

May 2013

Employee opinion survey

(Guidance for employers:

1. Refer to the **Instructions for employee opinion survey** document to obtain more details on what the survey covers, options for conducting the survey, analysing and interpreting the findings and what you can do with the results.)
2. Before sending the survey to employees, remove the red text on this page.)

This is a survey to find out what you think about issues that affect women and men in the workplace, and about your experiences with gender equality in this organisation.

People have very different opinions about these issues, ranging from very positive to very negative. Whether you agree or disagree with the questions, we would like to know what you think.

This survey covers a diversity of topics across this entire organisation, and therefore not all of the questions will necessarily apply to you. The survey provides you with the opportunity to indicate this.

Your responses will be kept strictly confidential. **(Organisation to add details about how this will be achieved).**

strongly
disagree **disagree** **agree** **strongly** **not**
agree **agree** **sure**

A. Your general views about this workplace

1. I feel I am valued as an employee	1	2	3	4	0
2. I feel free to express my views openly	1	2	3	4	0
3. I would recommend this organisation to my male friends	1	2	3	4	0
4. I would recommend this organisation to my female friends	1	2	3	4	0
5. Most senior managers genuinely support equality between women and men	1	2	3	4	0

B. Your immediate supervisor or manager (the person you report directly to)

strongly
disagree **disagree** **agree** **strongly** **not sure**
agree **agree**

My immediate supervisor/manager:

1. Values differences in people	1	2	3	4	0
2. Gives me feedback on my performance that I find helpful	1	2	3	4	0
3. Has discussed my career development needs with me within the past 12 months	1	2	3	4	0
4. Genuinely supports equality between women and men	1	2	3	4	0
5. Is responsive to my needs when I have caring responsibilities, e.g. medical appointments, meeting with child's teacher, a sick child etc.	1	2	3	4	0

C. Recruitment and promotion in this organisation

strongly
disagree **disagree** **agree** **strongly** **not sure**
agree **agree**

1. People are chosen for jobs on the basis of their competencies to perform the job	1	2	3	4	0
2. I have the same opportunities for promotion as anyone else of my ability and experience	1	2	3	4	0
3. Women and men have the same chance for promotion in this organisation	1	2	3	4	0
4. Women and men have equal access to business-critical roles	1	2	3	4	0



5.	I have been actively encouraged to apply for other positions in this organisation	1	2	3	4	0
6.	My responsibilities outside of work restrict my opportunities for promotion	1	2	3	4	0

D. Training and development in this organisation

	strongly disagree	disagree	agree	strongly agree	not sure
1. I am encouraged to participate in activities that will help my career development	1	2	3	4	0
2. I receive a regular review of my work performance which supports me in my development	1	2	3	4	0
3. I have been encouraged to consider a wide range of career opportunities	1	2	3	4	0
4. I have substantial input into deciding which training and development programs I go on	1	2	3	4	0
5. Women and men have equal access to training and development in this organisation	1	2	3	4	0

E. Flexible work arrangements in this organisation

- In the past 12 months have you asked for a change in your contracted work arrangements in terms of flexibility, for example, number of hours, variation in core hours or days, location of workplace (ie work from home or a different office), for longer than a month.

Yes	1
No	2
- Was your request?

Fully granted	1
Partly granted	2
Declined	3
I have not received a reply as yet	4
- If your request was partly granted, was this outcome:

Satisfactory for you?	1
Unsatisfactory for you?....	2

	strongly disagree	disagree	agree	strongly agree	not sure
4. I am satisfied with the flexibility of hours in my job	1	2	3	4	0
5. It is difficult for me to use flexible work options because of a lack of support from my supervisor	1	2	3	4	0
6. I am able to access adhoc flexibility when my needs change on short notice	1	2	3	4	0
7. Flexible work is actively encouraged in my work area	1	2	3	4	0
8. My commitment to this organisation would be questioned if I chose to use flexible work options	1	2	3	4	0
9. Men are actively encouraged to adopt flexible work arrangements in this organisation	1	2	3	4	0
10. Being a part-time manager is an option in this organisation	1	2	3	4	0

