USIQ United States Institute for Quality

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Top Employer

Certification Criteria



Illustrative seals. Company names and verification details are fictional.

CERTIFIED	SILVER	GOLD	PLATINUM
At least 120 / 200	At least 140 / 200	At least 160 / 200	At least 180 / 200

Workplace certification based on an employee survey and HR assessment.

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Part 1 · Certification Criteria

1. Purpose and Scope

The Top Employer program assesses workplace practices through a confidential employee survey and a documented HR assessment. Certified, Silver, Gold, and Platinum identify achievement against the published USIQ criteria, not a ranking against other employers. Results describe the covered workforce and assessment period. Certification does not guarantee any individual experience, future performance, or legal compliance. It is a private, employer-funded assessment, not a governmental designation, accreditation, legal opinion, or assurance audit. Part 4 and Annex E allocate contractual risk between USIQ and the employer; this allocation does not waive the rights of employees, applicants, regulators, or other nonparties.

Employers with at least 10 employees working in the United States may apply, regardless of industry, subject to these published requirements. The Order must identify the legal employer, all covered US locations, the workforce, and the assessment dates. Staffing agencies are assessed only for their internal staff, not workers placed with clients. A pending material government enforcement action concerning workplace matters triggers review under Section 5.2 and Part 4, Section 6; it is not treated as proof of a violation. USIQ may defer an award while material facts cannot reasonably be established, with reasons and a review date.

2. Assessment Model

The assessment has two components of 100 points each, for a maximum of 200 points. Component 1 is the Employee Survey (Part 2). Component 2 is the HR Assessment and Evidence Check (Part 3). The total score, both component minimums, all seven survey dimension minimums, the data requirements, and the exclusion criteria must be satisfied. Figures illustrate the method; the numerical rules and tables govern.



Figure 1 · Assessment model

3. Component 1 · Employee Survey

3.1 Population and administration

- All employees on the payroll during the survey period are invited across the covered US locations, including full-time and part-time employees and paid employee apprentices and interns. Independent contractors, nonemployee interns, and staffing-agency workers placed with clients are excluded. The employer must supply an accurate eligible headcount and disclose material changes during the survey; exclusions cannot be used to improve results.
- USIQ or a USIQ partner administers the survey. The employer distributes the approved invitation and reminders without changing their substance. Participation is voluntary and may occur privately during a reasonable opportunity to respond. The employer receives only protected aggregate reporting, not individual responses or participation lists identifying respondents. The employer must comply with any

applicable labor consultation or bargaining obligation before introducing the survey and may not demand screenshots or proof of answers.

- The survey is open for 14 calendar days and may be extended once by 7 days.
- The employer must not select favorable respondents, require particular answers, offer response-linked rewards, use group completion sessions, identify or retaliate against participants or nonparticipants, or suppress criticism. If credible evidence indicates manipulation, USIQ may pause the assessment, investigate, and apply Part 4, Section 6. A reasoned decision may require a repeat survey or refuse reassessment for up to 24 months, proportionate to the conduct and remediation.

3.2 Minimum data requirements

Employer size (US headcount)	Minimum response rate	Minimum number of responses
10–39 employees	50%	5 (10 employees)
40–249 employees	30%	12 (40 employees)
250–999 employees	25%	63 (250 employees)
1,000 or more employees	20%	200 (1000 employees)

Both the response rate and response count in the table must be met. Required counts are rounded up to the next whole person. A valid survey counts once per eligible employee and contains at least one valid scored answer. USIQ applies documented, viewpoint-neutral duplicate and integrity checks. If the minimum is not reached after the extension, no certification result is issued. The employer may repeat the survey once within 6 months at no additional assessment charge; this option does not postpone the refund or free survey results required by Annex E, Sections 3.4 and 3.5 when the assessment closes without an award.

3.3 Items, scale, and scoring

The questionnaire in Part 2 contains 32 scored items in seven dimensions and unscored items. All scored items must be presented, but each employee may skip any item or select Not applicable / Prefer not to answer, which are excluded from the item mean. Employers may not alter scored wording or weights and may add up to 6 approved, optional, unscored items. All 46 standard questions remain part of the Top Employer survey, including questions on family friendliness, work-life balance and caregiving responsibilities. Each item retains the scored or unscored status and weight specified in Part 2. Unscored items are reported only as protected aggregates and do not affect the Top Employer score. Every scored item is presented in its Part 2 wording; a questionnaire item with similar but different wording remains unscored, and a scored statement that is presented a second time elsewhere in the questionnaire is scored only in its Part 2 position. Scored statements use a six-point agreement scale; item 40 uses a 0–10 likelihood scale. Where a survey platform exports the agreement scale in reverse order (1 = Strongly agree … 6 = Strongly disagree), the coded mean is converted before normalization (positive mean = 7 − coded mean); the resulting score is identical. Accessible or translated versions require USIQ approval and equivalent meaning.

For each scored item, normalize the valid-response mean to 0–1 using (mean − 1) ÷ 5, or mean ÷ 10 for item 40, and multiply by its listed points. Sum the item scores for Component 1. An item with fewer than 5 valid answers is excluded; its points are redistributed proportionately to the listed weights of the remaining items

within the same dimension. At least half of the scored items in each dimension, rounded up, and at least half of that dimension's original point weight must remain eligible. Otherwise, no component score or certification is issued until a compliant repeat survey has been completed. Missing answers are never scored as favorable. The report identifies exclusions, adjusted weights, response counts, and limitations. Item 40 is scored as a normalized mean, not as an employee Net Promoter Score.

Mean on 1–6 scale Example: 4.8	Normalize (4.8 − 1) ÷ 5 = 0.76	Apply item points 0.76 × 3 = 2.28	Sum eligible items 0–100 points

Figure 2 · Survey scoring

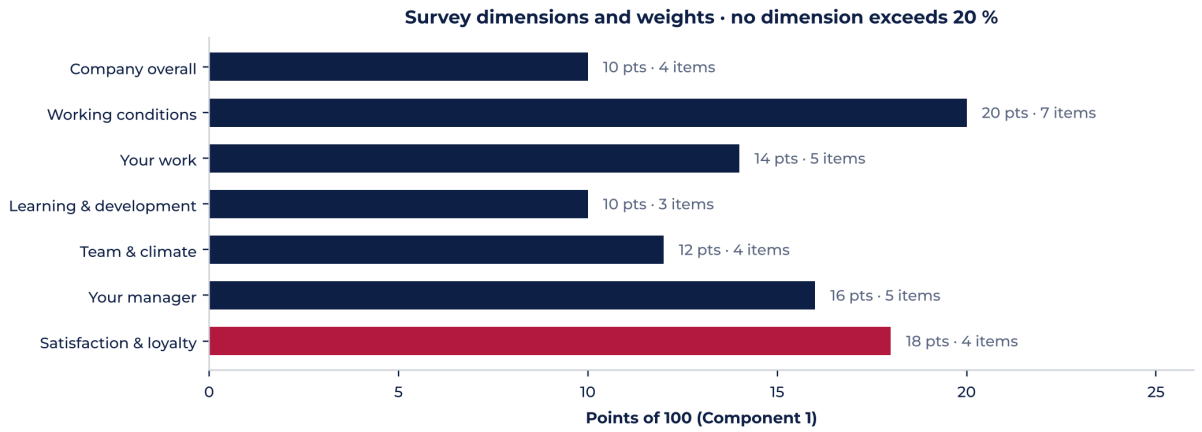


Figure 3 · Survey dimensions and weights

Dimension	Scored items	Points	What it captures
1 · Company overall	4	10	Satisfaction, pride, product confidence, use of feedback
2 · Working conditions and environment	7	20	Career growth, work-life balance, flexibility, fair pay, recognition, suggestions, feedback culture
3 · Your work	5	14	Autonomy, variety, fair performance review, realistic goals, job satisfaction
4 · Learning and development	3	10	Support for learning, time to learn, support for new skills
5 · Team and climate	4	12	Atmosphere, handling of mistakes, fairness regardless of background, openness
6 · Your manager	5	16	Openness to ideas, clear goals, appreciation, integrity, acceptance of feedback
7 · Satisfaction and loyalty	4	18	Recommendation mean, enjoyment, would apply again, intent to stay
Total	32	100	

3.4 Breadth requirement (dimension minimums)

To ensure that certification reflects a broad assessment rather than strength in a few areas, each tier requires a minimum result in every one of the seven survey dimensions, expressed as a percentage of the dimension's points. If a dimension falls below the minimum for a tier, the next lower tier whose dimension minimums are met is awarded, subject to the other conditions in Section 5.

Tier	Minimum in every dimension	Rationale
Certified	40%	Program floor of 40%; this is below the 50% numerical scale midpoint.
Silver	50%	Program floor of 50%, the numerical scale midpoint.
Gold	60%	Program floor of 60%, above the numerical scale midpoint.
Platinum	70%	Program floor of 70% in every dimension.

3.5 Rationale for the weights

- The weights are program design choices intended to cover several aspects of workplace experience. They are not represented as statistically validated predictors of retention, performance, legal compliance, or superiority to other employers. USIQ must substantiate any separate scientific or comparative claim before publishing it.
- No dimension exceeds 20% of Component 1, and each carries at least 10%. Dimension minimums limit the extent to which high scores in one area can offset lower scores elsewhere. These rules do not establish that a sample represents every employee or location.
- Working conditions carry 20 points; satisfaction and loyalty carry 18. Item 40 carries 6 points, the largest individual weight. This reflects the program's chosen emphasis on willingness to recommend the employer; it does not establish an external benchmark or market ranking.
- The item weights are those expressly listed in Part 2 and are not necessarily equal within a dimension. USIQ reviews the methodology annually and after the first 100 assessments. Any published reliability or validity statistic must identify its actual dataset, method, limitations, and period; no unmeasured reliability value or predicted tier distribution may be advertised.

4. Component 2 · HR Assessment and Evidence Check

4.1 Procedure

The HR Assessment is a digital review of the employer's questionnaire, selected documentary evidence, aggregate survey results, and relevant public sources. It is not an exhaustive investigation or a legal-compliance audit. A human reviewer assigns scores and a separate human reviewer checks the award.

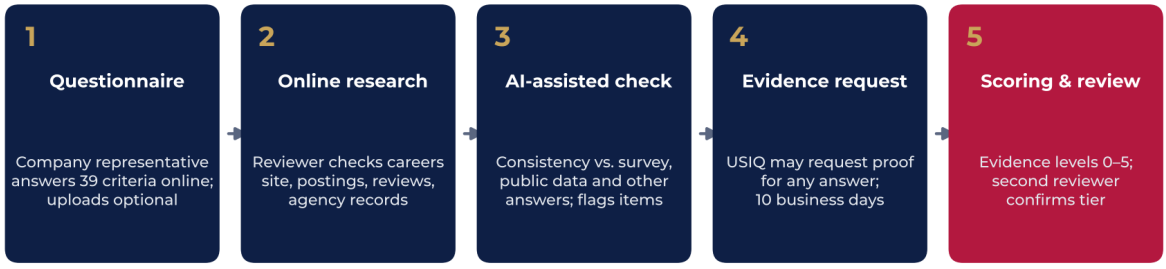


Figure 4 · HR Assessment process

- Step 1 · Digital questionnaire. An authorized employer representative completes all 39 criteria in Part 3 using Yes / No / In progress / Not applicable and a short explanation. Documentary evidence may be uploaded initially or supplied on request. Level 5 requires sufficient documentary support. Submit redacted policies and aggregate records, not identifiable personnel files, medical information, privileged legal advice, or unnecessary sensitive data.
- Step 2 · Public-source review. A reviewer checks relevant, lawfully accessible careers pages, job postings, review platforms, press coverage, and court or agency records. The reviewer distinguishes allegations, settlements, appeals, and final findings, checks identity and dates, and seeks corroboration before relying on adverse information. A review-platform post alone does not establish a legal violation. USIQ does not bypass access restrictions or obtain individual employment background reports for this program.
- Step 3 · AI-assisted consistency check. Approved tools may compare redacted employer materials, aggregate survey results, and relevant public information to flag inconsistencies. AI outputs are leads, not evidence of wrongdoing. Reviewers verify each material flag against sources and record the human assessment. AI does not assign scores, decide certification, profile individual workers, infer protected traits, or make employment recommendations. Section 11 of Part 4 and Annex A govern permitted inputs and vendors.
- Step 4 · Evidence requests. USIQ may request proportionate evidence relevant to any criterion and explains its purpose sufficiently for a meaningful response, subject to source confidentiality. The employer has 10 business days and may request a reasonable extension. Redacted extracts, aggregate records, or equivalent nonprivileged evidence may be used. Requested evidence that is not supplied or adequately replaced limits that criterion to level 1, unless a documented finding supports level 0 or an accepted Not applicable treatment. USIQ may offer a clarification call.
- Step 5 · Scoring and second review. A reviewer records an evidence level from 0 to 5 for each applicable criterion and reasons for material adverse findings. A second reviewer who did not conduct the original research checks the scoring, independence, and conditions for the tier. USIQ retains the final decision; a Partner may not independently issue, upgrade, suspend, or revoke certification.



Figure 5 · Evidence levels for HR criteria. "Verified" means documentary corroboration within this assessment, not a legal audit or guarantee.

4.2 Evidence levels

Level	Label	Assigned when
0	Not in place	Answer "No," or answer "Yes" when checks show the practice does not exist.
1	Stated, not substantiated	Answer "Yes" or "In progress" but implausible, contradicted by the survey or research, or requested evidence not provided.
2	Partially in place	Practice exists but covers only part of the workforce or is at an early stage.
3	Stated and consistent	Plausible, consistent explanation supported by available survey and public-source checks; documentary proof remains limited. No inference of legal compliance.
4	Largely verified	Relevant documentary evidence corroborates the practice substantially, with identified minor gaps.
5	Verified	Relevant documentary evidence adequately corroborates the described practice, scope, and coverage for this assessment. Not an exhaustive audit or legal finding.

Evidence levels range from 0 to 5 and are converted into weighted points. For each area, average the levels of its applicable criteria after the criterion-specific limits in Sections 4.1 and 4.3, divide that average by 5, then multiply by the area's maximum points. Sum the eight area scores for Component 2. Example: an average level of 4 in a 15-point area gives (4 ÷ 5) × 15 = 12 points. Criteria are equally weighted within each area. "Not applicable" requires a documented objective reason and USIQ approval; absence of a practice or a legal obligation alone does not make a criterion inapplicable. At least half the criteria in every area, rounded up, must remain applicable, or the assessment is deferred until a suitable published methodology is available. Points are not moved between areas.

4.3 Areas and weights

Area	Criteria	Points
A · Work organization and processes	5	12
B · Leadership and direction	6	15
C · People development	6	15
D · Flexibility and work-life integration	5	12
E · Compensation, benefits, and security	6	18
F · Culture, fairness, and inclusion	5	12

Area	Criteria	Points
G · Employer branding and candidate experience	3	8
H · Transitions and separations	3	8
Total	39	100

For benefit criteria in Area E, USIQ assesses the substance, documented employee relevance, and coverage of the benefit, not the number of listed perks. Full credit requires availability to at least 80% of the covered workforce, subject to lawful, objectively defined eligibility. Coverage below 80% caps the criterion at level 2. Only the portion exceeding applicable legal minimums earns benefit credit (a benefit that does not exceed the applicable legal minimum is scored at level 0); ordinary compensation-governance criteria E1 and E2 remain assessable. Equivalent lawful arrangements are considered consistently. USIQ records the coverage denominator, legal baseline, and reasons for each level.

5. Total Score and Tiers

The total is the sum of both component scores. Tier thresholds are minimums, not closed score ranges or percentile rankings. Scores are calculated at full precision; display rounding cannot change eligibility. The highest tier meeting every requirement is awarded. A total of 139.99 does not meet 140. A total at or above a higher tier's threshold may still result in a lower tier if a component or dimension minimum for the higher tier is unmet.



Figure 6 · Minimum total scores. Component and dimension minimums and all other eligibility conditions also apply.

Tier	Minimum total	Minimum share	Minimum per component	Seal
Not certified	Requirements unmet	Not applicable	Any unmet hurdle	None
Certified	120	60%	50 each	Top Employer · Certified
Silver	140	70%	60 each	Top Employer · Silver
Gold	160	80%	70 each	Top Employer · Gold
Platinum	180	90%	80 each	Top Employer · Platinum

5.1 Multiple-hurdle rule

A tier is awarded only if the total score, both component minimums, and the survey dimension minimums in Section 3.4 are met. If the total qualifies for a tier but one of these conditions is not met, the next lower tier for which all conditions are met is awarded. A weak employee survey cannot be offset by a strong HR assessment, and vice versa; strength in a few survey dimensions cannot offset weakness in others.

