



Management and Well-being Practices

Questionnaire

24 September; Version for Mainstage

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1. Screening and Introduction

ASK ALL

S4 **Good morning / afternoon. My name is [NAME] – I'm calling from Kantar Public, an independent research organisation. We are conducting a piece of government research on behalf of the Department for Business, Energy and Industrial Strategy looking at flexible working and management practices within workplaces.**

I'd like to speak to someone who is best placed to talk about this research. Please can I speak to the person AT THIS SITE who is responsible for management of the employees, or general management issues?

ADD IF NECESSARY: For example your HR director / manager, or a site manager?

INTERVIEWER NOTE: IF THIS ROLE SHARED BETWEEN STAFF, A NAME OF ANY OF THEM WILL BE FINE.

INTERVIEWER NOTE: IF RESPONDENT ATTEMPTS TO TRANSFER TO SOMEONE AT ANOTHER

SITE: I would like to speak to someone at this site rather than someone at another branch or office of your organisation. Please could I speak to the person at this site who would have the best overview of human resources or general management practices?

REASSURANCES TO ADD IF NECESSARY:

- The Department for Business would really like to know what employers think about the flexible working and management arrangements, and what you offer to your employees. Taking part and giving feedback will help them to develop policies in these areas in future.
- Your workplace was randomly selected from the Inter-Departmental Business Register (IDBR), which is compiled by the ONS using Value Added Tax (VAT) and from and Pay As You Earn (PAYE) data from HMRC.
- All of responses you provide will be confidential. The research findings will not identify you or your business and no personal or commercial information will be passed to the Department for Business, Energy and Industrial Strategy.
- If respondent wishes to confirm validity of the survey or get more information about the aims and objectives, they can call / email / visit:

- MRS: Market Research Society on 0800 975 9596 (freephone)
- Kantar Public: Richard Crawshaw on 0800 015 2479 or mwpsurvey@kantarpublish.co.uk
- Survey website: mwpsurvey@kantarpublish.com
- BEIS: Helen Wrathall (helen.wrathall@beis.gov.uk)

Yes – transferred	7	CONTINUE	GO TO S6
No – name given	1	COLLECT: NAME _____ COLLECT TEL NUMBER _____ ASK FOR BEST TIME & DATE TO CALL AND IF GIVEN MAKE APPOINTMENT	GO ARRANGE FOR CALL BACK. ON CALL BACK, SCRIPT SHOULD START AT S6.
Person speaking is the person with this role	2	COLLECT: NAME _____ (Any call backs now to this person)	GO TO S1
Nobody here with that role / with those responsibilities	3	Close	
Refused (specify)	4	CLOSE	
Don't know	5	CLOSE	
Send info email	6	Go to email question, after email has been sent, put in screen to tell interviewers to go back to this question and use the dropdown to make an appointment and route them back here.	

WHEN TRANSFERRED TO THE RELEVANT RESPONDENT (S4=1 OR 7)

S6 **Good morning/afternoon, my name is [NAME] and I am calling from Kantar Public, an independent research company.**

We are conducting an important piece of government research on behalf of the Department for Business, Energy and Industrial Strategy looking at flexible working and management arrangements in workplaces across Great Britain.

I would like to speak to someone at this site who has the most responsibility for human resource issues, or general management practices. Am I right that you are the best person to answer about HR issues at this site?

REASSURANCES TO ADD IF NECESSARY:

- The Department for Business would really like to know what employers like you think about flexible working and leave arrangements, and what you offer to your employees. Taking part and giving feedback will help them to develop policies in these areas in future.
- Your workplace was randomly selected from the Inter-Departmental Business Register (IDBR), which is compiled by the ONS using Value Added Tax (VAT) and from and Pay As You Earn (PAYE) data from HMRC.
- All of responses you provide will be confidential. The research findings will not identify you or your business and no personal or commercial information will be passed to the Department for Business, Energy and Industrial Strategy.
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 - BEIS: Helen Wrathall (helen.wrathall@beis.gov.uk)

Yes (including probably / depends on the questions)	1	CONTINUE	GO TO S1
No – not the correct person	2	ASK FOR / COLLECT NAME OF THIS PERSON NAME _____ AND TRANSFER (OR CALL BACK)	ARRANGE FOR CALL BACK. ON CALL BACK, SCRIPT SHOULD START AT S6.
Refusal – not interested in taking part	3	THANK AND CLOSE	
Refusal (specify)	4	THANK AND CLOSE	

IF CODE 1 AT S6 OR CODE 2 AT S4

S1 **Can I just check, is this** [COMPANY NAME FROM SAMPLE]?

Yes – correct	1	CONTINUE TO S2	GO TO S2
No – company name wrong	2	CLOSE	FINAL OUTCOME – INCORRECT COMPANY NAME
No BUT has the correct number for that organisation	3	TAKE CORRECT COMPANY NUMBER (___), THEN THANK AND CLOSE	SCHEDULE CALL BACK CALL BACK SHOULD START AT S4
No - Residential Number and no number for the named organisation	4	CLOSE	FINAL OUTCOME – RESIDENTIAL NUMBER
Refusal (specify)	5	CLOSE	

ASK IF S1=1

S2 **And can I just check that I have reached you at** [COMPANY ADDRESS FROM SAMPLE]?