F. Equal remuneration between women and men in this organisation

	strongly disagree	disagree	agree	strongly agree	not sure
1. I believe I am compensated fairly compared to others doing similar work	1	2	3	4	0
2. I have had an open discussion about my pay with my immediate supervisor in the past 12 months	1	2	3	4	0
3. I understand the pay and bonus decision-making criteria and processes	1	2	3	4	0
4. I believe women and men are paid the same rates for performing similar work within this organisation	1	2	3	4	0

G. Sex-based harassment

Have you experienced any of the following in this workplace in the past 12 months?

	Yes	No
1. People you work with either:		
i) Displaying or sending you pictures or jokes of a sexual/sexist nature which you found offensive	1	2
ii) Making repeated and unwelcome remarks, suggestions or jokes to you of a sexual/sexist nature	1	2
iii) Having inappropriate physical contact with you	1	2

2. Someone has discriminated against you (for example, treated you less favourably) on the basis of your sex 1 2

H. Parenting

Answer these questions if you are male

	Yes	No	not sure
1. During your time working for this organisation have you become a father? (either through birth, surrogacy or adoption)	1	2	
If yes, continue			
2. Have you ever taken paternity leave from this organisation around the time of the birth or adoption of a child?	1	2	
3. If yes, Was your immediate manager/supervisor supportive of you taking paternity leave?	1	2	0
4. Have you ever taken parental leave from this organisation to be the primary carer of a child?	1	2	
5. Was this paid parental leave?	1	2	

Answer these questions if you are female

	Yes	No	not sure
1. During your time working for this organisation have you become a mother? (either through birth, surrogacy or adoption)	1	2	
If yes, continue:			
2. Have you ever taken maternity or parental leave from this organisation?	1	2	
3. If yes,			
(i) Was your immediate manager/supervisor supportive of you taking this leave?	1	2	0
(ii) Did you return to the same role or, IF IT NO LONGER EXISTED, a similar role with the same responsibilities AND PAY?'	1	2	
(iii) Was this paid maternity or parental leave?	1	2	

I. Arrangements in relation to work and caring responsibilities

1. Are you the parent or guardian of any child of any age? *Include your own children, stepchildren, adopted children, foster children, grandchildren or others for whom you are responsible and act as a parent?*

Yes 1
No 2

2. Do you **currently** have the responsibility for providing care or support to a family member in need of assistance, either because they are elderly, have a disability or a health problem?

Yes 1
No 2

3. Your views about work and caring arrangements in this organisation

	strongly disagree	disagree	agree	strongly agree	Not sure/ does not apply
(i) Leave arrangements are sufficiently flexible to enable me to handle important caring issues	1	2	3	4	0
(ii) I have the flexibility I need to manage my work and caring responsibilities	1	2	3	4	0
(iii) In this organisation people who take maternity or parental leave are able to return to their previous jobs on reduced hours	1	2	3	4	0

J. Background Information

1. How old are you?

- | | |
|-------|---|
| 15-24 | 1 |
| 25-34 | 2 |
| 35-44 | 3 |
| 45-54 | 4 |
| 55+ | 5 |

2. Are you?

- | | |
|--------|---|
| Female | 1 |
| Male | 2 |

3. What is your current position? **Circle only one.**

- | | |
|--|----|
| Labourer or related worker | 1 |
| Production, distribution or transport worker | 2 |
| Tradesperson or related worker | 3 |
| Clerical, sales or service worker | 4 |
| Technician | 5 |
| Professional | 6 |
| Academic staff (teaching and/or research) | 7 |
| Manager | 8 |
| Senior executive | 9 |
| Other | 10 |

4. If you are a manager or you supervise other people in this organisation, which of the following best describes your position?