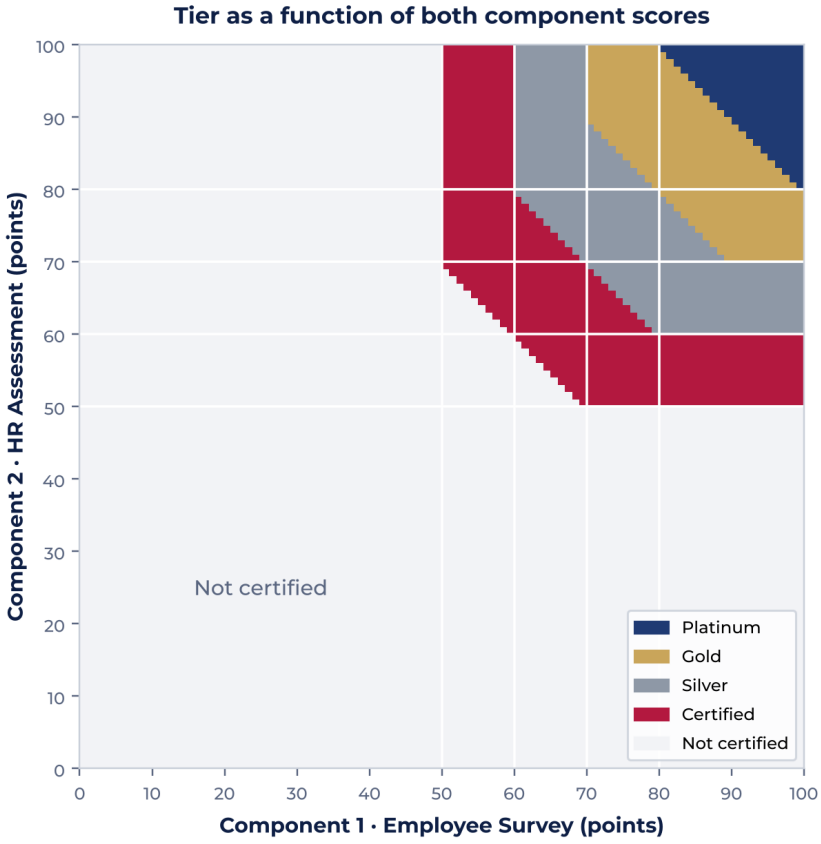


Figure 7 · Component-score illustration only. Dimension minimums, sufficient data, and exclusion criteria must be checked separately; use exact scores at boundaries.

5.2 Exclusion criteria

Irrespective of the score, USIQ may refuse, defer, suspend, downgrade, or revoke certification when reliable evidence establishes a material failure of these Criteria relating to the 24 months before assessment or the Certification Period. USIQ applies the notice, response, reasoned-decision, and appeal procedures in Part 4, Section 6, to the following:

- a final court or agency finding, or an enforceable consent decree, concerning wage-and-hour, workplace safety, discrimination, harassment, retaliation, or comparable workplace matters materially inconsistent with the Criteria; USIQ considers scope, severity, finality, corrective action, and continuing effects, and does not characterize a no-admission settlement as an admission;
- a pattern of specific, independently corroborated workplace misconduct materially inconsistent with the Criteria; allegations, protected employee activity, anonymous criticism, a pending action, or an employer's silence does not by itself establish this ground. USIQ must assess the evidence and any response in good faith;
- material survey manipulation, retaliation connected with the assessment, or materially false or misleading assessment information, including an omission that makes a submitted answer materially misleading.

5.3 Rationale for the thresholds

- The entry threshold of 120 out of 200 and the higher tier thresholds are disclosed program standards. They do not establish that an employer is above the market average or among a stated percentage of US employers.
- The thresholds increase by 20 points on the 200-point total scale, equivalent to 10 percentage points. USIQ does not claim a specific measurement error or misclassification rate without supporting validation. Sampling, nonresponse, self-reporting, and selective documentary review limit what a result establishes.
- Platinum requires at least 180 points plus all applicable minimums. Its frequency is determined by actual results, not a quota or assumed rarity. Material methodology changes apply prospectively under Section 9; any historical comparison must account for changes in methods, scope, and response patterns.

6. Validity, Verification, and Renewal

- Certification lasts 24 months from issue, subject to the conditions in Part 4. The certificate and verification page state exact issue and expiration dates, the covered employer and locations, the assessment period, tier, methodology version, and current status. Calendar-year labels on artwork do not extend the exact expiration date. The employer must provide a written material-change update at the 12-month point; this is not a full reassessment.
- Each certificate has a unique ID and a working USIQ verification link. Artwork must accurately identify the tier and scope. The authorized tier symbols are four stars for Certified, four stars followed by a plus sign for Silver, five stars for Gold, and five stars followed by a plus sign for Platinum. These symbols identify the named USIQ tier only and do not represent a separate star rating or a ranking against other employers. The artwork uses the wording “Based on Employee Survey & HR Assessment.” Seal use, verification and advertising are governed by Part 4, Section 3 and Annexes D and E.
- Renewal requires a new accepted Order and full reassessment using the then-applicable criteria. There is no automatic renewal, recurring charge, or continued right to display an expired Seal.

7. Independence, Fees, and Disclosures

- Annex C lists package prices and included services. The fixed package fee is agreed before work begins and does not vary with the awarded tier. It is payable by credit card on acceptance of the Order; no separate license fee is charged during the Certification Period. Every package includes a $990 exam fee. If no award is issued, USIQ retains the exam fee and refunds the rest of the package fee, and the available employee survey results are supplied free of charge for internal improvement under Annex E, Sections 3.4–3.6. The employer-funded, fee-based relationship, including the exam fee, must be clearly disclosed in certification advertising under Part 4, Section 3, on every verification page and in the methodology. Payment does not purchase a favorable result or influence the criteria or scoring.
- Scoring and final decisions must be separated from sales for the same employer. Reviewers must disclose financial, consulting, employment, or other conflicts, recuse where impartiality is impaired, and receive no compensation contingent on an award or tier. A separate reviewer checks each award.

USIQ applies the published standards consistently to eligible applicants. USIQ will not certify itself or an entity it controls. Related-party applications require a documented conflict review and may not be portrayed as independent.

- AI may assist with organization-level consistency checks under Part 4, Section 11. Human oversight alone is not treated as an exemption from applicable AI, privacy, or employment law. USIQ must assess the actual tools, data, uses, and jurisdictions before deployment and material changes.
- USIQ and Partners involved in an employer's assessment or decision must not provide paid HR consulting to that employer during the assessment or Certification Period. USIQ will not represent a certification as independent of a material relationship that affects its objectivity. Other affiliations or material connections must be assessed, managed, and disclosed when relevant.
- USIQ may engage qualified affiliated companies and subcontractors ("Partners") for survey administration, research, evidence review, or first-level scoring under written confidentiality, independence, security, and data-processing terms. USIQ supervises their work, remains contractually responsible for their delegated performance, and retains certification decisions. Processing Partners are identified and controlled under Annex A; payment agents require separate written authorization.
- USIQ publishes these criteria, scored items, scoring formulas, and an annual methodology report showing actual tier counts and data limitations. USIQ also publishes fictional worked examples for each tier that illustrate the calculation with simulated data; they do not represent actual employers or results and do not indicate an expected tier distribution. Reliability statistics are published only where validly calculated from sufficient data, with the sample and method stated. Where no reliable estimate is available, the report says so. Assessment records must support each award and any public claim.
- Certificates and Seals are issued by Quality Standardization and Certification LLC under the registered USIQ UNITED STATES INSTITUTE FOR QUALITY brand. "Top Employer" is used here as descriptive program wording; no separate federal registration or exclusive right in those words standing alone is claimed. USIQ is a private certification provider, not a government body, and no government approval or accreditation is represented.

8. Data Protection and Confidential Survey Reporting

- USIQ and approved processing Partners protect survey data and provide the employer with aggregates only. They do not provide individual answers, identifiable participation data, or verbatim comments. No subgroup or item-level subgroup result is released with fewer than 5 valid responses. Complementary suppression, combination limits, and broader grouping are used where necessary to prevent inference through totals, overlapping groups, or small locations. Five responses alone do not guarantee anonymity.
- Applicable federal and state privacy and security laws govern, including the CCPA as amended where applicable. USIQ processes survey personal information on the employer's documented instructions as a processor or service provider where the legal requirements for that role are met. Separate uses, such as business contact administration, necessary complaint or integrity investigations, lawful public-source review, and certification-status publication, require their own lawful basis and notice; a contractual label does not determine statutory status.

- The Order must identify processing vendors, functions, locations, approved AI tools, contacts, and applicable notices before access begins. Partners receive only necessary data and are bound by equivalent written restrictions. Annex A governs additions, objections, audits, incidents, and return or deletion. Individual survey data may not be sold, shared for targeted advertising, or used to train general-purpose AI models.
- Retention is limited to documented need. Invitation contact files and linkable distribution tokens are deleted within 30 days after survey closure unless a shorter period is required. Raw responses are deleted or irreversibly deidentified within 90 days after the initial decision or completion of a timely appeal. If no decision is issued, the deadline is 90 days after termination or documented closure of an abandoned assessment; the earliest applicable deletion deadline controls. Deidentified aggregate scoring and decision records may be retained for 36 months after assessment. Limited records subject to a specific legal obligation or documented legal hold are isolated, access-restricted, and deleted when that basis ends. Annex A addresses backups and earlier legal deletion duties.
- Employees may contact USIQ using the survey notice's privacy and reporting contacts. USIQ restricts reporter identity to personnel with a need to know and does not disclose it to the employer without the person's authorization, except where legally required or lawfully necessary to address a serious imminent threat. Notices must describe any such limits; absolute anonymity is not promised. No provision restricts lawful reports to authorities or protected workplace activity.

9. Complaints, Appeals, and Governance

- An employer may appeal an initial refusal, deferral, score, or tier in writing within 30 days after notification. A reviewer uninvolved in the original decision considers the record and relevant new evidence. USIQ supplies a reasoned written outcome within 30 days, or explains a necessary extension and gives a revised date. Part 4, Section 6.5 also applies to later adverse decisions. Internal review does not prevent court relief or suspend statutory filing deadlines.
- Any person may report suspected Seal misuse or facts relevant to a certification. USIQ screens reports for relevance, credibility, conflicts, and urgency, records its handling, and follows the procedure in Part 4 before an adverse final decision. USIQ protects confidential sources while providing sufficient substance for the employer to respond. An unsubstantiated complaint is not a finding against the employer.
- USIQ reviews these criteria annually. Material changes are published with at least 6 months' notice for future Orders and renewals. Accepted Orders and issued certifications remain governed by their agreed version, except for a change strictly required by law and communicated with reasons. Administrative corrections may not secretly change a score, tier, or contractual protection. Certifications must remain under consistent quality control throughout their term.

Part 2 · Employee Survey

The questionnaire below is the USIQ Top Employer survey for the covered US workforce. The 32 items marked Yes total 100 points across seven dimensions. All 46 items remain part of the standard questionnaire. This includes questions on family friendliness, work-life balance and caregiving responsibilities, with the scored or unscored status and weights shown below (Part 1, Section 3.3). Unscored items and optional employer items are reported only as protected aggregates or nonidentifying themes and do not affect the score. Each question is voluntary. The scored wording and weights are fixed for this version.

Introduction shown to employees

USIQ is a program operated by Quality Standardization and Certification LLC. This survey asks about your workplace experience and usually takes about 8–10 minutes.

Participation is voluntary. You may skip any question without penalty. Your employer must not require particular answers, identify respondents, or retaliate because of participation, nonparticipation, or criticism.

USIQ and approved providers process responses confidentially. Your employer receives protected aggregates and nonidentifying themes, not individual answers or verbatim comments. Groups with fewer than 5 valid responses are suppressed, and additional safeguards may apply. Absolute anonymity cannot be guaranteed because comments, technical data, or small groups can identify a person.

Do not include names or identifying, medical, or other sensitive details. Use a suitable reporting channel for matters requiring an individual response; this survey is not an emergency or grievance-response service. This does not restrict reports to authorities or other protected communications.

Before responding, read the linked survey privacy notice for the data collected, purposes, providers, retention, rights, and USIQ contact information. Unless stated otherwise, indicate how much you agree with each statement.

Agreement scale: 1 Strongly disagree · 2 Disagree · 3 Somewhat disagree · 4 Somewhat agree · 5 Agree · 6 Strongly agree. Every question also permits skipping or Not applicable / Prefer not to answer; these do not count as scored answers.

Section 1 · Your Company Overall

No.	Statement	Scored	Points
1	Overall, I am satisfied with my employer.	Yes	3
2	I would recommend our products or services to friends and family.	Yes	2
3	I am proud to work for this company.	Yes	3
4	This company uses feedback from employees to improve.	Yes	2

Section 2 · Working Conditions and Environment

No.	Statement	Scored	Points
5	I am satisfied with my opportunities for career growth and advancement here.	Yes	3
6	I can balance my work with my personal life and family or caregiving responsibilities.	Yes	3
7	I have the flexibility in my working hours that I need.	Yes	3
8	My pay is fair for the work I do.	Yes	3

No.	Statement	Scored	Points
9	Good performance and achievements are recognized here.	Yes	3
10	I am kept informed about the company's strategy and direction.	No	–
11	I am encouraged to contribute my own ideas.	No	–
12	Suggestions for improvement are taken seriously and, where possible, implemented.	Yes	2
13	I am satisfied with my physical working conditions (workspace, equipment, safety).	No	–
14	Feedback is welcome here regardless of level or position.	Yes	3
15	Is there anything about your employer that bothers you? (No / Yes – if yes, what would you like to see changed? Comment field)	No	–
16	Compared with when I started, my overall satisfaction has: improved / stayed the same / declined.	No	–

Section 3 · Your Work

No.	Statement	Scored	Points
17	I have enough latitude to decide how I do my work.	Yes	3
18	My work is varied and interesting.	Yes	2
19	My performance is reviewed regularly and fairly.	Yes	3
20	I understand the internal processes that affect my work.	No	–
21	My work goals are realistic and achievable.	Yes	3
22	Overall, I am satisfied with my job.	Yes	3
23	Information flows well within my team.	No	–

Section 4 · Learning and Development

No.	Statement	Scored	Points
24	I have the knowledge and skills I need to do my job well.	No	–
25	This company actively supports my continued learning and development.	Yes	4
26	I have enough time to keep my knowledge up to date.	Yes	3
27	I receive support when my role requires new skills.	Yes	3

Section 5 · Team and Workplace Climate

No.	Statement	Scored	Points
28	The working atmosphere in my team is positive.	Yes	3
29	Mistakes are handled constructively and used to improve.	Yes	3
30	People here are valued for their competence, regardless of age, gender, race, ethnicity, disability, or background.	Yes	3

No.	Statement	Scored	Points
31	Initiative and taking responsibility are valued here.	No	–
32	Problems can be discussed openly in my team.	Yes	3

Section 6 · Your Manager

"My manager" refers to the person you report to directly.

No.	Statement	Scored	Points
33	Information flows well between employees and management.	No	–
34	My manager's actions match their words.	Yes	3
35	My manager is open to my ideas.	Yes	3
36	My manager encourages me to work independently.	No	–
37	My manager sets clear and realistic goals and priorities.	Yes	4
38	My manager shows appreciation for good work.	Yes	3
39	My manager accepts feedback about their own behavior.	Yes	3

Section 7 · Overall Satisfaction and Loyalty

No.	Statement	Scored	Points
40	How likely are you to recommend this company as an employer to a friend? (0 = Not at all likely … 10 = Extremely likely)	Yes	6
41	I enjoy working at this company.	Yes	4
42	I put real effort into my work because I want this company to succeed.	No	–
43	If I had to decide again, I would apply to this company.	Yes	4
44	I intend to still be working here in two years.	Yes	4

Section 8 · Optional Employer Items (unscored)

The employer may add up to 6 optional statements on the six-point scale, subject to USIQ's privacy and neutrality review. Items may address programs or work arrangements but may not solicit medical, genetic, biometric, union-affiliation, or other sensitive personal information, identify respondents, or pressure favorable responses. Results are reported separately under the same aggregation safeguards and never affect certification.