Yes – correct	1	CONTINUE	GO TO S2a
No – corporate number / main switchboard / this is the head office	2	ASK FOR NUMBER FOR SPECIFIED SITE (COLLECT_____) ASK FOR TRANSFER (OR CALL NEW NUMBER) AND RE-ASK S4	IF TRANSFERRED, GO BACK TO S4 IF TAKING NEW NUMBER, SCHEDULE CALL BACK
No longer at this address - moved	3	ASK FOR NEW ADDRESS (DP SHOW EXISTING ADDRESS FOR THE INTERVIEWER TO AMEND), THEN ASK S2a	GO TO S2a
No – correct business but branch/ location has completely closed	4	CLOSE	FINAL OUTCOME – BUSINESS CLOSED DOWN

WHEN TALKING TO CORRECT RESPONDENT (S2 = 1 OR 3)

S2a **Great, thank you. Your establishment has been chosen to participate from a carefully selected random sample of workplaces.**

Before I continue, please can I check – approximately how many employees are on the payroll at this establishment? Are there at least 5 people on the payroll, or less than 5 people?

ADD IF NECESSARY: If your establishment is part of a group, please think only in terms of the site where you work rather than the whole organisation.

ADD IF NECESSARY: Your workplace was randomly selected from the Inter-Departmental Business Register (IDBR), which is compiled by the ONS using Value Added Tax (VAT) and from and Pay As You Earn (PAYE) data from HMRC.

PROMPT IF NECESSARY: IS IT LESS THAN 5?

Less than 5	1	WE ARE ONLY LOOKING TO TALK TO SITES WITH 5 OR MORE EMPLOYEES. THANK AND CLOSE	FINAL OUTCOME – 'LESS THAN 5 EMPLOYEES'
5 or more	2	CONTINUE	GO TO S9
Don't know	3	CONTINUE	GO TO S9
Refusal / does not want to participate	4	THANK AND CLOSE	FINAL OUTCOME – 'REFUSAL'

IF 5 OR MORE EMPLOYEES IN ESTABLISHMENT (S2a=2 OR 3)

S9 **Thank you very much. Is it ok if I continue with the interview now?**

IF NECESSARY: The study that I am calling about is called the Management and Wellbeing Practices Survey. It will be extremely valuable for helping the government understand what employers like you have experienced regarding flexible working and management practices, and will help them to develop policies in these areas in future. It would be great if you can take part.

INTERVIEWER, IF NOW IS NOT CONVENIENT, USE DROPDOWN MENU TO MAKE AN APPOINTMENT.

REASSURANCES TO ADD IF NECESSARY:

- All the interviews will be conducted over the phone and should take around 25 minutes, but they may be shorter depending on the answers that you give.
- Everything that you tell us will be strictly confidential. It will not be possible to identify you in the research findings, unless you give us permission to do so. It will not be possible for the Department for Business, Energy and Industrial Strategy to identify you or your organisation.
- Interviews can be arranged for a date / time that is convenient for you.
- I can send you an email or letter from the Deputy Director of Labour Markets at the Department for Business, Energy and Industrial Strategy which gives you more information about the survey and explains how to get in touch.
- Your workplace was randomly selected from the Inter-Departmental Business Register (IDBR), which is compiled by the ONS using Value Added Tax (VAT) and from and Pay As You Earn (PAYE) data from HMRC.
- If respondent wishes to confirm validity of the survey or get more information about the aims and objectives, they can call / email / visit:
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 - Survey website: mwpsurvey@kantarpublish.com
 - BEIS: Helen Wrathall (helen.wrathall@beis.gov.uk)

Continue	1	CONTINUE
Refusal – specify	2	THANK AND CLOSE
Refusal – company policy	3	
Refusal – taken part in recent survey	4	
Not available in deadline	5	
Send info email	6	Go to email question, after email has been sent, put in screen to tell interviewers to go back to this question and use the dropdown to make an appointment and route them back here.

S10 *CODES 279L1 *IF [MOBILE = "07"\ MOBILEIE= "003538"]

I realise that we have called you on your mobile phone, so can I just check that it is OK to talk at the moment and that you are not outside Great Britain, driving or doing anything where it would be dangerous for us to continue?

- 1: Continue
- 2: Not appropriate to talk - outside Great Britain *CUT 99901
- 3: Not appropriate to talk - driving or doing something else *CUT 99901
- 4: Problem hearing respondent *CUT 99901

IF CODE 1 AT S9
S11 **Thank you for agreeing to participate in this voluntary research.**

I just want to reassure you that your answers will remain confidential unless, if asked, you give your consent otherwise.

For quality control and training purposes, this interview may be monitored or recorded and will be processed in line with our privacy policy which can be found at <https://uk.kantar.com/surveys/>. Only Kantar will have access to the recording.

ADD IF NECESSARY: If you would like any more information about the survey, please contact the researchers at Kantar Public on 0800 015 2479 or at mwpsurvey@kantarpublish.co.uk. You can also contact Helen Wrathall at the Department for Business, Energy and Industrial Strategy at helen.wrathall@beis.gov.uk.

ADD IF NECESSARY: To verify that we are registered as a Market Research Organisation, with a professional code of conduct, please call the Market Research Society on their verification service. The number is 0800 975 9596 – you will be connected free of charge from a landline.

IF CODE 1 AT S9

S12 Can I just check, what is your job title?

DO NOT READ OUT.

Human Resources manager / director	1
Personnel manager / director	2
HR / Personnel officer	3
Financial / Accounting director / manager / officer	4
Owner / proprietor	5
Managing Director	6
Site manager / General manager	7
Director / Specific Director (Marketing / Sales director etc)	8
Other (write in)	9
Prefer not to say	10

CONTINUE TO MAIN SURVEY.

SCINTRO [ASK ALL]

I would like to begin by asking you some general questions about this workplace.

SCALLEMPS [ASK ALL]

Currently how many employees do you have on the payroll at this workplace?

Please DO NOT include casual workers without a contract of employment, freelance or self-employed workers, or agency workers.