- | | |
|------------------------|---|
| Executive manager..... | 1 |
| Senior manager..... | 2 |
| Middle manager..... | 3 |
| Line manager..... | 4 |
| Supervisor..... | 5 |
| Team leader..... | 6 |

5. How long have you been employed by this organisation?

Less than 12 months	1
More than one year, but less than 3 years	2
3-4 years	3
5-9 years	4
10-14 years	5
15-19 years	6
20 or more years	7

6. Are you employed?

Full-time	1
Part-time	2

7. Are you a:

Permanent employee?	1
Casual employee?	2
On contract?	3

8. Are you?

Aboriginal	1
Torres Strait Islander	2
Both	3
Neither	0

9. Is the main language you speak at home English?

Yes	1
No	2

10. Do you have a disability?

Yes	1
No	2

11. Were you born in Australia?

Yes	1
No	2

12. Which of the following best describes your usual work schedule/shift?
- | | |
|--|---|
| A regular daytime schedule | 1 |
| A regular evening shift | 2 |
| A regular night shift | 3 |
| A rotating shift -- one that changes by time of day or day of week | 4 |
| A split shift consisting of two distinct periods in each workday | 5 |
| A flexible or variable schedule with no set hours, on call | 6 |
| Some other schedule | 7 |

Thank you for taking the time to complete this survey.



Appendix

Employee Opinion Survey

Comprehensive List of Questions

(includes employee opinion survey questions above plus additional questions for a more comprehensive survey)

A. Your general views about this workplace

	strongly disagree	disagree	agree	strongly agree	not sure
1. I am satisfied in my current job	1	2	3	4	0
2. I am consistently treated with respect	1	2	3	4	0
3. I feel I am valued as an employee	1	2	3	4	0
4. I feel free to express my views openly	1	2	3	4	0
5. There is a high level of trust in my work area	1	2	3	4	0
6. I feel a strong sense of loyalty to this organisation	1	2	3	4	0
7. I really care about the future success of this organisation	1	2	3	4	0
8. I would recommend this organisation to my male friends	1	2	3	4	0
9. I would recommend this organisation to my female friends	1	2	3	4	0
10. I have a lot of say about what happens on my job	1	2	3	4	0
11. The work I do on my job is meaningful to me	1	2	3	4	0
12. My job lets me use my skills and abilities	1	2	3	4	0
13. If I express concern about an issue it is followed up	1	2	3	4	0
14. There is someone here that I can speak to confidentially about any gender equality issue that is of concern to me	1	2	3	4	0
15. If I express concern about a gender equality issue it is followed up	1	2	3	4	0
16. Most senior managers genuinely support equality between women and men	1	2	3	4	0
17. This organisation has a highly effective approach to ensuring there is equality between women and men	1	2	3	4	0

B. Your immediate manager or supervisor (the person you report directly to)

1. Is your immediate manager/supervisor:

Female..... 1

Male..... 2

If you have more than one manager/supervisor are they...

all female	3
all male	4
both male and female	5

I do not have a manager/supervisor 6

If you have more than one immediate supervisor or manager, please answer the following questions for the person you have the most contact with:

	strongly disagree	disagree	agree	strongly agree	not sure
2. I feel a strong sense of loyalty to my immediate supervisor	1	2	3	4	0
3. I feel free to give my immediate supervisor direct and honest feedback	1	2	3	4	0
My immediate supervisor/manager:					
4. Keeps me informed of the things I need to know to do my job well.	1	2	3	4	0
5. Has expectations of my job performance that are realistic.	1	2	3	4	0
6. Treats everyone fairly.	1	2	3	4	0
7. Values differences in people	1	2	3	4	0
8. Openly addresses inappropriate behaviour.	1	2	3	4	0
9. Gives me coaching and helpful guidance	1	2	3	4	0
10. Gives me feedback on my performance that I find helpful	1	2	3	4	0
11. Recognises me for my contribution	1	2	3	4	0
12. Has discussed my career development needs with me within the past 12 months	1	2	3	4	0
13. Genuinely supports equality between women and men	1	2	3	4	0