Section 9 · Closing

No.	Statement	Scored	Points
45	What is the one thing your employer should change or improve? (Comment field)	No	–
46	What does your employer do particularly well? (Comment field)	No	–

Section 10 · About You (optional, for aggregated reporting only)

Each answer is optional. Categories must be broad enough to protect respondents. Results are reported only when at least 5 valid responses and the additional suppression safeguards in Part 1, Section 8 are satisfied. USIQ may combine or withhold categories and cross-tabulations to prevent identification.

- Location or business unit: employer-provided broad categories approved by USIQ; include Prefer not to answer.
- Function: employer-provided broad categories approved by USIQ; include Prefer not to answer.
- Length of service: less than 1 year · 1–3 years · 4–10 years · more than 10 years
- Role: individual contributor · people manager

USIQ does not request protected-characteristic, medical, genetic, biometric, or union-affiliation data in this survey. Do not enter names or identifying details in comments. Incidental sensitive information is restricted and redacted or deleted. Any separate employer EEO analysis is outside this program and requires its own lawful process; survey answers may not be matched to personnel files.

Part 3 · HR Assessment Questionnaire

An authorized employer representative completes all 39 criteria using Yes / No / In progress / Not applicable and a short explanation. USIQ applies the evidence levels in Part 1, Section 4.2, research and human review procedures, and the area-scoring formula. Evidence examples are illustrative; equivalent, relevant nonprivileged material may be accepted. Documents must be redacted or aggregated to minimize personal information. “Not applicable” requires the objective justification and minimum coverage in Section 4.2. The assessment does not require an unlawful practice or replacement of applicable employment or benefit-plan rules.

Employer declaration

An authorized officer must sign or electronically affirm this declaration as part of the submission: “After reasonable inquiry, I confirm on behalf of the employer that its answers and evidence are accurate and complete in all material respects, that known material departures from applicable workplace laws have been disclosed, and that the employer has disclosed relevant pending or concluded government enforcement matters, court findings, and consent decrees during the preceding 24 months. Applicable laws include wage-and-hour, safety, discrimination, harassment, retaliation, leave, accommodation, privacy, and collective-activity protections. No favorable survey response has been required or induced.”

Provide a separate explanation of exceptions, corrective actions, and legal restrictions on disclosure, without privileged advice or unnecessary personal data. An exception is evaluated under the Criteria and is not automatically an admission of liability. The declaration is unscored; USIQ does not certify legal compliance. A materially false or misleading declaration may lead to refusal or revocation under Part 4.

The submission must record the employer’s legal name, signatory’s name and title, signature or authenticated electronic assent, and date.

A · Work Organization and Processes (12 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
A1	Work processes and responsibilities are defined, documented, and communicated to employees.	Process documentation, org chart, intranet pages
A2	Goals are agreed on in writing using SMART criteria (specific, measurable, achievable, relevant, time-bound).	Goal templates and redacted representative examples; no employee identifiers
A3	Current job descriptions exist for all roles and are accessible to the employees concerned.	Job description library, update dates
A4	Employees have defined decision-making latitude in their daily work.	Delegation guidelines, survey items 17 and 36
A5	Regular team meetings cover project status and the way the team works together, including how conflicts are addressed.	Meeting cadence, agendas, survey item 23

B · Leadership and Direction (15 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
B1	Company goals and their meaning for individual roles are communicated regularly.	Town halls, strategy communications, survey item 10
B2	Employees know how their work contributes to team and company goals.	Goal cascade and role communications; survey responses are contextual only
B3	Individual achievements are recognized in a consistent way.	Recognition program, survey items 9 and 38
B4	Employees are involved in designing changes, improvements, and processes.	Change procedures, examples, survey items 11–12
B5	Performance conversations take place in a confidential setting and consider the employee's own expectations.	Review guidelines, forms, survey item 19
B6	Managers receive training on leadership, feedback, and legally compliant people management.	Training records, curriculum

C · People Development (15 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
C1	New hires and employees changing roles go through a structured onboarding program.	Onboarding plan, checklist, buddy program
C2	Every employee has at least one documented development conversation per year.	Conversation templates, completion rate
C3	Employees are supported in career planning, including internal moves and promotions.	Career framework, internal fill rate
C4	Training needs are analyzed and addressed through a development plan or budget.	Needs analysis, training budget per employee, hours
C5	Employees have access to training, continuing education, or tuition support.	Program description, utilization
C6	Employees can take on more demanding tasks or rotate roles where feasible.	Examples, job-rotation or stretch-assignment policy

D · Flexibility and Work-Life Integration (12 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
D1	Flexible working arrangements (flexible hours, remote or hybrid work, compressed schedules) are offered where the role allows, under a written policy.	Policy, share of eligible employees, survey item 7
D2	Employees are offered a voluntary opportunity to discuss work-life balance and scheduling needs in development conversations, without requiring medical, family, or other sensitive disclosures.	Conversation template, survey item 6

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
D3	Paid parental leave is offered beyond legal requirements, and return to work is actively supported.	Policy (weeks, eligibility), return rate
D4	Employees with caregiving responsibilities have access to support (backup-care subsidy, dependent-care FSA, EAP, schedule adjustments).	Benefit documents, utilization
D5	Part-time, phased-return, or temporary reduced-hour arrangements are available after leave.	Policy, examples

E · Compensation, Benefits, and Security (18 points)

Benefit credit is limited to provision beyond applicable federal, state, and local requirements, under Part 1, Section 4.3. Full benefit credit requires at least 80% workforce coverage. The listed benefits are program criteria, not legal advice or mandatory employee entitlements; lawful plan eligibility and equivalent arrangements must be documented.

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
E1	Base pay is set against documented market data and reviewed at least annually; pay ranges are communicated to employees.	Pay structure, market survey source, pay-range communication
E2	Variable pay or profit sharing, where used, follows transparent and documented criteria.	Plan documents
E3	Health coverage: employer-sponsored medical plan with an employer contribution of at least 50% of the employee premium; dental and vision as additional evidence.	Plan summary, contribution rates, eligibility
E4	Retirement: 401(k) or equivalent plan with employer match or contribution.	Plan document, match formula
E5	Paid time off: at least 15 days of vacation/personal time per year plus paid sick leave; paid holidays.	PTO policy, accrual schedule
E6	Income protection and other benefits: employer-paid life and disability coverage; wellness or mental-health support; commuter, childcare, or education benefits; employee discounts; equity participation.	Redacted benefit summary, coverage and relevance evidence; assess under Part 1, Section 4.3 without counting individual perks

F · Culture, Fairness, and Inclusion (12 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
F1	Company values are defined in writing, communicated, and reflected in HR processes.	Values statement, examples, survey items 3 and 34
F2	Written equal-opportunity and anti-harassment policies exist, with a reporting channel and training.	Policies, training records, reporting channel
F3	Hiring and promotion criteria are documented and applied consistently.	Hiring guidelines, structured interview materials

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
F4	Pay equity is reviewed at least every 24 months and findings are acted on.	Nonprivileged description of review process and corrective action; do not submit privileged pay analyses or individual salaries
F5	Employee data are protected under a written privacy policy covering collection, access, and retention.	Employee privacy notice, access controls

G · Employer Branding and Candidate Experience (8 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
G1	The employer value proposition is defined and used consistently in internal and external communication.	EVP document, careers site
G2	Candidates receive timely, reliable communication throughout the hiring process; job postings state pay ranges where required by law and preferably everywhere.	Process SLA, candidate feedback, sample postings
G3	Recruiting and retention are tracked with defined metrics (time to hire, offer acceptance, voluntary turnover) and reviewed by management.	Metrics dashboard

H · Transitions and Separations (8 points)

No.	Criterion	Evidence supporting level 4–5 (upload or on request)
H1	Separations follow documented, fair procedures (notice practices, severance guidelines, exit interviews), consistent with applicable law, including the WARN Act where relevant.	Separation guidelines, exit-interview process
H2	Departing employees receive support such as outplacement, references, or time for job search where reductions in force occur.	Policy, examples
H3	Voluntary phased retirement, knowledge transfer, or flexible transition arrangements are available where feasible, using objective criteria consistent with age-discrimination and other applicable laws; no employee is pressured to retire.	Policy, examples

Part 4 · Assessment and Seal License Terms

These Terms govern the employer's assessment from acceptance of the Order, whether or not certification is awarded, and govern any resulting Seal license. They are for commercial organizations acting in a business capacity. The employer must receive and affirmatively accept the complete agreement before services begin. Section 8 and Annex E, Section 14 contain material liability exclusions and limitations; Section 13 selects Wyoming courts. Annex E, Sections 3.4–3.6 govern the exam fee, no-award refunds and free survey results. Survey participants are not parties to this agreement.

1. Parties and Definitions

1.1 Parties and definitions. "USIQ" means Quality Standardization and Certification LLC, a Wyoming limited liability company acting under the USIQ name. "Licensee" means the legal employer identified in the accepted assessment order ("Order"), including an applicant not awarded certification. "Seal" means the specific USIQ Top Employer artwork, certificate, and associated identifiers USIQ authorizes for the awarded tier. "Criteria" means Parts 1–3 of this document in the version expressly identified in the Order. "Certification Period" means the exact issue-to-expiration period on the certificate, normally 24 months, subject to Section 6. "Partners" means the entities engaged under Section 2.5. "USIQ Parties" means USIQ and its affiliates, owners, managers, officers, employees, reviewers, agents, and Partners, but only to the extent acting in connection with the services or license. "Business day" means Monday through Friday excluding US federal holidays.

1.2 Formation and priority. The Order, these Terms, the Criteria, and Annexes A, B, C, D, and E form the agreement. Before acceptance, USIQ must supply a downloadable or retainable copy identifying the version. Acceptance requires signature or conspicuous authenticated electronic assent by authorized representatives; mere website access, survey participation, or silence is insufficient. The agreement takes effect when USIQ accepts Licensee's signed or electronically accepted Order. The parties retain the accepted text and assent record. Mandatory law controls; Annex A controls conflicting data-processing terms. Once expressly accepted, Annex E, Sections 3.4–3.6 and 14 control inconsistent standard fee, refund, reporting, warranty-remedy and liability terms. A different individually negotiated arrangement must expressly identify the affected provision and be accepted by both parties in writing, subject to mandatory law. Otherwise Part 4 controls contractual conflicts, Parts 1–3 control assessment methodology, and Annex D controls Top Employer artwork and placement details. The Top Employer procedural cross-references in Annex E apply to notices, review and removal. Annex E includes its Appendices E-A, E-B and E-C; these do not replace Annexes A, B and C of this document. The Order controls agreed identities, scope, price, dates, and contacts, but cannot silently change the Criteria or these Terms. Neither party excludes liability for fraud by an entire-agreement provision. Purchase-order boilerplate has no effect unless expressly accepted by both parties.

2. Grant of License

2.1 Conditional license. Only after an award and issuance of the approved artwork, USIQ grants a nonexclusive, nontransferable, nonsublicensable license during the Certification Period to display the

awarded Seal solely for the legal employer, workforce, and US locations assessed. Suspension, revocation, and scope changes require Section 6, except the separate rights-protection remedy in Section 9.2; the license is not revocable arbitrarily. No license or claim of certification arises from applying, paying, or undergoing assessment. Annex E, Sections 2 and 3 further govern authorized scope and validity.

2.2 Permitted channels. The Seal may appear in Licensee's websites, career pages, job postings, social profiles, recruitment materials, email signatures, premises, vehicles, and corporate communications directed to the covered US operations. Internet visibility outside the United States does not certify overseas locations or grant rights unavailable under local law. Licensee remains responsible for the legality of its use in other jurisdictions. Production vendors may reproduce approved artwork only for Licensee, without independent rights, and Licensee is responsible for that use.

2.3 Entity and scope. Unlisted affiliates, subsidiaries, franchisees, acquirers, and locations may not use the Seal. Licensee must disclose a planned change of control, merger, or material scope change when lawfully permitted, and otherwise within 30 days after it occurs. USIQ will determine in good faith under Section 6 whether the certificate remains accurate, requires a scope correction or reassessment, or must end. Corporate ownership changes alone do not establish misconduct.

2.4 Ownership and control. As between the parties, USIQ owns all right, title, and interest in the Seal and the associated USIQ mark USIQ UNITED STATES INSTITUTE FOR QUALITY ®, including the applicable trademark and copyright rights, and goodwill from Licensee's authorized use inures to USIQ. All rights not expressly granted are reserved. Licensee receives no ownership. USIQ retains quality control and may inspect representative uses. Licensee must promptly report suspected misuse and may not register confusingly similar marks or domains or claim sponsorship beyond the award. This does not restrict rights that applicable law does not permit the parties to waive. No ® symbol may be used without a verified applicable US registration and USIQ's written instructions.

2.5 Partners. USIQ may delegate administration, research, redacted AI checks, evidence review, first-level scoring, communications, or authorized collection of fees to qualified Partners. Before access or performance, USIQ must bind each Partner in writing to appropriate independence, confidentiality, privacy, security, quality-control, and no-unauthorized-mark-use duties. USIQ supervises Partners and remains responsible to Licensee for delegated performance as for its own, subject to Section 8. Final awards, suspension, downgrade, and revocation remain USIQ decisions. Partners may not alter the agreement, promise a result, or create an apparent government affiliation. USIQ may appoint third-party payment processors or collection agents to collect amounts due on its behalf. Each agent may invoice or receive payment only under written USIQ authorization identifying the creditor, amount, and payment channel. Payment to that agent discharges the corresponding amount owed to USIQ. No additional Partner fee is owed unless expressly agreed in the Order and permitted under Annex E, Sections 3.4–3.6. Delegating collection does not reduce USIQ's responsibility for the refunds required there.

3. Manner of Use

3.1 Artwork and verification. Use only current artwork expressly released by USIQ for the awarded tier, legal employer, and period. Scale proportionately without alteration or misleading juxtaposition. Show

the certificate ID and a legible verification reference; digital uses must link directly to the current verification page. Preserve the authorized tier symbols: four stars for Certified, four stars followed by a plus sign for Silver, five stars for Gold, and five stars followed by a plus sign for Platinum. These symbols identify the named USIQ tier only and do not represent a separate star rating or a ranking against other employers. Use the wording “Based on Employee Survey & HR Assessment.” Do not add or change tier stars or plus signs, or add ratings, awards, accreditation claims, or registration symbols that lack substantiation and authorization. USIQ may require a correction reasonably necessary for accuracy, law, or quality control. Annex D sets out reproduction and placement rules; Annex E, Sections 4–6 set out related verification, advertising and service-provider conditions.

3.2 Scope of claims. Licensee must not imply government approval, legal-compliance certification, an audit opinion, guaranteed workplace safety or employee satisfaction, a comparative ranking, or endorsement of products or services. It must not imply that all workers answered favorably or that uncovered entities, locations, or dates were assessed. “Top Employer” is the program name for meeting its disclosed criteria; it is not a finding that Licensee is better than other employers.

3.3 Designation and disclosure. Certification references must identify “USIQ Top Employer,” the actual tier, the covered employer, and the certification period, and provide sufficient context to show the covered US scope. In each advertisement or other public promotional use, include a clear, conspicuous disclosure that links to the certification criteria. It must be readable or audible in the medium used and not hidden. The USIQ verification page must also show exact dates, covered locations, assessment period, methodology version, current status, and that the agreed fee includes an exam fee retained if no award is issued. Annex E, Sections 4 and 7 govern accurate claims and commercial disclosures.

3.4 Advertising and employee views. Each party is responsible for its own truthful, substantiated statements and applicable advertising law, including the FTC Act, applicable Endorsement Guides, and applicable review and testimonial rules. Licensee must preserve material qualifications when quoting a report and must not cherry-pick or alter results to create a misleading impression. Survey participation is not permission to turn a response into a public testimonial. No fake, AI-fabricated, coerced, or sentiment-conditioned paid review may be used. Neither party may suppress lawful criticism or misrepresent controlled reviews as independent. Licensee must promptly correct misleading uses it controls and take reasonable steps to have its vendors correct theirs.

4. Licensee’s Continuing Obligations

4.1 Information and authority. Licensee represents that its signatory has authority, it has made reasonable inquiry, its submissions are accurate and complete in all material respects, and it has disclosed any known facts without which they would be materially misleading. It must correct material errors promptly, provide only data it may lawfully disclose, and comply with survey integrity and nonretaliation requirements. It retains responsibility for its employment practices and legal obligations. USIQ must still perform the review and checks it expressly promises.