INTERVIEWER: COUNT SHOULD INCLUDE RESPONDENT THEMSELV IF THEY ARE AN EMPLOYEE

INTERVIEWER: "Workplace" refers to the activities of a single employer at a single set of premises. For example, a hospital site with several different buildings located in

close proximity where staff work across the sites would be considered as a single workplace

INTERVIEWER: IF NECESSARY PROBE FOR A BEST ESTIMATE

1...999997

DO NOT READ OUT: Don't know

SCALLEMPSDK [IF DON'T KNOW EXACT NUMBER AT SCALLEMPS]

Please give your best estimate

WRITE IN

DO NOT READ OUT: Don't know

SCRIPTING NOTE: IMPUTE THIS VALUE INTO SCALLEMPS

SC5CHECK [IF FEWER THAN 5 STAFF (SCALLEMPS < 5)

Can I just confirm that there are only [integer provided at SCALLEMPS] employees at [company name] at [address]. Is this correct?

Yes – THANK AND CLOSE

No – RE ASK SCALLEMPS

Don't know – THANK AND CLOSE

SCALLEMPSDK2 [IF SCALLEMPSDK=DK]

Do you have.....READ OUT

1. 5 or more employees

2. or fewer than 5 employees?' - THANK & CLOSE

DO NOT READ OUT: Don't know - THANK & CLOSE

SCSINGLE [ASK ALL]

Is this workplace ...READ OUT

INTERVIEWER: REFUSAL OR DON'T KNOW NOT ALLOWED.

1. One of a number of different workplaces in the UK belonging to the same organisation

2. A Single independent establishment not belonging to another body

3. Or the sole UK establishment of a foreign organisation

NO REFUSAL, NO DON'T KNOW

SCHEAD [If SCSINGLE=1]

Is this workplace the controlling Head Office of your organisation?

1. Yes

2. No

NO REFUSAL, NO DON'T KNOW

SCFAMIL [ASK ALL]

Is the establishment part of a business that is majority-owned by the person or family who first set it up?

INTERVIEWER: THIS INCLUDES DESCENDENTS

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCFAMIL2 [ASK IF SCFAMIL=YES]

Are any of this family actively involved in the day-to-day management of the business?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCNUMFEM [ASK ALL]

At your workplace, approximately how many [IF SCALLEMPS = DK OR >30:, or what percentage of] employees are female?

[IF SCALLEMPS <31: IF NECESSARY: You can give your answer as a percentage if that would be easier.]

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number given]: WRITE IN RANGE 1-[NUMBER AT SCALLEMPS]
2. [If percentage given]: WRITE IN RANGE 1-100%
3. All employees are female
4. No employees are female
5. DO NOT READ OUT: Don't know

SCNUMPT [ASK ALL]

At your workplace, approximately how many [IF SCALLEMPS = DK OR >30:, or what percentage of] employees work part-time, that is less than 30 hours a week?

[IF SCALLEMPS <31: IF NECESSARY: You can give your answer as a percentage if that would be easier.]

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number given]: WRITE IN RANGE 1-[NUMBER AT SCALLEMPS]
2. [If percentage given]: WRITE IN RANGE 1-100%
3. All employees work part-time
4. No employees work part-time
5. DO NOT READ OUT: Don't know

SCNUMETH [ASK ALL]

At your workplace, approximately how many [IF SCALLEMPS = DK OR >30, or what percentage of] employees are from a non-white ethnic group?

[IF SCALLEMPS <31: IF NECESSARY: You can give your answer as a percentage if that would be easier.]

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number given]: WRITE IN RANGE 1-[NUMBER AT SCALLEMPS]
2. [If percentage given]: WRITE IN RANGE 1-100%
3. All employees are from a non-white ethnic group
4. No employees from a non-white ethnic group
5. DO NOT READ OUT: Don't know

SCNUMTEMP [ASK ALL]

At your workplace, approximately how many [IF SCALLEMPS = DK OR >30, or what percentage of] employees work here on a temporary or fixed-term contract?

[IF SCALLEMPS <31: IF NECESSARY: You can give your answer as a percentage if that would be easier.]

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number given]: WRITE IN RANGE 1-[NUMBER AT SCALLEMPS]
2. [If percentage given]: WRITE IN RANGE 1-100%
3. All employees work on a temporary or fixed-term basis
4. No employees work on a temporary or fixed-term basis
5. DO NOT READ OUT: Don't know

SCANYTEMP [IF SCNUMTEMP = DK]

Can I just check, are any employees here on temporary or fixed-term contracts?

1. Yes
2. No
3. DO NOT READ OUT Don't know

SCSHIFT1 [ASK ALL]

And do ANY employees on the payroll at this establishment...

...Have days where they only work part of the day for example just the morning or just the afternoon

INTERVIEWER: IF RESPONDENT SAYS "SOMETIMES" THEN CODE THIS AS YES.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCSHIFT2 [ASK ALL]

And do ANY employees on the payroll at this establishment...

...Work nights

INTERVIEWER: Typically, night workers are those who work at least 3 hours between 11pm and 6am.

INTERVIEWER: IF RESPONDENT SAYS "SOMETIMES" THEN CODE THIS AS YES.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCSHIFT 3 [ASK ALL]

And do ANY employees on the payroll at this establishment...

... Work shifts, that is a pattern of working where different groups of employees work over different periods of the day or week. [ADD IF NECESSARY: May be used in manufacturing to permit a production line to keep working all day and night, or equivalently in a supermarket e.g. Employees work mornings one week and afternoons the next]

INTERVIEWER: IF RESPONDENT SAYS "SOMETIMES" THEN CODE THIS AS YES.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCSHIFT 4 [ASK ALL]

And do ANY employees on the payroll at this establishment...