C. Recruitment and promotion in this organisation

C.1 Recruitment in this organisation

	strongly disagree	disagree	agree	strongly agree	not sure
1. People are chosen for jobs on the basis of their competencies to perform the job	1	2	3	4	0
2. Selection panels do not make assumptions about people's capabilities based on:					
(a) Gender	1	2	3	4	0
(b) Age	1	2	3	4	0
(c) Pregnancy	1	2	3	4	0
(d) Family responsibilities	1	2	3	4	0
(e) Whether they are employed full or part-time	1	2	3	4	0
3. Job vacancies are advertised widely to attract a diverse applicant pool	1	2	3	4	0
4. I was attracted to work at this organisation because of its reputation as a gender equality employer	1	2	3	4	0
5. Initial pay or remuneration offers are fair	1	2	3	4	0
6. In my most recent experience in applying for a position in this organisation, the interview panel consisted of a diverse group of people	1	2	3	4	0
	strongly disagree	disagree	agree	strongly agree	not sure
7. From what you know in your work area, the best person for a position is always selected regardless of					
(a) Gender	1	2	3	4	0
(b) Age	1	2	3	4	0
(c) Pregnancy	1	2	3	4	0
(d) Family responsibilities	1	2	3	4	0
(e) Whether they are employed full or part-time	1	2	3	4	0

	Yes	No	Don't Know
8. Have you recently applied for a position in this organisation?	1	2	0
If Yes,			
(a) Did this involve a promotion or an advancement	1	2	0
(b) Was this position in a non-traditional area for your gender?	1	2	0
(c) Were you satisfied with the outcome of the selection process?	1	2	0
(d) Were you successful in your application for this job?	1	2	0

C2. Promotion in this organisation

	strongly disagree	disagree	agree	strongly agree	not sure
1. I have (or have had) good opportunities for promotion	1	2	3	4	0
2. I have the same opportunities for promotion as anyone else of my ability and experience	1	2	3	4	0
3. My responsibilities outside of work restrict my opportunities for promotion	1	2	3	4	0
4. Promotion panels do not make assumptions about people's capabilities based on:					
(a) Gender	1	2	3	4	0
(b) Age	1	2	3	4	0
(c) Pregnancy	1	2	3	4	0
(d) Family responsibilities	1	2	3	4	0
(e) Whether they are employed full or part-time	1	2	3	4	0
5. Individuals from all backgrounds have the same chance of promotion	1	2	3	4	0
6. I have been actively encouraged to apply for other positions in this organisation	1	2	3	4	0
7. At some time in the future I would like to be promoted to another position in this organisation	1	2	3	4	0
8. Women and men have the same chance for promotion in this organisation	1	2	3	4	0
9. In this organisation, for a woman to be promoted she probably has to be better than a man	1	2	3	4	0
10. Women and men have equal access to business critical roles in this organisation	1	2	3	4	0

D. Training and development in this organisation

	strongly disagree	disagree	agree	strongly agree	not sure
1. If I need training or development, I can ask for it and get it	1	2	3	4	0
2. I am knowledgeable about my opportunities for training and development	1	2	3	4	0
3. I am encouraged to participate in activities that will help my development	1	2	3	4	0
4. I have opportunities for growth and development that are consistent with my abilities	1	2	3	4	0
5. I receive a regular review of my work performance which helps me in my development	1	2	3	4	0
6. I have an effective mentor in this organisation	1	2	3	4	0
7. I have been encouraged to consider a wide range of career opportunities	1	2	3	4	0
8. I have substantial input into deciding which training and development programs I go on	1	2	3	4	0
9. Women and men have equal access to training in this organisation	1	2	3	4	0
10. In the last two years, how many performance appraisals have you had? _____ (number)					

11. In the past 12 months have you participated in any of the following training programs or had any of these development opportunities?