4.2 Material developments. During assessment and certification, Licensee must notify USIQ within 30 days after learning of a material government enforcement matter, relevant court or agency finding or consent decree, a reduction in force affecting at least 20% of covered employees, a change of control or substantial business sale, or another change materially affecting the award’s factual basis. A known

materially misleading public use or serious immediate integrity risk must be reported without undue delay. At month 12, Licensee must confirm material changes or their absence. Disclosures may identify legal restrictions and preserve privilege; they do not automatically establish grounds for revocation.

4.3 Cooperation. USIQ may request relevant, proportionate, nonprivileged evidence and reasonable access to responsible HR personnel during assessment or review. Licensee must respond within 10 business days or a reasonable written extension. It may propose redacted extracts or equivalent aggregate evidence. USIQ must respect source confidentiality and data minimization. Failure to substantiate an answer affects scoring under the Criteria; a material, unjustified failure to cooperate with a later review may trigger Section 6 after notice and opportunity to cure.

5. Fees

5.1 Fees, payment and exam fee. The Order states the selected package under Annex C, agreed fixed fee, currency, taxes, scope, payment dates and authorized payee. The package fee, which includes a $990 exam fee, and applicable taxes are payable by credit card on acceptance of the Order, under Annex E, Section 3.6. If no award is issued or the application closes without an award, USIQ retains the exam fee and must cancel related invoices and refund every other amount already collected, including credit-card payments (the package fee less $990; for example, $2,000 of a $2,990 package), without other deductions or processing, cancellation or third-party charges, within 14 calendar days after the final no-award decision or closure. Credit-card payments are refunded to the original card where possible; another agreed method must preserve the refund and deadline. The exam fee is not retained if USIQ cancels or cannot perform the assessment for reasons within its control. Available employee survey results and an explanatory summary are delivered free of charge within 14 calendar days after the final assessment decision or closure, subject to privacy safeguards, regardless of certification or payment. Annex E, Sections 3.4 and 3.5 contain the full obligations. The repeat-survey opportunity in Part 1, Section 3.2 does not postpone them. After an issued award, any other express refund right under this agreement or mandatory law remains effective. A good-faith dispute does not excuse amounts otherwise lawfully due.

5.2 License and renewal. No separate fee is charged for the Seal license during the Certification Period. No automatic renewal or recurring debit is authorized. Reassessment requires a new Order. Taxes legally chargeable to Licensee must be separately identified; taxes on USIQ's income remain USIQ's responsibility.

6. Suspension and Revocation

6.1 Grounds. Subject to the procedures below, USIQ may defer or refuse an award, correct its scope, downgrade, suspend, or revoke it if specific, credible evidence supports a good-faith determination that: (a) material facts, including later-discovered facts existing at assessment, would have prevented the award or required a lower tier; (b) Licensee supplied materially misleading information, manipulated the survey, or retaliated in connection with it; (c) Part 1, Section 5.2 applies; (d) a material Seal-use breach remains uncured 14 days after notice; (e) a material notification or cooperation breach remains uncured 14 days after notice; (f) valid, undisputed fees for an issued award remain unpaid 30 days after a written reminder; or (g) a material business change makes the

existing scope or result inaccurate. USIQ must consider reliable contrary evidence, remediation, severity, and proportionate alternatives. It may not act solely because of lawful criticism, protected activity, commercial pressure, or an unrelated dispute. No payment restriction may impose more than the exam fee for an unsuccessful application or withhold the free survey results (Annex E, Section 3.5).

6.2 Evidence standard. Information may come from Licensee, employees, lawful public sources, authorities, or other persons. USIQ must check material sources and context and distinguish allegations from findings. An AI flag, unsupported complaint, or unresolved proceeding alone is not conclusive. USIQ may protect identities and privilege, but must communicate enough factual substance for a meaningful response. A decision concerns program eligibility, not a legal adjudication. The same substantive criteria must be applied consistently.

6.3 Notice and decision. Before a final adverse action, USIQ gives written grounds, a summary of material evidence, the proposed action, and at least 14 calendar days to respond. For a documented urgent risk of materially misleading ongoing use, USIQ may impose a narrowly tailored interim suspension immediately, giving reasons at or promptly after action and at least 5 business days to respond. Interim status must be neutral, reviewed promptly, and last only as reasonably necessary. USIQ considers the response and issues a written, reasoned final decision, ordinarily within 30 days after the response period; any extension requires reasons and a revised date. A nonurgent review alone need not be publicized. USIQ corrects material factual errors promptly.

6.4 Effect and removal. On suspension, revocation, expiration, or termination of the license, Licensee must immediately stop new promotion and distribution of the affected Seal and claims of current certification. It must remove or disable existing digital uses under its control within 5 business days and cover or remove physical displays within 30 days, sooner where law or a documented urgent misleading impression requires. These are removal deadlines, not permission for continued promotion. On downgrade or scope correction, replace affected uses within the same periods. For third-party displays outside its control, Licensee must promptly request correction and document reasonable follow-up. No impossible recall of materials already outside its control is required. A historical statement must be accurate, give the dates, and clearly state that certification is no longer current; it may not imply an undisturbed valid period where the award itself was invalidated. USIQ updates verification status promptly. Annex E, Section 11 governs related supplier, archival and termination conditions, subject to these Top Employer removal deadlines.

6.5 Appeal. Licensee may appeal any adverse decision within 30 days, without an appeal fee. A qualified person not involved in the original decision decides the appeal, with access to the relevant record and new evidence. USIQ gives a reasoned written outcome within 30 days or explains an extension and revised date. An appeal does not automatically stay a necessary suspension or removal, but USIQ must consider a reasoned stay request. Review deadlines do not shorten legal filing periods or prevent urgent court relief. Annex E, Section 10.5 applies these same Top Employer review periods.

6.6 Fees and errors. A properly imposed suspension or revocation does not create a refund right for an assessment properly performed. Sections 5.1, 8.1, 9.2, Annex E, Sections 3.4–3.6 and 14.7, and mandatory law remain applicable. A no-award decision or closure remains subject to the refund and free-results commitments. If an adverse action results from USIQ's material error, USIQ must

correct the record and affected status and provide the applicable remedy under Section 8.1. No refund provision excuses serious misconduct or a nonwaivable obligation.

7. Unauthorized Use and Remedies

7.1 Unauthorized use. Use outside the license or removal rules is a contractual breach and may also violate trademark, false-advertising, copyright, or other law if the legal elements are established. The agreement does not deem every breach infringement or create statutory rights, registration, standing, or a presumption beyond applicable law. USIQ may enforce only rights it owns or is authorized and legally entitled to enforce.

7.2 Equitable relief. Misleading or unauthorized Seal use may cause harm difficult to remedy by money alone. Either party may seek appropriate temporary or permanent relief under Section 13. The court determines entitlement, proof, defenses, and any bond or security; no party waives judicial requirements or automatically obtains an injunction by this clause.

7.3 Monetary remedies and fees. No fixed, periodic, multiplying, or other liquidated damages are agreed. USIQ may seek proven contractual loss and any monetary remedy available under applicable law, subject to required proof, standing, causation, mitigation, and statutory limitations. There is no duplicate recovery for the same loss. Annex E, Section 15 applies; enforcement may not disguise a charge prohibited by its Section 3.4. Each party bears its own attorneys' fees except for reasonable third-party defense costs expressly covered by Section 9 or an award authorized by statute or court rule. Lanham Act attorneys' fees are not automatic and remain subject to the applicable exceptional-case standard.

8. Warranties, Disclaimers, and Limitation of Liability

8.1 Limited service warranty and remedy. USIQ will perform the agreed assessment with reasonable skill and care and materially in accordance with the accepted Criteria, including its promised checks and review procedure. Licensee must notify USIQ reasonably promptly of a material deficiency; delay reduces relief only to the extent it materially prejudices correction. USIQ will, at its option and expense, correct or reperform the affected service within a reasonable time or refund the attributable fee. If the defect defeats the assessment as a whole and cannot reasonably be corrected, the full assessment fee is refunded. These are the exclusive contractual remedies for breach of this service warranty, subject to Section 8.6 and Annex E, Section 14.7. They do not replace or restrict the full refunds, free survey results or other express performance preserved there. If this remedy fails of its essential purpose or is unenforceable, otherwise available direct damages remain subject to Sections 8.4–8.6. Other express obligations, including privacy and confidentiality, are not eliminated by this warranty.

8.2 Scope and reliance. Certification is a time-specific evaluation against the Criteria using employee perceptions, employer submissions, selected evidence, and public-source checks. It is not exhaustive verification, an audit of legal compliance, employment advice, a background check on any person, a product endorsement, or a promise of future results. USIQ cannot independently establish the truth of every response. This limitation does not excuse ignoring material contradictions, failing promised

checks, or making unsupported claims. Licensee remains responsible for its practices and the business decisions it makes using the report.

8.3 DISCLAIMER OF OTHER WARRANTIES. EXCEPT FOR THE EXPRESS OBLIGATIONS IN THIS AGREEMENT, AND SUBJECT TO SECTION 8.6, THE SERVICES, SEAL, AND VERIFICATION FACILITIES ARE PROVIDED "AS IS" AND "AS AVAILABLE." TO THE EXTENT LAWFULLY DISCLAIMABLE, THE USIQ PARTIES DISCLAIM IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES ARISING FROM COURSE OF DEALING OR TRADE USAGE. NO RECRUITING, RETENTION, REVENUE, REPUTATIONAL, OR THIRD-PARTY RECOGNITION RESULT IS GUARANTEED. THIS CLAUSE DOES NOT NEGATE EXPRESS PROMISES, THE RIGHTS-AUTHORITY OBLIGATION IN SECTION 2.4, OR THE EXPRESS INFRINGEMENT REMEDY IN SECTION 9.2.

8.4 ORDINARY NEGLIGENCE AND EXCLUDED DAMAGES. SUBJECT TO SECTION 8.6 AND ANNEX E, SECTIONS 14.6 AND 14.7, THE EXPRESS EXCLUSION OF THE USIQ PARTIES' OWN ORDINARY NEGLIGENCE IN ANNEX E, SECTION 14.3 AND THE DAMAGES EXCLUSIONS IN ANNEX E, SECTION 14.4 APPLY TO THIS AGREEMENT TO THE FULLEST EXTENT PERMITTED BY LAW. THEY INCLUDE ECONOMIC LOSS FROM THE ASSESSMENT, REPORTING, AWARD ADMINISTRATION, LICENSING AND AGREED RELATED SERVICES. EACH EXCLUSION OPERATES INDEPENDENTLY. EXPRESS REFUNDS, FREE SURVEY RESULTS AND THE PERFORMANCE OBLIGATIONS PRESERVED IN ANNEX E, SECTION 14.7 REMAIN DUE.

8.5 AGGREGATE LIABILITY CAP. FOR MONETARY LIABILITY NOT VALIDLY EXCLUDED, ANNEX E, SECTION 14.5 SETS ONE COMBINED CAP FOR USIQ AND ALL PROTECTED PARTIES AT THE TOTAL FEES ACTUALLY PAID FOR THE AFFECTED ASSESSMENT CYCLE AND ASSOCIATED SERVICES, INCLUDING PAYMENTS THROUGH AUTHORIZED PROVIDERS. NO MINIMUM DOLLAR FLOOR APPLIES. THE CAP APPLIES TO THE FULLEST EXTENT PERMITTED BY LAW, SUBJECT TO SECTION 8.6 AND ANNEX E, SECTIONS 14.6 AND 14.7. REFUNDS REMAIN PAYABLE IN FULL AND DO NOT COUNT TOWARD OR REDUCE THE DAMAGES CAP. RELATED CLAIMS SHARE ONE CAP; A RENEWAL IS A SEPARATE CYCLE. THE SAME LOSS MAY NOT BE RECOVERED TWICE.

8.6 EXCEPTIONS AND MANDATORY RIGHTS. NO DISCLAIMER, EXCLUSIVE REMEDY, DAMAGES EXCLUSION, CAP, OR INDEMNITY IN THIS AGREEMENT EXCLUDES OR LIMITS LIABILITY FOR A PARTY'S FRAUD, FRAUDULENT MISREPRESENTATION, WILLFUL OR RECKLESS MISCONDUCT, OR GROSS NEGLIGENCE, OR DEATH OR PERSONAL INJURY CAUSED BY NEGLIGENCE, OR LIABILITY THAT APPLICABLE LAW DOES NOT PERMIT TO BE EXCLUDED OR LIMITED. THIS INCLUDES NONWAIVABLE PRIVACY, SECURITY, CONSUMER, EMPLOYEE, AND GOVERNMENT ENFORCEMENT RIGHTS. LICENSEE DOES NOT RELEASE RIGHTS OWNED BY EMPLOYEES, APPLICANTS, OR OTHER NONPARTIES. SECTION 8 DOES NOT CAP LICENSEE'S AGREED PAYMENT OBLIGATIONS, ITS OWN UNAUTHORIZED SEAL USE, OR ITS PROPERLY ALLOCATED INDEMNITY OBLIGATIONS UNDER SECTION 9.1. ALL LIABILITY ALLOCATIONS ARE SUBJECT TO THIS SECTION AND ANNEX E, SECTIONS 14.6 AND 14.7. NO LIMITATION OR INDEMNITY REDUCES A REQUIRED REFUND OR THE DUTY TO DELIVER FREE SURVEY RESULTS.

8.7 Nonparties. The assessment contract is intended to benefit the contracting parties, with the limited exceptions in Section 8.8. It creates no intended contractual right in employees, applicants, customers, investors, or other members of the public. Public verification communicates the limited certification status and is not individualized advice or an undertaking to protect a particular person. This statement

does not eliminate an independently arising legal duty or waive any nonparty's statutory or tort rights. Employees do not accept these Terms by answering a survey.

8.8 Protected Partners. The USIQ Parties and the Protected Parties defined in Annex E, Section 14.1 are the same persons for this agreement. Each is an intended third-party beneficiary solely of the applicable protections in Sections 8 and 9 and Annex E, Section 14 and may enforce them subject to all conditions, exclusions, and the single combined cap. No Partner gains broader protection than USIQ for the same conduct. USIQ remains responsible for delegated performance under Section 2.5; Licensee need not sue a Partner first. A USIQ Party invoking contractual protection accepts Section 13 for disputes about that protection. No restriction binds a nonparty claimant without a lawful basis.

8.9 Time for claims. Applicable statutory limitation and accrual rules govern. These Terms do not shorten them. Internal complaint, appeal, or negotiation periods are not forfeiture deadlines for legal claims. A party may make a protective court filing to preserve a claim; any tolling agreement must be in writing.

8.10 Commercial allocation. The parties acknowledge the limited scope of the assessment and the relationship between the agreed fee and the allocation of ordinary commercial risk. Before acceptance, Licensee must have a reasonable opportunity to review these conspicuous terms, obtain independent advice, and request different terms. This acknowledgment does not establish facts contrary to the actual contracting process or override Section 8.6 or Annex E, Sections 14.6 and 14.7. The express acknowledgment in Annex B and Appendix E-C to Annex E is required.

9. Indemnification

9.1 Licensee indemnity. To the extent permitted by law, Licensee will defend and indemnify the USIQ Parties against third-party claims and resulting damages, reasonable defense costs, and lawful settlements, but only to the extent caused by Licensee's material breach of this agreement, misleading submissions or unauthorized advertising or Seal use, unlawful disclosure of data, or unlawful employment practices. The duty does not extend to the extent a claim is caused by a USIQ Party's breach, negligence, or other wrongful conduct. No party is indemnified for its own nonindemnifiable statutory duties, penalties, or conduct, including where AI, privacy, or other applicable law prohibits that allocation. A claim's connection with a valid certification alone does not trigger indemnity. Mixed claims must be allocated according to responsibility; defense-cost advances are subject to final allocation. Section 9.3 governs procedure.

