



## Questionnaire Preview

Dear People Champions,

You want to support your employees during this transition time and we are here to make it happen. Our team of psychologists has worked with business and HR leaders to draft the programme.

The survey includes questions covering critical **Work-Life Harmony** drivers. The survey takes less than 5 minutes to complete.



# Questionnaire

- Which age group do you belong to?
  - Below 20 years old
  - 20-29 years old
  - 30-39 years old
  - 40-49 years old
  - 50-59 years old
  - 60 years old and above
  
- How likely would you recommend this organisation as a place to work to friends or family? [1-10]
  
- Which of the following options best describe your current work arrangement?
  - 100% work from home
  - 1 day in office, 4 days at home
  - 2 days in office, 3 days at home
  - 3 days in office, 2 days at home
  - 4 days in office, 1 day at home
  - 100% work in office
  - Alternate weeks (1 week in office, 1 week at home)

# Questionnaire

- Amongst the different work arrangement options below, which of the following will you be most comfortable with?
  - 100% work from home
  - 1 day in office, 4 days at home
  - 2 days in office, 3 days at home
  - 3 days in office, 2 days at home
  - 4 days in office, 1 day at home
  - 100% work in office
  - Alternate weeks (1 week in office, 1 week at home)
  
- What motivates you to return to work in the office? Select all that apply.
  - Coworker interaction and collaboration
  - Resources in office (e.g., desktop)
  - Greater productivity in office
  - Others, please specify below.

# Questionnaire

- I feel I am productive in my current job. [1-5]
- I feel a strong connection with my team. [1-5]
- I feel a strong connection with other teams in my organisation. [1-5]
- My team has done a good job keeping up with informal connections. [1-5]
- My direct manager provides me with the support I need to complete my work. [1-5]
- Over the past 12 months I have discussed work-related problems with my manager. [1-5]
- I receive regular communication from my manager about what is happening at this company.[1-5]
- I trust my direct manager. [1-5]
- I am satisfied with my Work-Life Harmony..[1-5]

# Questionnaire

- In a week, how often do you work beyond your official working hours?
  - Rarely
  - 1 - 2 days
  - 3 - 4 days
  - 5 or more days
  
- How often do you experience feeling of burnout at work? *Burnout is defined as “the degree of physical and psychological fatigue and exhaustion that is perceived by the person as related to his/her own work”.*
  - Often
  - Sometimes
  - Rarely
  - Never
  
- I have care-giving responsibilities for my family. (Tick all that apply)
  - Yes, for infants / toddlers / pre-school children
  - Yes, for school-going children / young adults
  - Yes, for elder parents / spouse / relatives
  - Yes, for others

# Questionnaire

- The demands of my job interfere with my personal and family life. [1-5]
- I am provided the flexibility to manage my personal responsibilities during work hours. [1-5]
- My organisation offers schemes that support Work-Life Harmony. [1-5]

# Questionnaire

- What is important to me in achieving Work-Life Harmony? Select up to 3.
  - Employee support schemes (family-related, e.g., childcare arrangements, eat with your family day)
  - Employee support schemes (health and fitness, e.g., corporate gym membership)
  - Employee support schemes (mental wellness, e.g., Employee Assistance Programme)
  - Enhanced leave benefits (personal, marriage and family leave related)
  - FWAs (Flexi-time, Flexi-load, Flexi-place)
  - Proper communication of available benefits, policies and schemes
  - Management support for utilisation of available benefits, policies and schemes
- My organisation supports me through enhanced leave provisions to help me manage work and personal life. [1-5]



# Questionnaire

- Which of these leave provisions are most helpful for you to take care of personal or family matters? (Tick all that apply)
  - Compassionate Leave
  - Eldercare / Family Care Leave / Parent Care Sick Leave
  - Extended Childcare Leave (in addition to statutory provisions)
  - Extended Maternity / Paternity Leave
  - Marriage Leave
  - Unpaid Leave for Unexpected Care Needs
  - Study / Examination Leave
  - Unrecorded Time Off for Family/Personal Matters
  - Leave of Absence (in addition to annual leave)
  - I am unaware of the enhanced leave benefits available
  - My organisation provides enhanced leave benefits but I do not need them
  - Others
- My organisation supports me through employee support schemes to help me manage work and personal life. [1-5]

# Questionnaire

- Which of these employee support schemes is most helpful to you? (Tick all that apply)
  - Family-friendly activities (e.g., family day, eat with your family day)
  - Family-friendly amenities (e.g., eldercare arrangements, lactation support, on-site childcare centres)
  - Health and fitness amenities (e.g., fitness corners, gyms)
  - Health and wellness programmes (e.g., health screenings, exercise classes)
  - Counselling Services/Hotline for Employee Assistance
  - Welfare and team-bonding activities
  - Well-being programmes and services (e.g., well-being talks, healthy diet talks, mental wellbeing and counselling services)
  - I am unaware of the Employee Support Schemes available
  - My organisation has Employee Support Schemes but I do not need them
  - Others
- My organisation supports me through flexible work arrangements. [1-5]
- Please select the Flexible Work Arrangements (FWAs) that are most helpful to you: (Tick all that apply)
  - Compressed Work-Week
  - Creative Scheduling/Shift swapping
  - Flexible/Staggered hours
  - Time Bank
  - Telecommuting
  - Job Sharing
  - Part-time work
  - I am unaware of the FWAs available
  - My organisation provides FWAs but I do not need them
  - Others