... Work on zero-hours contracts: [ADD IF NECESSARY: a zero-hours contract does not guarantee the employee a fixed number of hours per week and the employee is only paid for the hours that they work].

INTERVIEWER NOTE: IF RESPONDENT SAYS "SOMETIMES" THEN CODE THIS AS YES.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCUNI [ASK ALL]

At your workplace, approximately how many [IF SCALLEMPS = DK OR >30:, or what percentage, of] employees are members of a trade union or independent staff association?

[IF SCALLEMPS <31: IF NECESSARY: You can give your answer as a percentage if that would be easier.]

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number given]: WRITE IN RANGE 1-[NUMBER AT SCALLEMPS]
2. [If percentage given]: WRITE IN RANGE 1-100%
3. All employees are members of a trade union or independent staff association
4. No employees are members of a trade union or independent staff association
5. DO NOT READ OUT: Don't know/Not that I know of

SCUNIANY [IF SCUNI=DK]

Can I just check, are any employees here members of a trade union or independent staff association?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SCAGENCY [ASK ALL]

Do you have any temporary agency staff currently working at this workplace?

INTERVIEWER: Temporary agency staff are people that you hire on a temporary basis from an employment agency. These members of staff should not have been included in the employee total earlier.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

2. Maternity and Paternity rights

Maternity leave rights

MATINTRO **[ASK ALL]**

I would now like to ask you some questions about various types of staff leave.

MATNUMEMP **[ASK ALL]**

In this workplace, how many employees have taken maternity leave in the past 2 years?

INTERVIEWER: IF EXACT NUMBER NOT KNOWN, PROBE FOR BEST ESTIMATE.
Respondent should include females who are currently on maternity leave. If same woman has had maternity leave twice in the last 2 years, she should only be counted once.

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

MATNUMPAY **[IF NUMBER GIVEN AT MATNUMEMP>0]**

Of these employees who have taken maternity leave in the past two years, how many were paid Statutory Maternity Pay?

INTERVIEWER: IF EXACT NUMBER NOT KNOWN, PROBE FOR BEST ESTIMATE
INTERVIEWER: THE NUMBER CLAIMING SMP SHOULD NOT BE GREATER THAN NUMBER TAKING MATERNITY LEAVE.

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

MATENHANCE [ASK ALL]

Employees on maternity leave are entitled to 90% of weekly pay for 6 weeks. For the next 33 weeks, they are entitled to £145 per week or 90% of average weekly earnings, whichever is lower.

At your workplace, do you pay more than this?

1. Yes
2. No
3. DO NOT READ OUT: It depends on the employee
4. DO NOT READ OUT: Don't know

MATENPAY [ASK IF MATENHANCE=1 OR 3]

What percentage of normal pay do you offer those employees on maternity leave?

INTERVIEWER: IF PERCENTAGE VARIES, ASK FOR THE HIGHEST PERCENTAGE OFFERED EVEN IF NOT FOR THE WHOLE PERIOD OF LEAVE.

ENTER %

DO NOT READ OUT: Don't know

MATENLONG [ASK IF MATENHANCE=1 OR 3]

For how many weeks or months do you pay mothers [IF MATENPAY = DK: more than] [IF MATENPAY NOT = DK: at MATENPAY % of] their normal pay?

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number of WEEKS given]: WRITE IN
2. [If Number of WEEKS given]: WRITE IN
3. [If Number of MONTHS given]: WRITE IN
4. DO NOT READ OUT: Don't know

PATNUMEMP [ASK IF SCNUMFEM < 100% OR SCNUMFEM NOT = SCALLEMPS]

I'd now like to ask about paternity leave, that is, time-off for fathers around the birth of their child.

How many employees at this workplace have taken paternity leave in the past 2 years?

INTERVIEWER: IF EXACT NUMBER NOT KNOWN, PROBE FOR BEST ESTIMATE.
Respondent should include men who are currently on paternity leave. If same man has had paternity leave twice in the last 2 years, he should only be counted once.

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

PATNUMPAY [IF NUMBER GIVEN AT PATNUMEMP>0]

Of these employees who have taken paternity leave in the past two years, how many were paid Statutory Paternity Pay?

INTERVIEWER: IF EXACT NUMBER NOT KNOWN, PROBE FOR BEST ESTIMATE

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

PATENHANCE**[ASK ALL]**

Employees on paternity leave are entitled to a statutory rate of £145 per week or 90% of their average weekly earnings, whichever is lower, for two weeks.

At your workplace, [IF PATNUMEMP = 1: do] [IF PATNUMEMP =2 OR 3: would] you pay more than this?

1. Yes
2. No
3. DO NOT READ OUT: It depends on the employee
4. DO NOT READ OUT: Don't know

PATENPAY [ASK IF PATENHANCE=1 OR 3]

What percentage of normal pay do you offer those employees on paternity leave?

INTERVIEWER: IF PERCENTAGE VARIES, ASK FOR THE HIGHEST PERCENTAGE OFFERED EVEN IF NOT FOR THE WHOLE PERIOD OF LEAVE.

ENTER %

DO NOT READ OUT: Don't know

PATENEXTRA**[ASK ALL]**

Beyond the statutory two weeks paternity leave, how much EXTRA paternity leave, if any, do you allow?

1. [If days given] WRITE IN DAYS
2. [If weeks given] WRITE IN WEEKS
3. Do not allow any extra leave
4. DO NOT READ OUT: Don't know

ADOPTLEAVE**[ASK ALL]**

In the last two years, have any employees taken adoption leave?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

3.Shared Parental Leave (individual rights)

SPLIntro [ASK ALL]

Now some questions about Shared Parental leave.