9.2 Seal infringement claims. Subject to Sections 8.5 and 8.6, USIQ will defend Licensee against a third-party claim that the unaltered USIQ-supplied Seal, used strictly within the license in the United States, infringes that third party's US trademark or copyright, and pay covered damages finally awarded or agreed in a USIQ-approved settlement. The duty excludes claims to the extent caused by Licensee's modification, unauthorized combination, misleading accompanying claim, use outside scope, or continued use after a lawful replacement or cessation notice. If a claim appears likely, USIQ may obtain rights, provide a materially equivalent lawful replacement, or end the affected license and refund the assessment fee multiplied by the remaining days of the original Certification Period divided by its total days, plus any unearned service fee under Section 5.1. This formula applies although no separate license fee is charged. This is the exclusive contractual infringement remedy, subject to Section 8.6 and the procedural safeguards in Section 9.3. USIQ will give prompt written reasons for a required

replacement or cessation and consider any practicable alternative. This rights-protection remedy is separate from an adverse eligibility decision under Section 6; any public notice must identify the distinction accurately. Lawful urgent cessation is not delayed by an eligibility hearing, and Section 6.4 removal duties apply.

9.3 Claim procedure. An indemnified party must give reasonably prompt written notice, with late notice reducing the duty only to the extent of material prejudice. The indemnifying party may control a covered defense with competent counsel reasonably acceptable to the protected party, subject to conflicts and legal requirements. The protected party may participate at its own expense, except that reasonable separate counsel required by a material conflict is a covered cost. No settlement may impose an admission, nonmonetary obligation, unreimbursed payment, or lack of full release on a protected party without its written consent, not unreasonably withheld. Reasonable cooperation is required at the indemnifying party's expense. If it fails to assume a covered defense promptly, the protected party may reasonably defend and recover properly covered costs, subject to applicable limits and final allocation. Neither party controls a regulator's investigation or shifts a nondelegable legal duty.

10. Confidentiality and Publicity

10.1 Confidentiality. Each recipient will use nonpublic information reasonably understood as confidential only to perform or enforce this agreement, apply reasonable protective measures, and disclose it only to persons who need it and have binding confidentiality duties. The obligation continues for 3 years after disclosure, for trade secrets while legally protected, and for personal information for as long as it is retained. It does not cover information the recipient can show was lawfully known without restriction, independently developed, lawfully received without a duty, or publicly available without breach. Legally compelled disclosure is limited to what is required, with prior notice and reasonable protective assistance where lawful. Nothing restricts lawful reports to authorities, protected disclosures, or cooperation with investigations.

10.2 Public information and reports. USIQ may publish the certified legal name, approved trade name, covered locations, tier, exact dates, assessment period, method, required fee disclosure, and accurate status. Licensee grants the limited right to use its name for that purpose; logo use requires written permission. USIQ may publish genuinely deidentified aggregate program statistics. Employer-specific scores or survey results require Licensee's separate written approval. Annex E, Sections 3.5 and 13.2 guarantee free access to the available aggregate employee survey results for internal improvement, whether or not certification is awarded. Licensee may publish accurate aggregate results only with material context and privacy safeguards; it may not disclose personal data, protected small-group results, or imply an unsubstantiated comparison.

10.3 Adverse status communications. USIQ may publish an accurate current status, effective date, and whether an appeal is pending. Communications must distinguish an interim review from a final decision, avoid unverified accusations or employee identification, and not imply a government finding where none exists. Reasons are normally shared privately; a public explanation must be narrowly limited to verified facts reasonably necessary to correct misleading use or comply with law. USIQ must

consider the employer's response and promptly correct material errors. This clause provides no immunity for unlawful publication.

11. Data Protection

11.1 Data responsibilities. Annex A forms the data processing agreement for personal information processed on Licensee's behalf. Before collection, the parties must complete the Order's processing schedule, determine their actual statutory roles, supply accurate notices, and implement the required safeguards. Licensee supplies lawful instructions and employment notices; USIQ remains responsible for its own notices and legal duties. Personal information is not transferred merely because the parties label USIQ a service provider. Independent business-contact, legal-record, necessary complaint/integrity investigation, lawful public-source review, and public-certification purposes must be separately identified and justified.

11.2 Reporting safeguards. Individual survey answers, identifiable participation data, and verbatim comments are not delivered to Licensee as ordinary reporting. Aggregate groups require at least 5 valid responses plus suppression and inference controls under Part 1, Section 8. Licensee must not reidentify respondents, combine outputs with personnel data to do so, or use results for decisions about identifiable workers. Legally compelled disclosures and protected reporting remain governed by law and Annex A; the agreement does not promise absolute anonymity.

11.3 AI restrictions and oversight. USIQ may use approved AI only for organization-level consistency assistance with redacted or deidentified materials and approved public information. Individual responses, identifiable comments, personnel records, sensitive data, and privileged materials must not enter an AI system under this program. Providers may not train general models or use inputs for their own advertising or unrelated purposes. A qualified reviewer must verify material outputs and record independent reasons; AI does not assign scores or decide awards; qualified personnel assign scores and make decisions after reviewing verified inputs. Neither party may use the tools or outputs to make or materially assist hiring, promotion, pay, discipline, termination, or other decisions about identifiable individuals, or to infer protected traits. Material changes require a documented legal, privacy, bias, and security review and any legally required notice, assessment, consent, audit, or additional agreement before deployment. Human review is not by itself a legal exemption.

12. Term and Termination

12.1 Term. The agreement starts on acceptance under Section 1.2, before work or data collection, and continues through assessment and any Certification Period unless ended earlier. Refusal or failure to qualify does not erase obligations incurred during assessment. The Seal license itself starts only on issuance under Section 2.1.

12.2 Termination. Licensee may end an assessment or license by written notice, subject only to amounts lawfully due under Section 5.1 and Annex E, Sections 3.4–3.6. If the application ends without an award, all no-award refund and free-results duties apply. Either party may terminate for the other's material breach not cured within 30 days after written notice. Section 6 governs adverse eligibility decisions and its specified cure or interim measures; the separate rights-protection replacement or termination remedy in Section 9.2 also applies. Either party may suspend affected processing immediately where

required to prevent unlawful processing or a material security threat, with prompt explanation and reasonable efforts to resolve it. Termination does not authorize an inaccurate public status or retention of unearned fees.

12.3 Survival. Only payment duties lawfully due under Annex E, Sections 3.4–3.6 survive. Sections 2.4, 2.5 (responsibility and confidentiality), 4.1, 6.4–6.6, 7–11, 13, and 14, and Annex A to the extent data are retained, together with Annex E's applicable refund, reporting, confidentiality, enforcement and liability provisions, survive as their purpose requires. Survival creates no license to display an expired or revoked Seal and does not extend retention beyond lawful need.

13. Governing Law and Disputes

13.1 Governing law. Wyoming substantive law governs the commercial agreement, excluding its conflict rules, together with applicable US federal law. This choice does not displace mandatory law that cannot lawfully be excluded, including applicable privacy, employment, consumer, or trademark rules.

13.2 Negotiation and courts. Senior representatives will attempt in good faith to resolve a notified dispute for 30 days. Unless mandatory law requires another forum, disputes arising from this agreement must then be brought exclusively in a competent Wyoming state court in Sheridan County or, where federal subject-matter jurisdiction exists, the US District Court for the District of Wyoming. Each party consents to personal jurisdiction and venue there and waives an inconvenient-forum objection to the extent lawful. Consent does not create subject-matter jurisdiction. Either party may seek urgent temporary relief or make a protective filing in those courts without waiting. If effective temporary relief concerning property or conduct elsewhere cannot be obtained there, a competent court elsewhere may grant that temporary relief; the merits remain in the selected forum where lawful. Judgment enforcement may occur in any competent court. The parties do not agree to arbitration, a class-action waiver, or a jury-trial waiver.

13.3 Authorities and nonparties. Nothing restricts either party or any individual from reporting to or cooperating with a regulator, law-enforcement body, court, or other competent authority. This agreement does not bind employees or other nonparties to the selected forum or restrict nonwaivable individual rights. Litigation is not promised to be confidential; protection of filings is subject to court rules and orders.

14. General

14.1 Assignment. Licensee may not transfer this agreement or the license without USIQ's prior written consent, subject to a good-faith review under Section 2.3. USIQ may assign to a bona fide successor to its certification business on written notice only if the successor assumes the obligations and has sufficient rights, resources, and lawful data-processing authority. Assignment must not remove accrued claims or reduce mandatory protections. Other assignments require consent; any transfer remains subject to applicable law.

14.2 Severability and waiver. A court may sever an unenforceable provision or enforce a lawful portion only to the extent permitted by law and consistent with the agreement's purpose. The parties do not require a court to rewrite an unlawful clause. Remaining provisions continue unless the essential

bargain cannot reasonably operate. A waiver must be express and does not waive later breaches. No general savings clause authorizes unlawful conduct.

14.3 Notices and changes. Each Order must identify both parties' monitored notice email and physical delivery address; a registered-agent address is not assumed to be an operational notice address. Formal notices must be sent to those contacts by tracked delivery or email with a nonautomated acknowledgment; an unacknowledged email must be followed by tracked delivery. Receipt occurs on acknowledged receipt or documented delivery or refusal, not merely dispatch. Incident notifications under Annex A must be sent promptly to the designated security contact and do not await acknowledgment. Address changes require written notice. No website update unilaterally changes an accepted agreement; substantive amendments require affirmative agreement, except narrowly necessary legal changes under Part 1, Section 9. Legal service of process follows applicable law.

14.4 Relationship and execution. The parties are independent contractors. These Terms do not create an employment, co-employment, fiduciary, partnership, or joint-venture relationship, without overriding the legal effect of actual conduct. Only a separately authorized payment agent has the limited collection authority in Section 2.5. Neither party may bind the other beyond express authority. Counterparts and reliable electronic signatures or acceptance records are permitted. The employer signatory acts for the identified organization, not as a personal guarantor. Sections 8 and 13 and Annex E, Sections 3.4, 3.5 and 14 must be conspicuous and expressly acknowledged at acceptance under Annex B and Appendix E-C to Annex E.

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Annex A

Data Processing Terms



Illustrative seals. Company names and verification details are fictional.

PRIVACY
Data roles

SECURITY
Safeguards

REQUESTS
Rights and support

RETENTION
Return and deletion

Data protection roles, safeguards and responsibilities for certification.

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Annex A · Data Processing Terms

This Annex is part of the accepted Order. “Personal Information” includes information relating to an identified or reasonably identifiable person under applicable law. “Survey Data” means personal information processed for the employer’s survey and assessment. Applicable privacy, security, breach-notification, and AI laws govern according to the actual processing and people concerned.

A1 · Roles and documented processing

Licensee determines the lawful purpose of requesting its workforce assessment. To the extent USIQ processes Survey Data on Licensee’s behalf, USIQ acts only on documented lawful instructions as processor, service provider, or contractor where the statutory requirements are met. The instructions are limited to delivering this assessment, protected reporting, necessary support and security, and permitted return or deletion. USIQ must notify Licensee if an instruction appears unlawful and suspend the affected activity until lawfully resolved. Licensee may not instruct USIQ to reveal individual responses or circumvent the Criteria’s protections.

The Order must record the covered employer and workforce jurisdictions; processing purposes and operations; data categories and sources; approved vendors and locations; duration; security and retention arrangements; and privacy/security contacts. Normal categories are work contact details only if needed for invitations, survey ratings, optional broad group attributes, optional comments, and redacted employer evidence. Direct employer distribution without transfer of contact lists is preferred. USIQ must configure collection to minimize IP/device data and avoid persistent identifiers or linkage between invitation records and answers except for strictly necessary, disclosed integrity controls.

USIQ is separately responsible, where it determines purposes and means, for necessary business-contact administration, billing and legal records, necessary complaint and integrity investigations, lawful public-source review, and accurate public certification-status information. Each independent activity requires appropriate notice, restricted access, minimization, and its own justified retention schedule. Such uses must be documented and notified and may not be a pretext to repurpose identifiable Survey Data. Public status uses no individual employee data. Any independent use of identifiable Survey Data requires a separate lawful basis, the correct statutory role, and the required notices and agreements before processing; this Annex does not authorize it.

A2 · Restricted use and confidentiality

USIQ must not sell Survey Data, share it for cross-context behavioral advertising, use it for targeted advertising, or retain, use, or disclose it outside the specific permitted purposes or the parties’ direct business relationship, except where applicable law expressly permits or requires. It must not combine it with data from another customer or its own consumer interactions except for a documented use expressly permitted by applicable law and these instructions. No identifiable Survey Data may be used for cross-employer benchmarking, independent profiling, generalized product development, model training, or individual employment decisions.

USIQ certifies that it understands and will comply with these restrictions, must provide the same level of privacy protection required by applicable law, and must notify Licensee promptly if it can no longer comply. Licensee may take reasonable and appropriate steps to verify compliant use, stop unauthorized use, and require remediation. Personnel access is limited to authorized persons under enforceable confidentiality obligations and documented training.

A3 · Notices and individual rights

Before collecting data, Licensee must provide any required workforce notice and lawful instructions; USIQ must supply the information needed for accurate notices and provide its own notice for its independent uses. The survey must prominently link to a notice identifying the parties and contacts, categories including technical data, purposes, recipients, role-specific rights, retention criteria, and any legally required disclosures. Required consents must be obtained separately; employment participation or acceptance of this contract is not blanket privacy consent.

USIQ must promptly forward a request concerning employer-controlled data and reasonably assist with verified access, correction, deletion, restriction, appeal, or other rights within the time needed for legal deadlines. It must respond directly where law assigns it that obligation. Neither party may unnecessarily collect identity data, reidentify a protected response, or disclose others' data to answer a request. Where data cannot reasonably be linked to a requester, the response must explain the applicable limitation without falsely claiming anonymization. USIQ assists with required privacy impact assessments, regulator inquiries, and incident duties relevant to its processing.

A4 · Security and incidents

USIQ must maintain a written, risk-appropriate security program including least-privilege access, multifactor authentication for privileged and remote administrative access, encryption in transit and at rest where supported by the relevant platform, logical separation of customer data, secure configuration and timely patching, access logging, personnel confidentiality, tested backups and recovery, secure disposal, vendor review, and an incident-response plan. If a system cannot provide a required safeguard, it may not process Survey Data without a documented equivalent protection agreed before use. Security duties are not a guarantee that no incident can occur.

USIQ must notify Licensee's security contact without undue delay and no later than 48 hours after becoming aware of a confirmed or reasonably suspected unauthorized access, acquisition, disclosure, alteration, loss, or material compromise of Survey Data, or sooner if law requires. An initial notice may be incomplete and must not be delayed for a final investigation. It must describe known facts, categories and approximate numbers affected, timing, consequences, containment, and the response contact, with prompt updates. USIQ must contain and investigate, preserve relevant evidence, cooperate on legally required notices, and remediate within its control. Each party remains responsible for notices the law assigns to it; neither may delay a mandatory notice for the other's approval. Forty-eight hours is a contractual notice obligation, not a statement of a statutory safe harbor.

A5 · Partners and access locations

Before processing, USIQ must identify each subprocessor by legal name, task, data categories, and access or hosting countries in a supplied register incorporated into the Order. Only listed providers are initially authorized. USIQ must give at least 30 days' advance notice of a new or replacement subprocessor and permit reasonable objections based on privacy or security. The parties will seek an alternative; USIQ may not provide the disputed vendor access while an unresolved reasonable objection remains. If no reasonable solution exists, either party may terminate the affected service, with refunds under Part 4, Section 5.1 and Annex E, Section 3.4; if no award is issued, all amounts collected, including the exam fee, are refunded in full. Urgent security replacements require prompt notice before access and equivalent safeguards.

Every subprocessor must be bound before access to written obligations at least as protective as these, including purpose limits, rights assistance, security, deletion, oversight, and incident reporting fast enough for USIQ to meet its duties. USIQ remains responsible for delegated obligations. Access outside disclosed locations or an international transfer requires advance review and any required authorization, contractual mechanism, and legal safeguards; no cross-border transfer is approved by a general Partner clause. USIQ must not disclose data to a public AI interface or permit a vendor's own model training.

A6 · Reporting and deidentification

USIQ must provide only the aggregate and thematic reports allowed by Part 1, Section 8. It must suppress small and complementary cells, limit cross-tabulations and overlapping reports, and review free text before producing nonidentifying themes. The employer may not receive verbatim comments or raw row-level data through export, dashboards, support requests, or Partners. USIQ and Licensee must not attempt reidentification or permit recipients to do so. Information may be treated as deidentified only where the applicable legal standard and reasonable technical and organizational safeguards are met; any required public non-reidentification commitment and recipient contract must be in place. Pseudonymous data remain personal information where legally identifiable.