	Yes	No
a) Formal internal course	1	2
b) Formal external course	1	2
c) Critical task force or project team	1	2
d) Mentoring scheme	1	2
e) Peer support program	1	2
f) Job rotation	1	2
g) Multi-skilling	1	2
h) Secondment	1	2
i) Development assignment	1	2
j) Shadowing assignment	1	2
k) Temporary transfer	1	2
l) An acting role in a more senior position	1	2
m) A multi-disciplinary team	1	2
n) Leadership program	1	2
o) Management or supervisory program	1	2

- | | | |
|----------------------------------|---|---|
| p) People management course | 1 | 2 |
| q) Technical skills based course | 1 | 2 |
| r) Business skills based course | 1 | 2 |

12. In total, how many days did you spend in the last 12 months in:

Internal training courses _____ days

External training courses _____ days

E. Flexible work arrangements in this organisation

1. In the past 12 months have you asked for a change in your contracted work arrangements in terms of flexibility, for example, number of hours, variation in core hours or days, location of workplace (ie work from home or a different office), for longer than a month.

Yes 1

No 2

2. Was your request:

	Yes	No
To work part time	1	2
To work school term-time only	1	2
To job share	1	2
To work flexi time	1	2
To work a compressed working week	1	2
To work annualised hours	1	2
To work reduced hours for a limited period	1	2
To work from home on a regular basis	1	2
Or, for some other arrangement (SPECIFY) _____		

3. Was your request:

Fully granted	1
Partly granted	2
Declined	3
I have not received a reply as yet	4

4. If your request was partly granted, was this outcome:

Satisfactory for you?	1
Unsatisfactory for you?....	2

Yes	No	Don't Know
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5. Would you like to work part-time?	1	2	0
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6.	Do you ever work regular paid hours at home? (Do not include unpaid extra hours you may work at home during the week or on weekends.)	1	2	0							
7.	Would you like to work some of your regular paid hours at home? 1	2	0								
8.	Do you sometimes work a compressed workweek?	1	2	0							
9.	Would you like to work a compressed workweek?	1	2	3							
10.	Do you choose your starting and finishing times within some range of hours?	1	2	0							
11.	Would you like to be able to choose your own starting and finishing times within some range of hours?	1	2	0							
12.	Overall, how much control would you say you have in scheduling your work hours?										
	Complete	A lot	Some	Very little	None	Don't Know					
	1	2	3	4	5	0					
							strongly disagree	disagree	agree	strongly agree	not sure
13.	The advancement of part-time employees is actively supported in this organisation	1	2	3	4	0					
14.	It is very difficult to work part-time and have a career in this organisation	1	2	3	4	0					
15.	Being a part-time manager is an option in this organisation	1	2	3	4	0					
16.	Flexible work practices are applied consistently across this organisation	1	2	3	4	0					
17.	I am satisfied with the flexibility of hours in my job	1	2	3	4	0					
18.	I am able to access adhoc flexibility when my needs change on short notice	1	2	3	4	0					
19.	I feel comfortable using the flexible work options that are available to me	1	2	3	4	0					
20.	It is difficult for me to use the flexible work options available to me because of the nature of the work I do	1	2	3	4	0					
21.	It is difficult for me to use flexible work options because there is a lack of technical support	1	2	3	4	0					
22.	It is difficult for me to use flexible work options because of a lack of support from my supervisor	1	2	3	4	0					
23.	Flexible work is actively encouraged in my work area	1	2	3	4	0					
24.	I feel free to speak up about my flexibility needs	1	2	3	4	0					
25.	My commitment to this organisation would be questioned if I chose to use flexible work options	1	2	3	4	0					

26. Men are actively encouraged to adopt flexible work arrangements in this organisation	1	2	3	4	0
27. I see senior male managers who engage in flexible work in this organisation	1	2	3	4	0
28. I see senior female managers who engage in flexible work in this organisation	1	2	3	4	0
29. In the last 6 months I have considered leaving this organisation because of a lack of flexibility	1	2	3	4	0
30. My immediate manager is a positive role model for work/life balance	1	2	3	4	0
31. My immediate manager leads by example by utilising flexible work options	1	2	3	4	0
32. My immediate manager is approachable to discuss flexible work issues that I may have	1	2	3	4	0