SPLAWARE [ASK ALL]

Shared Parental Leave allows parents to share their maternity or adoption leave with a partner during the first year following their child's birth or adoption.

Are you aware of this?

1. Yes
2. No

SPLKNOW [ASK IF SPLAWARE = 1]

Which of the following would best describe your knowledge about Shared Parental Leave?...READ OUT.

SCRIPTING NOTE: ORDER OF CODES 1 TO 3 SHOULD BE ROTATED, WITH CODE 2 ALWAYS APPEARING SECOND. PLEASE ENSURE THAT THE ROTATION ORDER IS STORED SOMEWHERE IN THE DATA.

1. You are aware of Shared Parental Leave but do not know what it involves
2. You are aware of Shared Parental Leave and have some knowledge of what it involves
3. You have a good knowledge of Shared Parental Leave and what it involves?
4. Don't know

SPLAWLEG

[ASK IF SPLAWARE=1]

Are you aware that Shared Parental Leave and Pay is a legal right?

1. Yes, aware
2. No, not aware
3. DO NOT READ OUT: Don't know

SPLNUMEMP [ASK IF SPLAWARE=1]

In the past 2 years, have any employees, male or female, at this workplace had time off work as part of shared parental leave?

INTERVIEWER: IF NECESSARY PROBE FOR AN ESTIMATE

INTERVIEWER: IF EXACT NUMBER NOT KNOWN, PROBE FOR BEST ESTIMATE

INTERVIEWER: RESPONDENT SHOULD INCLUDE EMPLOYEES WHO ARE CURRENTLY ON SHARED PARENTAL LEAVE. IF SAME EMPLOYEE HAS HAD SHARED PARENTAL LEAVE TWICE IN THE LAST 2 YEARS, THEY SHOULD ONLY BE COUNTED ONCE.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SPLNUMF [ASK IF SPLNUMEMP=1]

In the past two years, how many women at this workplace have had time off as part of shared parental leave?

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

SPLFPAY [IF NUMBER GIVEN AT SPLNUMF >0]

And was this shared parental leave for women always paid?

1. Yes, always
2. Yes, but not in all cases
3. No, unpaid

SPLNUMM**[ASK IF SPLNUMEMP=1]**

In the past two years, how many men at this workplace have had time off as part of shared parental leave?

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

SPLMPAY**[IF NUMBER GIVEN AT SPLNUMM >0]**

And was this shared parental leave for men always paid?

1. Yes, always
2. Yes, but not in all cases
3. No, unpaid
4. DO NOT READ OUT: Don't know

SPLFLONG**[IF NUMBER GIVEN AT SPLNUMF >0]**

On average, over the past 2 years, how many weeks or months of shared parental leave have women taken?

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number of WEEKS given]: WRITE IN
2. [If Number of MONTHS given]: WRITE IN
3. [If Number of DAYS given]: WRITE IN
4. DO NOT READ OUT: Don't know

SPLMLONG [IF NUMBER GIVEN AT SPLNUMM >0]

On average over the past 2 years, how many weeks or months of shared parental leave have men taken?

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number of WEEKS given]: WRITE IN
2. [If Number of MONTHS given]: WRITE IN
3. [If Number of DAYS given]: WRITE IN
4. DO NOT READ OUT: Don't know

SPLBLOCK [ASK IF SPLNUMEMP=1]

In the past 2 years, have any employees at this workplace, male or female, taken shared parental leave in multiple blocks?

IF YES: How many employees have taken shared parental leave in more than one block?

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't Know

SPLENHANCE**[ASK IF SPLAWARE=1]**

I'd now like to ask about Shared Parental Pay. Eligible employees who take Shared Parental Pay are entitled to either £145 per week or 90% of their weekly earnings for 39 weeks, whichever is lowest.

At your workplace, [IF SPLNUMEMP = 1: do] [IF SPLNUMEMP = 2 OR 3: would] you offer any employees taking Shared Parental Pay more pay than this?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SPLENPAY**[ASK IF SPLENHANCE=1]**

What percentage of normal pay do you offer those employees on shared parental leave?

INTERVIEWER: IF PERCENTAGE VARIES, ASK FOR THE HIGHEST PERCENTAGE OFFERED EVEN IF NOT FOR THE WHOLE PERIOD OF LEAVE

ENTER %

DO NOT READ OUT: Don't know

SPLENLONG**[IF SPLENHANCE=1]**

For how many weeks or months do you pay those employees on shared parental leave above [SPLENPAY%] of their normal pay?

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number of WEEKS given]: WRITE IN
2. [If Number of MONTHS given]: WRITE IN
3. DO NOT READ OUT: Don't know

SPLENVARY**[ALL IF SPLENHANCE=1]**

Does this enhancement apply for the whole time or does it vary?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

SPLENCON [IF SPLENHANCE=1]

Are there any conditions attached to the enhanced rate of Shared Parental Pay?

INTERVIEWER: PROBE AS NECESSARY

1. Yes, enhancements only apply to certain employees
2. Yes, enhancements only apply to certain number of blocks
3. Yes, enhancements attached to other conditions
4. Yes, other (please specify)
5. No
6. DO NOT READ OUT: Don't know

SPLENWHYA -

SPLENWHYI [ASK IF SPLENHANCE=1]

What are the main reasons why your workplace offers enhanced shared parental pay beyond the statutory minimum? DO NOT PROMPT. CODE ALL THAT APPLY

SCRIPTING NOTE: MULTICODE.