A7 · Retention and disposal

Invitation contact records and linkable distribution tokens are deleted within 30 days after survey closure. Raw response data are deleted or irreversibly deidentified within 90 days after the initial decision or completion of a timely appeal. If no decision is issued, the deadline is 90 days after termination or documented closure of an abandoned assessment; the earliest applicable deadline controls, with earlier deletion where required by law or a valid instruction. Necessary deidentified aggregate scoring and decision records may remain for 36 months after assessment. Other personal information, such as business contacts and invoices, follows a separately disclosed purpose-specific legal retention schedule. A shorter lawful period controls; these limits are not permission to retain unnecessary data.

At the end of processing, USIQ will return employer-supplied personal information at Licensee's choice or delete it, subject to the survey nondisclosure protections and lawful retention. Individual responses are not returned to the employer; they are deleted or deidentified. Isolated backups are overwritten or deleted within 90 additional days, not used for ordinary purposes, and deleted again if restored. A specific legal

obligation or documented hold permits retention only of necessary records, with restricted access and periodic review until the basis ends. USIQ will provide reasonable written confirmation of deletion on request and require the same from subprocessors.

A8 · Verification and remedies

USIQ will make available information reasonably necessary to demonstrate compliance, including relevant policies and available independent assessments. Licensee may conduct a proportionate confidential audit through a qualified independent reviewer on reasonable notice, normally once annually, with additional review for a credible incident, material noncompliance, or regulator request. Procedures must protect other customers' data, system security, and privileged information without preventing legally required oversight. The parties will agree on reasonable logistics and documented remediation. Each bears its ordinary compliance costs; exceptional assistance costs must be reasonable, agreed in advance, and may not obstruct mandatory rights. Section 8 of Part 4 governs contractual monetary liability only to the extent lawful and does not prevent corrective action, regulatory powers, or individual rights.

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Annex B

Order and Acceptance



Illustrative seals. Company names and verification details are fictional.

SCOPE
Order details

ACCEPTANCE
Required documents

CONTACTS
Responsibilities

RECORDS
Confirmation

Requirements for documenting the order, its scope and acceptance.

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Annex B · Order and Acceptance Requirements

Before work begins, the parties must complete and retain an Order containing the information below. A separate signed order form or an authenticated electronic order may be used. Appendix E-C to Annex E supplies a supplementary License Schedule and acceptance form; the Order must also include all information required by this Annex. A completed processing schedule and the complete version of this document must be attached or made available in a retainable form at acceptance.

B1 · Parties and commercial scope

Record Quality Standardization and Certification LLC as the contracting provider; the employer's full legal name, entity type, jurisdiction, and business address; each party's signatory and authority; covered US locations and workforce; eligible headcount and census method; assessment dates; selected package under Annex C, agreed fee and taxes; credit-card payment method and channel, payment on acceptance, the exam fee and no-award refund, and authorized collection agent, if any; both parties' monitored email and physical notice addresses; and this document's exact version. Identify any separately signed deviation expressly. Do not use a Partner's name as the issuer or substitute a brand name for the contracting employer.

B2 · Processing and implementation schedule

Record the parties' actual privacy roles, employee jurisdictions, invitation method, data fields and sources, purposes, processing dates, retention/deletion settings, approved subprocessor register and countries, AI tools and permitted redacted inputs, security arrangements, applicable survey privacy notice and URL, and privacy/security contacts. Confirm the technical ability to prevent employer access to individual responses and to apply suppression and deletion. Any additional mandatory jurisdiction-specific terms must be agreed before affected processing.

B3 · Authority and affirmative acceptance

The acceptance record must identify both organizations, authorized signatories' names and titles, the exact documents and version accepted, signature or affirmative electronic act, and date. USIQ must retain executed assignments and other instruments establishing its ownership and authority before issuing or licensing any Seal. The employer's separate declaration in Part 3 must be signed or affirmed with its questionnaire.

The following acknowledgment must appear conspicuously at employer acceptance: "I am authorized to bind the employer identified in this Order. The employer has received and accepts the Order and USIQ Top Employer Certification Criteria Version 2026-3.2, including Parts 1–4 and Annexes A–E, with Annex E Version 1.2 dated October 21, 2026. I specifically acknowledge Part 4, Sections 8 and 13, and Annex E, Section 14, including the express ordinary-negligence exclusion, excluded damages, aggregate liability cap and continuing duties and exceptions in Sections 14.6 and 14.7. I acknowledge Annex E, Sections 3.4 and 3.5: the $990 exam fee is retained if no award is issued, all other amounts are refunded, and survey results are free. The package

fee is payable by credit card on acceptance under Section 3.6. Wyoming courts apply; no arbitration agreement is made. Employee survey participants are not parties to this agreement."

USIQ's acceptance must confirm the agreed scope, selected package, fee, document version, processing schedule, and authorized signatory. The parties must retain an accessible copy of the complete agreement and acceptance evidence, including the express Annex E acknowledgment. Existing engagements require express acceptance of the amended terms; this document alone does not amend them. No seal may be used before the assessment is completed, an award is issued, and authorized artwork and a functioning verification page are supplied.

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Annex C

Packages and Services



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PACKAGES
Services

FEES
Agreed prices

PAYMENT
Timing

DELIVERY
Included outputs

Package prices, included services and payment arrangements.

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Annex C · Package Prices and Included Services

This Annex sets out the USIQ Top Employer service packages and their one-time prices in US dollars. The selected package and agreed fee must be recorded in the Order. The listed price is payable on acceptance of the Order and includes a $990 exam fee, under Annex E, Sections 3.4–3.6 and C3. Package selection does not affect the assessment method, eligibility requirements, or awarded certification tier.

C1 · Package overview

Service or fee	Basic	Basic Plus	Standard	Premium
Package fee (USD)	**$2,990**	**$3,990**	**$4,990**	**$5,990**
Digital employee survey	Included	Included	Included	Included
Online HR Assessment	Included	Included	Included	Included
Evaluation in Excel	Included	Included	Included	Included
Digital Seal artwork	Included	Included	Included	Included
Digital certificate	Included	Included	Included	Included
Promotional landing page	—	Included	Included	Included
Facebook post	—	—	Included	Included
LinkedIn post	—	—	Included	Included
Instagram post	—	—	Included	Included
Press release	—	—	Included	Included
Press release distribution	—	—	—	Included

Included = part of the selected package; — = not included.

C2 · Delivery and payment

Seal artwork, the digital certificate and certification-related marketing materials are provided only after a successful award. Every issued certificate has a functioning verification page and link, including in Basic. The promotional landing page is an additional marketing service.

Payment is by credit card on acceptance of the Order. USIQ may appoint third parties to collect lawful amounts on its behalf under Part 4, Section 2.5. If no award is issued, USIQ retains the $990 exam fee and refunds all other amounts already collected, including credit-card payments, within 14 calendar days after the final no-award decision or closure (see C3). The available employee survey results and an explanatory summary are provided free of charge within 14 calendar days after the final assessment decision or closure for internal improvement, with privacy safeguards, under Annex E, Sections 3.4 and 3.5. Part 4, Section 5 and Annex E govern payment, refunds and renewal. No separate Seal license fee is charged during the Certification Period. The Order states applicable taxes and delivery arrangements. Seal use is subject to Part 4 and Annexes D and E.

Package prices and listed services: USIQ Top Employer product page, checked October 21, 2026.

C3 · Exam fee and no-award refund

Every package includes an exam fee of $990, which is part of the package fee. If no award is issued or the application closes without an award, USIQ retains the exam fee and refunds every other amount collected within 14 calendar days after the final no-award decision or closure (Part 4, Section 5.1; Annex E, Section 3.4). The exam fee is not retained if USIQ cancels or cannot perform the assessment for reasons within its control.

Package	Package fee	Exam fee	Refund if no award
Basic	$2,990	$990	**$2,000**
Basic Plus	$3,990	$990	**$3,000**
Standard	$4,990	$990	**$4,000**
Premium	$5,990	$990	**$5,000**

Amounts in US dollars, before applicable taxes. Refund = package fee minus the $990 exam fee.

Example: the Basic package costs $2,990. If the customer does not receive an award, USIQ retains the $990 exam fee and refunds $2,000.

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Annex D

Seal Usage Guidelines



Illustrative seals. Company names and verification details are fictional.

IDENTITY
Approved seals

SPACE
Clear space

DISPLAY
Readable use

INTEGRITY
Correct application

Visual guidance for clear, consistent and accurate use of the USIQ seals.

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Annex D · Seal Usage Guidelines

These guidelines explain how certified employers and their production partners may reproduce and display the USIQ Top Employer Seal. They supplement Part 4 and Annex E and apply to every package in Annex C. Annex E contains the contractual seal-use conditions, including fees, reporting, liability and acceptance. The awarded tier, covered employer and current certification status control every use.

Certified	Silver	Gold	Platinum
			
4 stars	4 stars +	5 stars	5 stars +

Figure D1. Authorized tier symbols. The company, dates and verification details shown are fictional examples. These illustrations are not artwork released for another employer's use.

D1 · Who may use the Seal and for how long

Use begins only after USIQ has issued an award, released the employer's artwork and supplied a functioning verification page. Applying, paying or completing an assessment does not authorize a certification claim. Use the Seal only for the certified legal employer, covered workforce and assessed US locations. Unlisted affiliates, subsidiaries, franchisees, acquirers and locations are not covered.

Certification lasts 24 months from issue, subject to Part 4. The exact issue and expiration dates control; a calendar-year label does not extend validity. Renewal requires a new Order and full reassessment. Production vendors may reproduce the released artwork on the employer's behalf but acquire no independent right to use it.

Basic, Basic Plus, Standard and Premium are service packages described in Annex C. They do not determine Certified, Silver, Gold or Platinum status, change the assessment standards or extend the license.

D2 · Artwork size color and placement

Use the current original artwork supplied by USIQ for the correct employer, tier and period. Preserve its proportions, colors, typography, border, stars, plus sign, employer details and verification information. Keep the wording “Based on Employee Survey & HR Assessment.” Do not recreate or trace the artwork, use a screenshot as a master, or combine separate elements into a new Seal.

Clear space. Leave at least 10% of the Seal’s displayed width on every side. Keep surrounding text, other logos and page edges outside that area. Use a quiet background with enough contrast to distinguish the entire edge. Do not place text or graphics over the Seal.

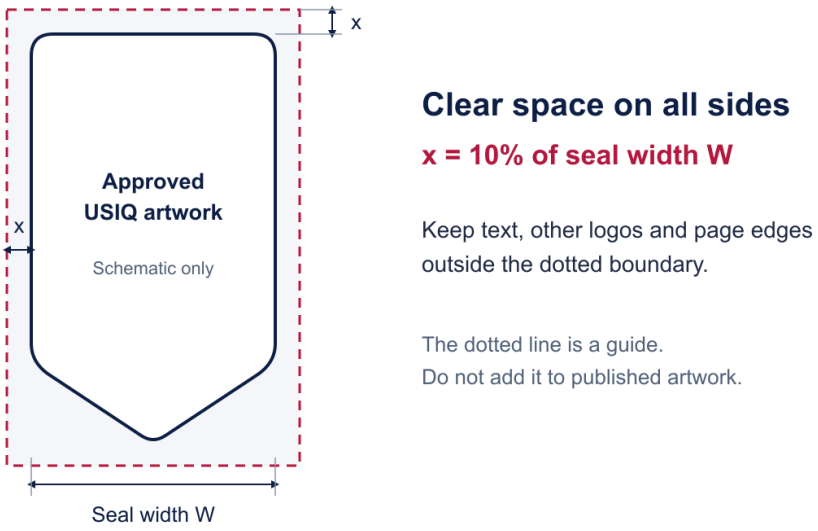


Figure D2. Minimum clear space. The shield is a schematic; reproduce only the released USIQ artwork.

Size and legibility. Choose a size at which the employer, tier, assessment wording, certification period and verification reference remain readable in the final medium. Check digital output at its actual displayed size and printed output on a full-size proof. Enlarge the Seal if any required wording becomes unreadable; a nearby caption does not justify cropping or covering the artwork.

Color and files. Preserve the colors and any gradients embedded in the supplied file. Do not substitute brand colors, grayscale or a self-created one-color version. Obtain an alternative released by USIQ if the supplied artwork cannot be reproduced clearly. Use a suitable original file and sufficient resolution; do not upscale a small screenshot.

D3 · Examples of incorrect reproduction

The examples below are prohibited alterations. The same rules apply to all four tiers. USIQ's original border and artwork elements must remain intact; the red crosses identify incorrect examples and are not part of any Seal.



Figure D3. Incorrect use shown for instruction only. Do not download or reproduce these altered examples as certification artwork.

1 Recoloring: do not replace or tint the supplied colors.

2 Distortion: do not stretch, squeeze, rotate or skew the Seal.

3 Cropping: do not remove the logo, border, assessment wording, employer, dates or verification details.

4 Added effects: do not add shadows, glow, bevels, transparency effects or animation that changes the artwork.

5 Extra frame: do not add a new outline or frame to the Seal itself.

6 Changed stars: do not change the tier, number of stars or plus sign. The symbols identify the awarded USIQ tier only.

D4 · Publication verification and removal

Use the Seal in communications for the covered US operations, including career pages, job advertisements, social profiles, recruitment materials and corporate communications. Place it so that the certified employer and scope are clear. Do not imply government approval, legal-compliance certification, an audit opinion, guaranteed safety or satisfaction, comparative superiority, or endorsement of products or services.

Verification and disclosures

Show the certificate ID and a readable verification reference. Digital uses must link directly to the current verification page. In print, retain a readable verification address; a QR code may supplement it. Every certificate has a verification page, including Basic. The promotional landing page in Annex C is an additional service.

Each advertisement or public promotional use must identify USIQ Top Employer, the actual tier, covered employer, US scope and certification period. Clearly disclose the employer-funded assessment and provide the certification-criteria link as required by Part 4, Section 3 and Annex E, Sections 4 and 7, including that the assessment is fee-based. Make the disclosure readable or audible in the medium; do not hide it in unrelated terms.

Example accompanying wording

USIQ Top Employer · [awarded tier]. [Certified legal employer], [covered US locations]. Valid [issue date] to [expiration date]. Employer-funded, fee-based assessment. Verify: [certificate-specific USIQ URL]. Certification criteria: [criteria URL].

Replace every bracketed field with the current certificate details. Link the digital Seal directly to its verification page and link the criteria reference separately.

When current use must end

Action	Deadline under Part 4 Section 6.4
Stop new promotion, distribution and claims of current certification	Immediately on suspension, revocation, expiration or license termination
Remove or disable digital uses under employer control	Within 5 business days
Cover or remove physical displays	Within 30 days

Earlier action is required where law or a documented urgent misleading impression requires it. These deadlines do not permit continued promotion. After a downgrade or scope correction, replace affected uses within the same periods. For third-party displays outside the employer's control, promptly request correction and document reasonable follow-up.

Historical references must state accurate dates and make clear that certification is no longer current; they must not imply an undisturbed valid period if the award was invalidated. An appeal does not automatically stay necessary removal. Part 4, Section 6 and Annex E, Sections 10 and 11 govern the procedure; the Top Employer periods in Part 4 apply. Obtain replacement artwork and clarification through the USIQ contact identified in the Order.

USIQ UNITED STATES INSTITUTE FOR QUALITY ®

Annex E

Seal Terms of Use



Illustrative seals. Company names and verification details are fictional.

LICENSE
Permitted use

INTEGRITY
Conditions

REMEDIES
Enforcement

ACCEPTANCE
Signatures

License conditions, responsibilities and acceptance for use of the USIQ seals.

Version 2026-3.2 · October 21, 2026 · Effective for an Order upon acceptance

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Annex E · Certification Seal Terms of Use

This Annex contains the contractual conditions for USIQ Top Employer applicants and authorized award recipients. In this agreement, “Participant” means the Licensee in Part 4. “These Terms” and unqualified section references within this Annex refer to Annex E. Its Appendices E-A, E-B and E-C are distinct from the main document’s Annexes A, B and C. Part 4, Section 1.2 and Annex E, Section 1.4 govern priority; Annex A continues to control data processing. Annex D provides the Top Employer artwork rules.