F. Equal remuneration between women and men in this organisation

	strongly disagree	disagree	agree	strongly agree	not sure
1. I receive financial recognition based on my level of performance	1	2	3	4	0
2. I believe I am compensated fairly compared to others doing similar work:					
(a) Inside this organisation	1	2	3	4	0
(b) Outside this organisation	1	2	3	4	0
3. My salary reflects my experience and skills	1	2	3	4	0
4. I have had an open discussion about my pay with my immediate supervisor in the past 12 months	1	2	3	4	0
5. I understand the pay and bonus decision-making criteria and processes	1	2	3	4	0
6. I believe women and men are paid the same rates for performing similar work within this organisation	1	2	3	4	0

G. Sex-based harassment

Have you experienced any of the following in this workplace in the past 12 months?

	Yes	No
1. People you work with displaying or sending (via e-mail, facebook or twitter) pictures or jokes of a sexual/sexist nature which you find offensive	1	2
2. People you work with making repeated and unwelcome remarks, suggestions or jokes to you of a sexual/sexist nature which you find offensive	1	2
3. Inappropriate physical contact from someone you work with	1	2
4. Inappropriate staring by someone you work with	1	2

- | | | | |
|----|---|----|---|
| 5. | Someone has discriminated against you (for example, treated you less favourably) on the basis of your caring responsibilities | 1 | 2 |
| 6. | Someone has discriminated against you (for example, treated you less favourably) on the basis of your sex | 1 | 2 |
| 7. | If you answered Yes to either Question 1, 2 3, 4, 5 or 6 above: | | |
| | (a) Did you know what to do about it, who to talk to about it etc? | 12 | |
| | (b) Did you report the incident to someone in this organisation? | 12 | |
| | (c) If you reported it, were you happy about how it was dealt with? | 12 | |
| | (d) Have organisational changes occurred as a result of your report? | 12 | |
| 8. | Have you observed someone else in this organisation being sexually harassed? | 12 | |

H. Parenting

Answer these questions if you are male:

- | | Yes | No | not sure |
|---|-----|----|----------|
| 1. During your time working for this organisation have you become a father? (either through birth, surrogacy or adoption) | 1 | 2 | |

If yes, continue

- | | | | |
|---|---|---|---|
| 2. Were you able to take time off for antenatal appointments? | 1 | 2 | |
| 3. Have you ever taken paternity leave from this organisation around the time of the birth, surrogacy or adoption of a child? | 1 | 2 | 0 |
| 4. If yes, | | | |
| (a) How long was the leave for? _____ weeks | | | |
| (b) Was your immediate manager/supervisor supportive of you taking paternity leave? | 1 | 2 | 0 |
| 5. Have you ever taken parental leave from this organisation to be the primary carer of a child? | 1 | 2 | 0 |
| 6. If yes, | | | |
| (a) Was this paid parental leave? | 1 | 2 | |
| (b) How long was the leave for? _____ weeks | | | |
| (c) Was your immediate manager/supervisor supportive of you taking parental leave? | 1 | 2 | 0 |

Answer these questions if you are female:

- | | Yes | No | not sure |
|---|-----|----|----------|
| 1. During your time working for this organisation have you become a mother? (either through birth, surrogacy or adoption) | 1 | 2 | |
| If yes, continue: | | | |
| 2. Were you able to take time off for antenatal appointments? | 1 | 2 | |
| 3. In this organisation, there is support for a woman's choice to stay at work until a date close to the expected date of birth | 1 | 2 | 0 |

4.	Have you ever taken maternity or parental leave from this organisation?	1	2	
5.	If yes			
(a)	How many times have you taken this leave: _____			
(b)	Considering the last time you took maternity or parental leave in relation to the birth or adoption of a child, how much time did you take off: _____ weeks			
(c)	Was your immediate manager/supervisor supportive of you taking parental leave?	1	2	0
(d)	Did you return to the same role or, if it no longer existed, a similar role with the same responsibilities and pay?	1	2	
(e)	Was this paid maternity or parental leave?	1	2	
		Yes	No	not applicable
6.	Have you ever continued breastfeeding after you have returned to work from having a baby?	1	2	0
7.	In this organisation, it is possible for women to continue to breastfeed when they have returned to work	1	2	0
8.	In this organisation, women are not treated less favourably as a result of being pregnant or breastfeeding	1	2	0
		Yes	No	not applicable

In the past 12 months, has someone treated you unfavourably ...