1. To offer flexibility/ To offer more family-friendly policies
2. To match maternity/paternity leave provision
3. To improve staff retention among parents
4. To improve staff wellbeing
5. To introduce greater equality/inclusivity
6. To help reduce gender pay gap
7. Other (specify)
8. No particular reasons
9. Don't know

SPLENWHYNA -

SPLENWHYNI

[ASK IF SPLENHANCE=2]

Are there any particular reasons why your workplace does not offer enhanced shared parental pay beyond the statutory minimum? DO NOT PROMPT.CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. Too expensive
2. We are too small/not enough employees
3. To limit/discourage take-up
4. It's not a legal requirement
5. Concern about fraud
6. Not enough interest/likely uptake
7. Other (specify)
8. No particular reasons
9. Don't know

SPLBEN [ASK IF SPLAWARE=1]

What do you see as the advantages, if any, of providing Shared Parental Leave and Pay?

INTERVIEWER: THIS QUESTION IS ABOUT THE SCHEME IN GENERAL, NOT SPECIFIC TO THIS WORKPLACE

WRITE IN

DO NOT READ OUT: Don't know

SPLDISAD [ASK IF SPLAWARE=1]

What do you see as the disadvantages, if any, of providing Shared Parental Leave and Pay?

INTERVIEWER: THIS QUESTION IS ABOUT THE SCHEME IN GENERAL, NOT SPECIFIC TO THIS WORKPLACE

WRITE IN

DO NOT READ OUT: Don't know

SPLSAT [ASK IF SPLAWARE=1]

Overall, how satisfied are you with the Government's policy of Shared Parental Leave and Pay?

INTERVIEWER: This question is about the scheme in general, not specific to this workplace.

1. Very satisfied
2. Satisfied
3. Neither satisfied or dissatisfied
4. Dissatisfied
5. Very dissatisfied
6. DO NOT READ OUT: Don't know

ASK IF: [NUMBER GIVEN AT MATNUMEMP>0] OR [NUMBER GIVEN AT PATNUMEMP>0] OR SPLNUMEMP=1

And now a few questions about parental pay.

SPLRECLAIM1 [NUMBER GIVEN AT MATNUMEMP>0]

Did you know that you could reclaim the cost of paying out Statutory Maternity Pay from HMRC?

1. Yes, I know we can reclaim
2. No, didn't know this
3. DO NOT READ OUT: Don't know

SPLRECLAIM2 [NUMBER GIVEN AT PATNUMEMP>0]

Did you know that you could reclaim the cost of paying out Statutory Paternity Pay from HMRC?

1. Yes, I know we can reclaim
2. No, didn't know this
3. DO NOT READ OUT: Don't know

SPLRECLAIM3**[IF SPLNUMEMP=1]**

Did you know that you could reclaim the cost of paying out Shared parental Pay from HMRC?

1. Yes, I know we can reclaim
2. No, didn't know this
3. DO NOT READ OUT: Don't know

4. Other parental leave

PLAWARE

[ASK ALL]

And now some questions about another right called parental leave. This is where parents can take extra unpaid time off work, beyond annual leave, for example, to spend more time with their child, to settle children into new childcare, or to look at new schools.

Are you aware of this type of parental leave?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

PLANY

[ASK ALL]

Over the past 2 years, have any employees at this workplace taken this type of parental leave?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

PLNUMEMP [ASK IF PLANY=1]

How many employees have taken this type of parental leave in the past 2 years?

INTERVIEWER: IF EXACT NUMBER NOT KNOWN, PROBE FOR BEST ESTIMATE

INTERVIEWER: RESPONDENT SHOULD INCLUDE STAFF WHO ARE CURRENTLY TAKING UNPAID LEAVE. If same person has had unpaid leave twice in the last 2 years, they should only be counted once.

1. TYPE IN NUMBER
2. None
3. DO NOT READ OUT: Don't Know

PLTIME [ASK IF NUMER GIVEN AT PLNUMEMP>0]

Of the employees that have taken this type of leave in the last 2 years, on average how much time have they taken?

INTERVIEWER: PROBE FOR BEST ESTIMATE

1. [If Number of WEEKS given]: WRITE IN
2. [If Number of MONTHS given]: WRITE IN
3. [If Number of DAYS given]: WRITE IN
4. DO NOT READ OUT: Don't know

PLEXTEND [ASK ALL]

In March 2013, the law changed to increase the age of children covered by unpaid parental leave from 5 to 18 years. Are you aware of this change?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

PL1318 [ASK ALL]

In March 2013, the law changed to increase the amount of unpaid parental leave that parents can take from 13 weeks to 18 weeks. Are you aware of this change?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

5. Childcare and bereavement leave

CHINTRO **[ASK ALL]**

And now a few questions about other family-related policies.

CHFORMAL **[ASK ALL]**

Do you have a written or formal policy on bereavement leave for parents who have lost a child?

1. Yes – formal, written policy
2. No formal, written policy
3. DO NOT READ OUT: This would be agreed on an informal basis
4. DO NOT READ OUT: Don't know

CHTYPE [ASK ALL]

Are any of the employees here entitled to any of the following childcare facilities or arrangements? READ OUT

SCRIPTING NOTES:

HELP SCREEN EXAMPLES OF CHILDCARE FACILITIES OR ARRANGEMENTS WHICH HELP WORKING PARENTS COMBINE WORK WITH FAMILY COMMITMENTS. - childcare situated at the workplace (e.g. crèche, playgroup, nursery) - subsidised childcare places not located at the workplace - other types of financial help with employee's childcare needs - help with childcare arrangements during school holidays - information about local provision of childcare

HELP SCREEN Financial help with childcare (e.g. loans, repayable contributions to fees for outside the workplace, subsidised childcare places not located at the establishment

1. Childcare facility such as crèche, playgroup, nursery situated at the workplace?
2. Childcare vouchers?
3. Other financial help with childcare?
4. Help with childcare arrangements during school holidays?
5. Some other childcare arrangements? (SPECIFY)
6. None of these
7. DO NOT READ OUT: Don't know

CHEMERG [ASK ALL]

Now some questions about taking time off for family emergencies.