Terms for USIQ Top Employer applicants and authorized award recipients

Version 1.2 | October 21, 2026 | US English | Integrated Top Employer edition

Quality Standardization and Certification LLC owns the USIQ Marks and grants the licenses governed by these Terms. These Terms apply to USIQ Top Employer applicants and award recipients, including the exam fee and no-award refund policy, delivery of employee survey results and permitted use of an issued seal. The application or accepted order identifies the legal employer, covered US locations and workforce; an issued Award Record defines the authorized scope. Assessment eligibility, scoring and award decisions remain governed by Parts 1 through 3 of the USIQ Top Employer Certification Criteria.

1 Parties and contract formation

1.1 Quality Standardization and Certification LLC is the owner and licensor of the USIQ Marks and is referred to as the Company or USIQ. The Participant is the legal employer identified in the application, accepted order or License Schedule and is the Licensee under Part 4, including while it is an applicant and if no award is issued. References to a Participant do not imply that it has received an award or a license.

1.2 The Certification Agreement means the signed or electronically accepted assessment agreement or order identified in the application, accepted order or completed License Schedule. The Award Record means USIQ’s written award decision and accompanying certificate, specifying the USIQ Top Employer certification, legal employer, covered US locations and workforce, awarded tier, and validity dates. The Marks are the exact Top Employer seal artwork and award designation that USIQ authorizes for that recipient.

1.3 The complete Terms must be provided in a form the Participant can retain and expressly accepted by the Participant or its authorized representative before the assessment begins, through a signed application or order or a recorded electronic acceptance identifying this version and specifically acknowledging Section 14. The exam fee and refund provisions, reporting obligations and applicable liability provisions bind the parties whether or not an award is issued. Merely visiting a website is not acceptance, and acceptance does not authorize seal use before an award and license are issued.

1.4 Priority. Mandatory law controls. Annex A of the main document controls conflicting data-processing terms. Once expressly accepted, Sections 3.4 through 3.6 and Section 14 of this Annex override inconsistent standard fee, refund, reporting, warranty-remedy or liability terms in the Certification Agreement or order. A different individually negotiated arrangement must expressly identify the affected provision and be accepted by both parties in writing, subject to mandatory law. Part 4 governs other contractual conflicts, Parts 1–3 govern assessment methodology and Annex D governs artwork and placement details. The Top Employer procedural cross-references in this Annex govern notices, review and removal. The Award Record identifies the recipient, scope, tier and dates; it does not silently amend the agreement. No ambiguity permits a fee prohibited by Section 3.4.

1.5 The Top Employer conditions in Appendix E-A and the completed License Schedule in Appendix E-C form part of these Terms. Appendix E-B provides examples subject to the actual Award Record. The source references are informational and do not incorporate third-party terms. Website changes do not automatically replace the version accepted by the Participant.

2 License grant and covered scope

2.1 After an award is issued and the agreed conditions for release are met, USIQ grants the Participant a limited, nonexclusive, nontransferable license to reproduce the authorized Marks to communicate that award during its validity period. The license is subject to these Terms and may be suspended or terminated only as provided here or in the controlling Certification Agreement.

2.2 Use is limited to the named legal employer, US locations and workforce expressly covered by the Award Record. A parent company, subsidiary, franchisee, supplier, customer or other affiliate receives no independent right through its relationship with the Participant. Group communications must identify the covered entity and any material limitations next to the claim.

2.3 Advertising may reach an international audience, subject to applicable local law, but that reach does not expand the geographic scope of the assessment. A website serving several countries must not imply that uncertified operations are covered.

2.4 A change of ownership, legal entity, operating name or assessed scope does not transfer or expand the license automatically. USIQ must confirm any continuation or amendment in writing. Where a change makes the existing claim inaccurate, use of that claim must stop pending confirmation.

2.5 Application, participation in a survey, purchase of marketing services or receipt of preliminary or final survey results does not establish certification. A higher package price does not authorize a higher tier. A free survey report following an unsuccessful application confers no seal, award status or permission to imply certification. Rights not expressly granted are reserved.

3 Validity, fees and survey results

3.1 The exact start and expiration dates in the Award Record govern. The standard Top Employer certification period is 24 months from issue. Calendar years printed in artwork do not extend those dates. Suspension does not extend the validity period.

3.2 The Participant may use only the Top Employer tier and artwork actually awarded. Certified, Silver, Gold and Platinum are the available designations, subject to the criteria in Parts 1–3 and the Award Record. No organization may self-select a tier, change a date or substitute different scoring thresholds.

3.3 Renewal requires a new award decision and written authorization under the applicable criteria. A pending application, payment or reassessment creates no extension or advertising grace period. These Terms create no automatic renewal or recurring charge.

3.4 **EXAM FEE AND NO-AWARD REFUND.** Every package includes a $990 exam fee, collected with the package fee on acceptance of the Order. If no award is issued, or the assessment closes without an award, USIQ retains the exam fee; no other fee or cost is owed for the application, assessment, survey, evaluation, certification, Seal license or marketing package, and USIQ may not impose any administration, processing, cancellation or third-party charge. USIQ must refund every other amount collected, including credit-card payments (e.g., $2,000 of a $2,990 package), within 14 calendar days after the final no-award decision or closure, to the original card where possible. The exam fee is not

retained if USIQ cancels or cannot perform the assessment for reasons within its control. USIQ remains responsible when a payment or collection provider is involved.

3.5 For the Top Employer employee survey, USIQ will provide the Participant with the available aggregate survey results and explanatory information for internal workplace improvement at no charge even if no award is issued. The results will be supplied in organized tables within 14 calendar days after the final assessment decision or closure of the application and will not be withheld for nonpayment or made conditional on buying another service. Reporting must protect respondents and respect the applicable confidentiality and small-group rules. If responses are insufficient, the report will provide safely reportable findings and explain the limitations; if no usable responses exist, USIQ will provide a written explanation instead of invented results.

3.6 The package fee, including the exam fee, must be agreed before the assessment and is payable on acceptance of the accepted order. Payment does not purchase a favorable decision or a higher tier; reviewers must apply the published criteria. Top Employer seal use during the certified period carries no separate license fee. Later expiration, suspension or revocation of an award already issued does not, by itself, trigger the no-award refund; other contractual and statutory refund rights remain unaffected. Payment is by credit card through the channel identified in the Order. USIQ may appoint third-party payment processors or collection agents under Part 4, Section 2.5; this authority creates no extra charge and does not limit Section 3.4.

4 Accurate claims and verification

4.1 Each use must communicate the USIQ Top Employer designation and awarded scope. The Participant must not imply government approval, regulatory accreditation, legal compliance, universal employee satisfaction, or a guarantee of future conduct. A certification does not establish superiority over all competitors or authorize an unsupported ranking claim.

4.2 Every use must provide a practical way to verify the award. Part 4, Section 3.1 and Annex D require the certificate identifier and a readable verification reference; digital uses must link directly to the current verification page. Printed uses must retain a readable verification address; a QR code may supplement it. Social, video and other formats must provide an accessible verification route with the claim. If a format cannot meet the applicable verification and disclosure rules, use a compliant alternative or omit the certification claim.

4.3 For an award actually issued, USIQ will provide and maintain an official verification record identifying the recipient, USIQ Top Employer designation, awarded tier, covered scope, issue and expiration dates, current status and relevant criteria or methodology version. It must be accessible without a paid marketing package or a request for marketing consent. A promotional company landing page is separate from this verification function. An unsuccessful Top Employer applicant receives its report privately under Section 3.5; the free report does not create a public award record.

4.4 Material qualifications must be clear at the point of the claim. A link, QR code, small print or disclaimer cannot cure a headline or image that creates a misleading overall impression. If the format cannot accommodate a necessary qualification, the Participant must change the format or omit the claim.

4.5 Claims about representative findings, scientific methods, independence, scores or measured improvements must match the actual assessment and supporting evidence. Published percentages must state the relevant measure, population and period where needed to avoid misunderstanding. Results

must not be selectively presented in a way that materially changes their meaning. The seal does not authorize promises about applications, retention, sales, savings, media reach or search visibility.

4.6 The Participant must promptly report an inaccurate verification entry. Pending correction, it must use only the confirmed scope and avoid repeating the disputed information. A temporary technical outage does not by itself invalidate an otherwise current award, but the Participant must provide the certificate and verified details on reasonable request.

5 Artwork and visual presentation

5.1 Use only the current files supplied or expressly approved by USIQ for the specific award. Reproduce the complete artwork, including the Top Employer designation, USIQ identification, tier, year or dates, border and other required elements. Retain any trademark notice included in the authorized file.

5.2 Proportional resizing and faithful file conversion are permitted. Do not redraw, crop, stretch, recolor, retouch or rearrange the seal; replace fonts or wording; remove elements; add a different tier; or create a derivative badge. Do not recreate the artwork with generative AI. An original approved file may be placed in a design or mockup only if the resulting context is accurate.

5.3 Every required word must remain readable at its intended viewing size. Provide sufficient contrast and clear space so surrounding text, images and logos do not merge with the seal. Follow any dimensions and reproduction instructions supplied with the authorized files. If an application is too small to reproduce the seal faithfully, use an accurate text reference and verification link instead.

5.4 Monochrome, reversed, translated, animated, embroidered, engraved or other adapted versions require an alternative artwork file released by USIQ under Annex D. A production proof does not authorize self-created replacement artwork. The Participant may not translate wording within the seal independently. Audio descriptions and accessibility text must describe the actual award without adding claims.

5.5 The license covers the issued seal as a whole. It does not authorize extracting the USIQ institutional logo for separate use, combining it into the Participant’s own logo, or using the branding of another certification provider. Third-party logos, photographs, quotes and media mastheads require their own rights or permission.

6 Permitted channels and service providers

6.1 Subject to the covered employer, workforce and US locations, permitted channels include corporate and careers websites, job advertisements, social media, email signatures, brochures, proposals, presentations, event materials, and signage at covered locations. Compliant routine use does not require separate approval for every placement.

6.2 The USIQ Top Employer seal concerns the assessed employer and workplace only. It must not be placed on products or packaging as a product quality or safety mark, or used to imply endorsement of products or services.

6.3 Advertising agencies, recruiters, designers, printers and other suppliers may handle the approved files solely to perform work for the Participant. The Participant must instruct them on the relevant restrictions and remains responsible for their authorized work. They receive no independent license and must cease use when instructed or when the license ends.

6.4 The Participant must not sell, sublicense or distribute the files for unrelated use, register the Marks or confusingly similar branding as its own, or use USIQ branding to imply that it is the certifier. Search

advertisements, account names and page titles must not falsely suggest an official USIQ channel or a broader certification.

6.5 Where a publisher or platform controls a placement, the Participant must supply correct assets and limitations and request timely corrections when needed. It is not responsible for independent reporting it neither commissioned nor controls, but must not knowingly amplify a misleading claim as its own.

7 Marketing packages and commercial relationships

7.1 A landing page, social media post, press release, distribution service or physical display is included only if stated in the accepted order and an award is issued. Related promotional charges are refundable under Section 3.4 and may not be used to defeat it. Purchasing a package does not change eligibility, scoring or the award decision. Unless expressly agreed otherwise, no particular editorial publication, reach, engagement, recruiting outcome or business result is promised.

7.2 Press-release distribution and paid placements must not be presented as independent editorial endorsement. A customer may not reuse a media logo merely because it appears on usiq.org or a distribution report. Any media claim must accurately describe the actual publication and respect the rights of its publisher.

7.3 USIQ will accurately explain in its program and verification information that participating organizations pay the agreed fees, including an exam fee retained if no award is issued. Neither party may misrepresent that commercial arrangement or imply that the program has no financial relationship with award recipients. Each party must make clear disclosures of material connections where required to prevent misleading endorsements. Paid promotion and sponsorship must be identified where required; they must not be presented as independent editorial endorsement.

7.4 USIQ may publish the factual award information described in Section 4.3. Promotional use of the Participant's logo, testimonials or case study beyond that factual record requires the scope of permission stated in the order or separate written approval. Silence does not authorize publication of a testimonial.

8 Assessment integrity and material changes

8.1 The Participant must provide accurate and complete material information, preserve the integrity of required surveys, and meet the ongoing conditions stated in the applicable criteria. It must not fabricate responses, direct respondents toward favorable answers, retaliate for criticism, or conceal material facts that affect the award.

8.2 The Participant must disclose material changes that could make the award or public claims inaccurate. Part 4, Sections 2.3 and 4.2 govern the triggers and deadlines: planned ownership or scope changes are disclosed when lawfully possible before they occur, otherwise within 30 days after the event; other specified material developments are notified within 30 days after learning of them. A known materially misleading public use or serious immediate integrity risk must be reported without undue delay. The month-12 confirmation in Part 4 remains required. A disclosure may preserve privilege and identify legal restrictions; it does not by itself establish grounds for revocation.

8.3 The Participant must retain reasonably necessary evidence of its authorized seal uses and the factual basis for its own public claims for the license period and 12 months afterward, subject to applicable retention and privacy requirements. This does not require collecting identifiable survey responses or

retaining personal data solely for these Terms. This is a recordkeeping rule for advertising and authorized uses, not permission to retain identifiable survey data beyond Part 1, Section 8 or Annex A.

8.4 A complaint, lawsuit, adverse review or allegation does not automatically establish a failure of certification. USIQ will assess its relevance and reliability under the applicable criteria. These Terms do not restrict lawful employee activity, truthful reviews, protected disclosures, reports to authorities or the exercise of legal rights.

9 Monitoring and correction

9.1 USIQ may review public uses and request reasonable samples, publication links or evidence relevant to compliance. The Participant must respond within 10 business days, or another reasonable period stated in the request. Any access to nonpublic premises, systems or records requires an agreed lawful arrangement and appropriate confidentiality protections.

9.2 USIQ may require correction of an artwork, placement or disclosure error within a reasonable period stated in the notice, proportionate to the risk. New misleading distribution must stop immediately. A material Seal-use breach is subject to the 14-calendar-day cure opportunity and the adverse-action safeguards in Part 4, Section 6; this paragraph does not shorten those rights. Lawful urgent action remains available under that Section.

9.3 USIQ may require a shorter deadline where reasonably necessary to address a serious misleading claim, unauthorized tier, falsified artwork or use outside the certified scope. The notice must explain the reason and the affected use. Corrective directions must be proportionate to the issue and applied consistently.

9.4 Approval of a particular proof confirms only that use in the stated context. It does not approve unrelated claims or future changes, waive the need for accurate information, or transfer the Participant's legal responsibilities to USIQ.

10 Suspension, revocation and review

10.1 USIQ may suspend use, reduce the authorized scope or revoke the license following a documented, good-faith determination of material misrepresentation, survey manipulation, loss of an eligibility requirement, material misuse of the Marks or an uncorrected material breach. A disputed allegation alone is insufficient. The grounds and cure periods in Part 4, Section 6.1 control, including 30 days after a written reminder for valid, overdue and undisputed fees following an issued award. Nonpayment measures may not impose a charge beyond the exam fee for an unsuccessful application or justify withholding its free survey report.

10.2 Before a final adverse decision, USIQ provides written grounds, a sufficient summary of the supporting information and a meaningful opportunity to answer. Part 4, Section 6.3 provides at least 14 calendar days to respond, and Section 6.1 supplies any applicable cure period. Confidential information may be summarized or redacted without removing that meaningful opportunity. The written decision and any extension must follow the timing and reasons required by Part 4.

10.3 USIQ may impose a temporary suspension for a documented urgent risk of materially misleading ongoing use, including credible indications of serious deception, falsification or unlawful use. Part 4, Section 6.3 requires a narrowly tailored measure, reasons at or promptly after action, at least five business days to respond and prompt review of continuing necessity. A temporary suspension must not be presented publicly as a final finding.

10.4 The final decision must state its material reasons, effective date, affected scope and required corrective actions. Public status notices must accurately distinguish expiration, suspension and revocation and disclose no more than reasonably necessary. An administrative suspension of seal-use rights, including for nonpayment, must not be presented as a failure to meet assessment criteria. USIQ will correct a material error in its own notice promptly.

10.5 Part 1, Section 9 and Part 4, Section 6.5 govern review. The Participant may appeal an adverse decision within 30 days, without an appeal fee. A qualified reviewer not involved in the initial decision considers the record and relevant new evidence. USIQ gives a reasoned written outcome within 30 days or explains an extension and revised date. An appeal does not automatically restore use, but USIQ must consider a reasoned stay request. Internal review does not shorten legal filing periods or prevent urgent court relief.