9.	On the basis of your being pregnant?	1	2	0		
10.	On the basis that you were breastfeeding?	1	2	0		
		strongly disagree	disagree	agree	strongly agree	Not sure/ does not apply
1.	In this organisation women who take maternity or parental leave return to their previous jobs	1	2	3	4	0
2.	In this organisation women who take maternity or parental leave are able to return to their previous jobs on reduced hours	1	2	3	4	0
3.	In this organisation it is possible for women to continue to breastfeed when they have returned to work	1	2	3	4	0
4.	if you need to express milk here, there are good facilities to do so	1	2	3	4	0
5.	Managers and supervisors are supportive of employees who are pregnant	1	2	3	4	0

6. Managers and supervisors are supportive of employees who continue to breastfeed after returning from parental leave 1 2 3 4 0

I. Arrangements in relation to work and caring responsibilities

1. Are you the parent or guardian of any child of any age? *Include your own children, stepchildren, adopted children, foster children, grandchildren or others for whom you are responsible and act as a parent?*

Yes 1 How many children are there? _____

No 2

2. Are any of these children in the following age ranges?

Yes No

0 to 5 years..... 12

Between 6 and 12 years..... 12

Between 13 and 18 years..... 12

Over 18 years 12

3. Do you have dependent children living with you?

Yes 1

No..... 2

4. Do you **currently** have the responsibility for providing care or support to a family member in need of assistance, either because they are elderly, have a disability or a health problem?

Yes 1

No 2

5. How hard is it for you to take time off during your work-day to take care of personal or family matters?

Very hard 1

Somewhat hard 2

Not too hard 3

Not at all hard 4

It depends 5

Don't know 0

6. How easy or difficult is it for you to manage the demands of your work and your personal/family life?

Very easy 1

Easy 2

Neither easy nor difficult	3
Difficult	4
Very difficult	5

7. Are you able to temporarily change your starting and ending times on short notice when caregiving needs arise if you check with your supervisor or manager?

Yes	1
No	2
Don't know	0

8. In the last 3 months how many days did you miss work because of last minute caregiving problems -- such as your child being sick or your usual child care not being available? _____

9. Did you lose pay or benefits for missing this time, or were you penalized in some other way?

Yes	1
No	2

10. **Your views about work and caring arrangements**

	strongly disagree	disagree	agree	strongly agree	Not sure/ does not apply
a) Leave arrangements are sufficiently flexible to enable me to handle important caring issues	1	2	3	4	0
b) I have the flexibility I need to manage my work and caring responsibilities	1	2	3	4	0
c) I have support from co-workers so I can manage my work and caring responsibilities	1	2	3	4	0
d) Employees have to choose between advancing in their jobs or devoting time to their caring responsibilities	1	2	3	4	0
e) It is easy for me to discuss my work and caring issues with my work colleagues	1	2	3	4	0
f) It would be a career-limiting move to refuse a promotion in this organisation because of caring commitments	1	2	3	4	0



	strongly disagree	disagree	agree	strongly agree	Not sure/ does not apply
11. My immediate manager/supervisor:					
a) Is responsive to my needs when I have caring responsibilities, e.g. medical appointments, meeting with child's teacher, a sick child etc.	1	2	3	4	0
b) Helps me feel comfortable bringing up caring issues with them	1	2	3	4	0
c) Is understanding when I occasionally have caring demands that make it difficult for me to do my work effectively	1	2	3	4	0

Thank you for taking the time to complete this survey.