If an employee wanted to take time off at short notice to care for a family member or someone who depends on them for their care, would this be agreed to ... READ OUT. SINGLE CODE.

INTERVIEWER: THIS DOESN'T JUST COVER CHILDREN – CAN INCLUDE ANY FAMILY MEMBER OR OTHER PERSON WHO IS DEPENDENT ON AN EMPLOYEE

INTERVIEWER: TIME CAN BE PAID OR UNPAID. TIME TAKEN AS HOLIDAY SHOULD BE INCLUDED

SCRIPTING NOTE: SINGLE CODE.

1. In all or nearly all cases
2. In some cases
3. Or would this never be agreed to?
4. DO NOT READ OUT: It depends on individual circumstances
5. DO NOT READ OUT: Don't know

CHRECORD [ASK IF CHEMERG=1 OR 2 OR 4]

How is this leave recorded?

INTERVIEWER: PROMPT IF NECESSARY AND CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. As special paid leave
2. As sick leave
3. As leave without pay
4. As annual leave
5. As time off but make up for it later
6. Some other arrangement (SPECIFY)
7. DO NOT READ OUT: Don't know

6.Flexible Working (Individual Rights)

FWINTRO [ASK ALL]

And now some questions about flexible working arrangements.

**FWANYA -
FWANYJ** [ASK ALL]

Can you tell me if ANYONE on the payroll at this establishment currently, or in the past 12 months has done any of the following... READ OUT. CODE ALL THAT APPLY.

INTERVIEWER: IF RESPONDENT RESPONDS 'DON'T KNOW' TO ALL FLEXIBLE WORKING PRACTICES, PLEASE CODE 'NONE OF THESE'

SCRIPTING NOTE: MULTICODE.

1. Job shared? READ OUT IF NECESSARY: This is where two part time employees share a full-time job
2. Worked flexitime? READ OUT IF NECESSARY: The employee chooses when to start and end work (within agreed limits) but works certain 'core hours', e.g. 10am to 4pm every day
3. Worked a compressed week, where an employee works full-time hours over fewer days in their working week? ADD IF NECESSARY: For example, working a 40 hour week over four days, or working a nine-day fortnight. This is not the same as shift-working.
4. Worked reduced hours for a limited period?
5. Worked from home on a regular basis rather than an ad hoc basis?
6. Worked during school term time only?
7. Worked annualised hours? READ OUT IF NECESSARY: This is where the number of hours staff have to work is calculated over a full year rather than a week or month.
8. Worked part time, that is less than 30 hours a week?
9. DO NOT READ OUT: Don't know
10. DO NOT READ OUT: None of these

FWAVAILA-

FWAVAILJ-

[IF FWANY=9 OR DK]

Can I just check, would any of the following flexible working practices be available to employees on the payroll at this establishment, even if they have not been used in the past 12 months?... READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. Job sharing. READ OUT IF NECESSARY: This is where two part time employees share a full-time job
2. Working flexitime? READ OUT IF NECESSARY: The employee chooses when to start and end work (within agreed limits) but works certain 'core hours', e.g. 10am to 4pm every day
3. Working a compressed week, where an employee works full-time hours over fewer days in their working week? ADD IF NECESSARY. For example, working a 40-hour week over four days, or working a nine-day fortnight. ADD IF NECESSARY: This is not the same as shift-working
4. Working reduced hours for a limited period?
5. Working from home on a regular rather than an ad hoc basis?
6. Working during school term time only?
7. Working annualised hours? ADD IF NECESSARY: This is where the number of hours staff have to work is calculated over a full year rather than a week or month
8. Working part-time, that is less than 30 hours per week?
9. (DO NOT READ OUT) None of these
10. DO NOT READ OUT: Don't know

FWWHYNOTA -

FWWHYNOTH [ASK if FWAVAIL = 9]

What are the main reasons why these flexible working practices, are not available for employees to use at this establishment? DO NOT READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

INTERVIEWER: By flexible working practices we mean practices such as flexitime, annualised hours, job sharing, term-time working and so on.

INTERVIEWER: PROBE

1. Not feasible / Not compatible with the nature of our work
2. No demand from employees
3. Not necessary as staff can choose their hours/shifts to suit them
4. Difficult to operate (costly / extra managerial workload/puts pressure on other employees)
5. Does not fit with the culture of the business
6. Other (specify)
7. DO NOT READ OUT: Don't know

FWPOLICY [IF FWANY=ANY CODES 1 TO 8 OR FWAVAIL=1 TO 8]

Is your workplace covered by a written policy which provides for flexible working practices?

INTERVIEWER: The written policy does not have to cover all the flexible working practices available at the site.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

FWCHANGE**[ASK ALL]**

In general, over the past 5 years, would you say the proportion of employees who have flexible working arrangements at this workplace has.....READ OUT. SINGLE CODE

SCRIPTING NOTE: SINGLE CODE.

1. Increased
2. Decreased
3. Or stayed the same
4. DO NOT READ OUT Don't know

FWWHYCH [ASK IF FWCHANGE=1-3]

Why do you think that the proportion of employees with flexible working has [If FWCHANGE=1: increased] [IF FWCHANGE=2: decreased] [IF FWCHANGE=3: stayed the same]?