11 Use after expiration suspension or termination

11.1 Current-certification claims and new publication, production or distribution must stop when the license expires or the relevant restriction takes effect. Plan for a scheduled expiration in advance. Part 4, Section 6.4 governs removal: controlled digital uses must be removed or disabled within five business days, sooner where law or a documented urgent misleading impression requires. These are removal deadlines, not an extension of the license or permission for continued promotion.

11.2 Physical displays must be covered or removed within 30 days under Part 4, Section 6.4, sooner where law or a documented urgent misleading impression requires. Existing stock does not create a right to continue advertising. Before further distribution, affected materials must be corrected, covered or withdrawn. On downgrade or scope correction, replace affected uses within the same periods.

11.3 The Participant must promptly instruct its suppliers and request correction or removal from commissioned third-party placements. Materials outside its reasonable control require documented, reasonable efforts; these Terms do not impose an automatic recall of every previously delivered item. USIQ may request a proportionate corrective notice where a material misrepresentation would otherwise continue.

11.4 The Participant may retain records for legal and internal purposes. An authentic, dated historical publication may remain in a clearly identified archive if it states the former certification period and that the award is no longer current, includes a verification route where practicable, and is not featured, promoted or reused as current advertising. A separate historical badge display requires USIQ's written approval. A materially false historical claim must be corrected or removed.

11.5 The Participant may stop using the Marks and end its license by written notice. Ending a license after an award does not itself cancel valid charges or create a refund. If an application ends without an award, Section 3.4 applies and the available employee survey results remain deliverable under Section 3.5. Only payment obligations lawfully due under those provisions survive; confidentiality, accrued claims and other provisions intended to continue remain effective to the extent necessary.

12 Ownership and public award records

12.1 Quality Standardization and Certification LLC owns the USIQ Marks and grants the permissions described in these Terms. The Participant acquires no ownership and must not seek a conflicting registration. No statement in these Terms represents that the USIQ Top Employer seal is a federally registered certification mark.

12.2 Use a registration symbol only as supplied and expressly authorized for the relevant mark and jurisdiction. The Participant must notify USIQ of suspected counterfeiting or material unauthorized use that comes to its attention, without undertaking enforcement in USIQ's name.

12.3 USIQ may maintain an accurate public verification history after an award ends, including its former scope and status. The Participant permits use of its legal or trade name for that limited purpose. The record must not imply current certification after expiration, suspension or revocation, and identifiable survey responses must not be published.

13 Confidential information and personal data

13.1 Each party must protect nonpublic information received for the certification relationship with reasonable care and use it only for agreed purposes, administration of the program, or lawful enforcement. Disclosure is permitted to personnel and service providers with a need to know and appropriate obligations, or where legally required. This restriction does not cover information independently known, lawfully received without restriction, or made public without breach. Part 4, Section 10.1 governs duration and its exceptions; personal data remain subject to Annex A.

13.2 The Participant may use its aggregate employee survey report internally to improve workplace practices whether or not an award is issued. It may publish accurate, nonidentifying extracts consistent with these Terms and the report's limitations, without implying an award that was not issued. It must not disclose confidential responses, identify respondents from small groups, or use findings to retaliate against an individual. USIQ may require removal of an extract that creates a misleading impression or material privacy risk, but confidentiality does not prevent the internal improvement use promised in Section 3.5.

13.3 These Terms do not by themselves authorize sharing personal data or replace a required privacy notice, lawful basis, data processing agreement or security arrangement. Each party remains responsible for the personal data it handles. Requests for verification or a compliance review must be limited to information reasonably necessary for that purpose. Part 4, Section 11 and Annex A apply, including the minimum reporting-group size and suppression rules in Part 1, Section 8.

14 LIABILITY EXCLUSIONS AND LIMITATIONS

14.1 Responsibilities and protected persons. Quality Standardization and Certification LLC must perform its express commitments and administer assessments and licensing in good faith. The Participant remains responsible for its employment practices and advertising. USIQ's work does not replace the Participant's regulatory duties, professional advice or substantiation. Protected Parties means the USIQ Parties defined in Part 4, Section 1.1: USIQ and its affiliates, owners, managers, officers, employees, reviewers, agents and Partners, but only for conduct within their work on the affected engagement. The same definition applies throughout the agreement.

14.2 No additional warranties. Certification reflects the evidence, period and scope of the actual assessment. USIQ does not guarantee an award, renewal, future business performance, employee retention, sales, media coverage or uninterrupted availability of third-party systems. Subject to Sections 14.6 and 14.7, and to the fullest extent permitted by law, the Company disclaims all warranties beyond its express written commitments, including implied warranties of merchantability, fitness for a particular purpose and noninfringement where applicable. This does not disclaim ownership of the Marks or authority to grant the agreed license. The express rights-authority and infringement obligations in Part 4, Sections 2.4 and 9.2 remain applicable, subject to their stated limits and Sections 14.6 and 14.7.

14.3 EXPRESS EXCLUSION OF ORDINARY NEGLIGENCE. Subject to Sections 14.6 and 14.7 and to the fullest extent permitted by applicable law, the Company and Protected Parties are not liable to the Participant for economic loss caused by their own ordinary negligence in conducting an assessment, preparing survey results or reports, administering an award, licensing the Marks or providing agreed related services. The parties expressly intend this exclusion to cover the Company's and Protected Parties' own ordinary negligence. If this exclusion is unenforceable, the other independently enforceable limitations in this Section continue to apply.

14.4 EXCLUDED DAMAGES. Subject to Sections 14.6 and 14.7 and to the fullest extent permitted by applicable law, the Company and Protected Parties are not liable to the Participant for indirect, incidental, consequential, special, exemplary or punitive damages. They are also not liable for lost profits, revenue, anticipated savings, business opportunities, goodwill or reputation, whether those losses are characterized as direct or indirect. These exclusions apply even if the possibility of the loss was disclosed or foreseeable, regardless of the theory of liability, including contract, tort and ordinary negligence.

14.5 AGGREGATE LIABILITY CAP. For liability not otherwise validly excluded, and subject to Sections 14.6 and 14.7, the combined aggregate monetary liability of the Company and all Protected Parties arising from the affected assessment cycle and related services will not exceed the total fees actually paid by the Participant for that cycle and its associated services, including amounts paid through an authorized provider. An assessment cycle means one application and the resulting assessment, award if any, and licensed award period; a renewal is a separate cycle. Related claims and claims against several Protected Parties share one cap for the affected cycle. The cap applies to the fullest extent permitted by law regardless of the legal theory, including contract, tort and ordinary negligence. It is not a charge payable by the Participant. There is no minimum dollar floor. Fees are measured before refunds; a refund does not consume or reduce the damages cap. If no fees have been paid, the cap is zero only to the extent lawfully enforceable and always subject to Sections 14.6 and 14.7.

14.6 EXCEPTIONS THAT REMAIN FULLY EFFECTIVE. No exclusion, disclaimer or cap in these Terms applies to fraud, fraudulent misrepresentation, willful or reckless misconduct, gross negligence, or death or personal injury caused by negligence. Nothing excludes or limits any other liability or remedy that applicable law does not permit the parties to exclude or limit. No provision requires the Participant to

indemnify the Company or a Protected Party for such person's own excluded misconduct. These Terms do not bind a regulator, an employee or another person who has not agreed to them.

14.7 NO-AWARD PROMISE AND EXPRESS PERFORMANCE. No liability exclusion, cap, disclaimer, indemnity or remedy limitation excuses the Company's obligation to charge nothing beyond the exam fee when no award is issued under Section 3.4, cancel related invoices, refund every other amount collected or deliver the employee survey results promised by Section 3.5. Refunds owed under these Terms, the accepted order or mandatory law remain payable in full and do not count toward the damages cap. The Company may not replace delivery of the promised results with a zero-dollar refund. Express performance, correction of inaccurate award records and nonwaivable remedies remain available; permissible monetary damages remain subject to this Section.

14.8 Independent limitations and beneficiaries. Each exclusion and limitation applies independently to the extent enforceable; invalidity of one does not automatically invalidate another. The Protected Parties are intended third-party beneficiaries solely for enforcing the protections in this Section, subject to the same exceptions and aggregate cap. Assisting USIQ does not by itself make a provider a contracting party or remove its independent legal duties. The Participant's acceptance must expressly acknowledge this Section as required by Section 1.3 and Appendix E-C; it does not waive any protection that applicable law makes nonwaivable. The separate indemnity protections expressly stated in Part 4, Section 9 remain subject to the same exceptions and applicable cap; no additional protection is created by this cross-reference.

15 Third party claims and enforcement

15.1 Subject to any controlling indemnity provision in the Certification Agreement, the Participant will indemnify USIQ and its personnel against a third-party claim to the extent caused by the Participant's unauthorized use of the Marks, materially false advertising, unlawful materials supplied by the Participant, or material breach of these Terms. This covers reasonable defense costs, an approved settlement and amounts finally awarded, only to the extent permitted by law. It does not cover loss caused by USIQ's own breach, negligence, misconduct or infringement inherent in unmodified artwork supplied by USIQ.

15.2 USIQ must promptly notify the Participant of such a claim, provide reasonable cooperation at the Participant's expense, and permit control of the defense by reasonably acceptable counsel. Late notice reduces the obligation only to the extent it causes material prejudice. A settlement requiring an admission, nonmonetary obligation or payment by USIQ, or failing to release USIQ from the covered claim, requires its prior written consent, which will not be unreasonably withheld. The fuller, reciprocal claim procedure in Part 4, Section 9.3 controls in the event of a conflict.

15.3 Either party may seek remedies available under the agreement and applicable law, subject to Section 14, including appropriate court relief to stop unauthorized or misleading use. An injunction, damages award, statutory remedy or recovery of attorneys' fees is subject to the relevant legal requirements. These Terms impose no automatic penalty, liquidated damages amount or prevailing-party fee award. Failure to receive an award or a preferred tier is not, by itself, a breach by the Participant. No indemnity or enforcement demand may disguise a fee or cost prohibited by Section 3.4. The same loss may not be recovered twice.

16 Notices, changes and disputes

16.1 Notices must be sent to the designated contacts in the application, accepted order or License Schedule, with the relevant application or certificate identifier. Part 4, Section 14.3 controls: formal notices use tracked delivery or email with a nonautomated acknowledgment; an unacknowledged email is followed by tracked delivery. Incident notices under Annex A must be sent promptly and do not await acknowledgment. Each party must keep its contact details current. Business days mean Monday through Friday, excluding United States federal holidays.

16.2 USIQ may issue reasonable technical instructions needed for faithful reproduction or to address a legal requirement, with appropriate notice and an implementation period proportionate to the risk. Material changes to fees, liability, dispute provisions, the agreed term or substantive certification obligations require express agreement or apply prospectively on renewal. An online update alone does not amend this license.

16.3 The governing law and court provisions in Part 4, Section 13 apply to this Top Employer agreement. These Terms do not create mandatory arbitration, a jury-trial waiver or a class-action waiver.

16.4 Before litigation, the parties will attempt in good faith to resolve a written dispute for 30 days, unless urgent relief or a filing deadline requires earlier action. This process does not automatically extend a statutory or contractual deadline. Either party may seek urgent relief from a court with jurisdiction where the legal requirements are met.

16.5 The parties remain independent contractors. A delay in enforcement is not a continuing waiver. If a provision is unenforceable, it is severed or limited only to the extent permitted by the governing law, and the remaining provisions continue where legally possible. These Terms and the documents identified under Section 1 constitute the agreement on seal use without excluding liability for fraud or rights that cannot be waived.

Appendix E-A Top Employer conditions

The Award Record and Parts 1–3 of the USIQ Top Employer Certification Criteria define the precise assessment scope. Use is limited to the assessed employer, workforce and US locations. The program combines an employee survey and an HR assessment. Platinum denotes the highest program tier, not superiority over every other employer. The seal does not certify products, occupational safety or an identical experience for every employee.

Appendix E-B Advertising examples

Replace every bracketed field with the actual award information. Use a tier only if it appears in the Award Record. Examples remain subject to the complete advertisement, the verification requirements and applicable law.

Program	Example of accurate wording	Claims the seal does not support
Top Employer	“[Entity] holds USIQ Top Employer Gold certification for [covered locations], valid [start date] through [expiration date]. Verify: [official link].”	“America’s best employer” or “All our international offices are certified” when the award does not substantiate that claim.

For short formats, use the exact award title, recipient and a readily accessible verification route. Place any scope limitation needed to prevent misunderstanding with the claim.

Appendix E-C License Schedule and acceptance

Confirm the parties, USIQ Top Employer assessment and contract terms in this Schedule or an accepted application or order before assessment begins. Complete award, validity and artwork fields only if an award is issued and before seal use. Equivalent particulars may be supplied in the Award Record. Blank scope fields do not extend an award.

E-C1 Parties and covered award

Licensor legal name

Quality Standardization and Certification LLC

Licensor address and jurisdiction of formation

_____

_____

Trademark owner and licensor

Quality Standardization and Certification LLC

Participant legal name and any covered trade name

_____

Participant address and jurisdiction of formation

_____

_____

Certification Agreement or accepted order

Reference and date: _____

Certification

USIQ Top Employer

Certificate identifier and awarded tier

_____

Covered legal employer US locations and workforce

_____

_____

_____

Authorized advertising limits for the covered US locations

_____

E-C2 Authorization and agreement

Issue date expiration date and applicable time zone

_____

USIQ Top Employer criteria version and link

_____

_____

Public verification URL

_____

Authorized artwork files or asset reference

_____

USIQ contact and notice email

_____

Participant contact and notice email

_____

Fees and marketing rights

Order reference: _____

No award: the $990 exam fee is retained and all other amounts collected are refunded under Section 3.4. Available employee survey results are free under Section 3.5. Payment on acceptance is by credit card under Section 3.6.

Special permissions or restrictions

_____

_____

Governing law and court jurisdiction

Part 4, Section 13: Wyoming law and the agreed Wyoming courts.

Additional signed terms or amendments

_____

E-C3 Acceptance by authorized representatives

By signing below, each representative confirms authority to bind the identified party. The parties accept Version 1.2 of the USIQ Certification Seal Terms of Use dated October 21, 2026, the completed application or License Schedule and the documents expressly identified in it. Acceptance includes Parts 1–4 and Annexes A–E of USIQ Top Employer Certification Criteria Version 2026-3.2, and must meet Annex B of that document.

Quality Standardization and Certification LLC confirms that it owns the USIQ Marks and grants the authorized licenses. Seal use remains conditional on issuance of the applicable Award Record. Exceptions must be expressly identified and accepted in writing, subject to Section 1.4.

The Participant specifically acknowledges Section 3.4 (exam fee and no-award refund), Section 3.5 (free employee survey results) and Section 14 (ordinary-negligence exclusion, excluded damages, aggregate liability cap and the exceptions and continuing duties in Sections 14.6 and 14.7). The Participant also specifically acknowledges Part 4, Section 13 (Wyoming courts; no arbitration agreement).

For Quality Standardization and Certification LLC

Legal entity

Quality Standardization and Certification LLC

Authorized signatory and title

_____

Signature

_____

Date

_____

For the Participant

Legal name

_____

Authorized signatory and title

_____

Signature

_____

Date

_____

Electronic acceptance may replace signatures when it records the representative, organization, version, date and express acknowledgment above, and makes the complete terms available for retention before assessment begins. Existing engagements require express assent to this revised version.

Source references

The references below concern USIQ Top Employer and the legal background to these Terms. They are informational and do not create additional contractual terms. Part 4, Section 13 governs law and forum. Cited cases provide drafting background and do not represent nationwide enforceability.

USIQ Top Employer information

1. Top Employer

United States legal and regulatory sources

2. FTC Endorsement Guides 16 CFR Part 255 including Section 255.5
3. USPTO guidance on certification mark applications
4. 15 USC 1125 on false designation and misleading commercial claims
5. 15 USC 1064 on cancellation of registration
6. 15 USC 1117 on remedies for infringement

US liability and contract formation background

7. Matter of Part 60 Put-Back Litigation — New York Court of Appeals (2020)
8. IS Chrystie Management LLC v ADP LLC — New York Appellate Division (2022)
9. Berman v Freedom Financial Network — Ninth Circuit (2022)

Wyoming contract background

10. Sinclair Wyoming Refining v A&B Builders — Tenth Circuit (2021)
11. Fremont Homes v Elmer — Wyoming Supreme Court (1999)
12. Dimick v Hopkinson — Wyoming Supreme Court (2018)