only through extensive community service efforts, but also by hosting monthly Continuing Professional Education and Human Resource Certification Institute seminars which provide networking and business knowledge to clients, consultants, employees and Richmond's community. To improve employee efficiency, Vaco Richmond provides flexibility through mobility, thanks to the company's remote access capabilities.

55. Verizon Wireless

Verizon Wireless has a virtual environment called VZ Campus which wraps up and tracks compliance trainings for new hires during their first three months of employment. Separately, and in an effort to retain and recognize employees that work hard to consistently manage their time off effectively, Verizon Wireless has established Counting on You awards. The company also provides employees with a Flex Time system, allowing them to adjust their shifts up to half of their shift at any time during their scheduled work. Every month, employees receive three Flex Time options.

56. Washington Real Estate Investment Trust

Washington Real Estate Investment Trust office provides cakes to recognize employees' birthdays, bagels every other Wednesday and subsidized vending machines, in addition to kitchens with plenty of available seating. WRIT also has improved its

training program through departmental handbooks given to all new hires as well as web-based training in particular areas of the organization. To promote transparency, it invites employees to listen to earnings calls in the conference room, with lunch provided by the office.

57. YCRI

At YRCI employees participate in the company's Benefit Programs, Health and Wellness Insurance, Flexibility and Commuter Spending Accounts, 401(k) retirement plans, Employee Assistance Plans and more which are monitored on an ongoing basis, with participation in them encouraged at Open Enrollment sessions and other periodic employee communications. The company also has a robust performance management system so employees can track their performance and receive feedback and a learning management system to educate employees.