1. WRITE IN
2. DON'T KNOW

FWNUMREQ**[ASK ALL]**

Thinking generally now about ALL TYPES OF FLEXIBLE WORKING, in the past 12 months, how many requests have there been from employees at this establishment to change their working patterns for 3 months or more?

1. WRITE IN
2. None
3. DO NOT READ OUT: Don't know

FWREQTYPE1 TO FWREQTYPE8

[IF ANY FW PRACTICES AT FWANY (CODES 1 TO 8) OR FWAVAIL (CODES 1 TO 8)]

In the past 12 months, have there been any requests from any employees at this workplace to [flexible practice from FWANY OR FWAVAIL] for 3 months or more?

INTERVIEWER: INCLUDE REQUEST MADE WHETHER OR NOT EMPLOYER WAS ABLE TO ACCEPT THE REQUEST

	FWREQTYPE1	FWREQTYPE2	FWREQTYPE3	FWREQTYPE4	FWREQTYPE5	FWREQTYPE6	FWREQTYPE7	FWREQTYPE8
	Work part-time	Job share	Work flexi-time	Work a compressed week	Work reduced hours for a limited period	Work from home on a regular basis	Work school term-time only	Work annualised hours
Yes	1	1	1	1	1	1	1	1
No	2	2	2	2	2	2	2	2
DO NOT READ OUT: DON'T KNOW	X	X	X	X	X	X	X	X

FWREJECT

[IF ANY CODE 1 AT FWREQTYPE1 TO FWREQTYPE8]

Thinking about all of the requests made in the last 12 months for ALL TYPES OF FLEXIBLE WORKING, how many were turned down? SINGLE CODE

1. WRITE IN
2. None turned down
3. DO NOT READ OUT: Don't know

FWREJWHYA -

FWREJWHYN

[ASK ALL IF FWREJECT>0]

And what were the reasons that requests for flexible working were turned down?

DO NOT READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

INTERVIEWER: PROBE: WHAT OTHER REASONS WERE THERE?

1. Cost to business
2. Disruption it would cause
3. Unable to meet customer demand
4. Unable to reorganize work amongst existing staff
5. Unable to recruit additional staff to cover
6. Would damage quality or performance of business
7. Not eligible to make a request under the law
8. Lack of work during proposed periods
9. Planned structural changes to the business
10. It would cause resentment among colleagues
11. No reason
12. Other (write in)
13. DO NOT READ OUT: Don't know

FWDECIDE

[IF FWANY=1-8 OR FWAVAIL=1-8]

Who at your establishment makes the decisions on whether or not to accept a request for flexible working made by employees? Is it...? READ OUT. SINGLECODE

1. A line Manager or Supervisor
2. Someone with HR responsibilities
3. Senior management
4. Or does it vary
5. DO NOT READ OUT: Other (WRITE IN)
6. DO NOT READ OUT: Don't know

FVHOW [IF FVANY=1-8 OR FVAVAIL=1-8]

Would you say that decisions about requests for flexible working at this workplace are made...? READ OUT. SINGLE CODE.

1. Using a set procedure that has been specified for the site as a whole
2. Using procedures that vary between teams or departments
3. Or does it vary depending on circumstances?
4. DO NOT READ OUT: Other (WRITE IN)

FVWRITE [IF ANY OF FVREQTYPE1 TO FVREQTYPE8 = 'YES']

When a request is made for flexible working, approximately what proportion of these are made in writing?

INTERVIEWER: READ OUT IF NECESSARY: Would you say...

1. All (100%)
2. Almost all (80-99%)
3. Most (60-79%)
4. Around half (40-59%)
5. Some (20-39%)
6. Just a few (1-19%)
7. None (0%)
8. DO NOT READ OUT: Don't know

FWTANDC [IF FWRITE=1 to 6]

And of these written requests, what proportion led to a change in the terms and conditions in employee contracts?

INTERVIEWER: IF RESPONDENT GIVES AN ANSWER AS AN EXACT NUMBER YOU CAN CODE "97" HERE AND RECORD THE NUMBER AT THE NEXT QUESTION.

1. All (100%)
2. Almost all (80-99%)
3. Most (60-79%)
4. Around half (40-59%)
5. Some (20-39%)
6. Just a few (1-19%)
7. None (0%)
8. No. [enter no].
9. DO NOT READ OUT: Don't know

FWPROMOTE [IF FWANY=1-8 OR FWAVAIL=1-8]

Do managers at your workplace actively promote the flexible working and leave arrangements available to employees at this establishment?

1. Yes
2. No
3. DO NOT READ OUT: Don't Know

FWPOSNEG1 TO FWPOSNEG7

[ASK ALL]

On balance, do you think flexible working and leave arrangements have a generally positive, generally negative or no effect on the following...READ OUT. SINGLE CODE PER ROW.

SCRIPTING NOTE: ORDER OF FWPOSNEG1 TO FWPOSNEG7 SHOULD BE RANDOMISED.

		Positive effect	Negative effect	No effect	DO NOT READ OUT: Not applicable	DO NOT READ OUT: Don't know
FWPOSNEG1	_1....employee relations at this establishment	1	2	3	4	5
FWPOSNEG2	_2...productivity at this establishment?	1	2	3	4	5
FWPOSNEG3	_3...reducing absenteeism at this establishment?	1	2	3	4	5
FWPOSNEG4	_4...reducing labour turnover at this establishment?	1	2	3	4	5
FWPOSNEG5	_5 ...ease of recruitment at this establishment?	1	2	3	4	5
FWPOSNEG6	_6... customer service?	1	2	3	4	5
FWPOSNEG7	_7 ...employee motivation and commitment at this establishment?	1	2	3	4	5

FWATT1 TO FWATT5

[ASK ALL]

Can you tell me how much you agree or disagree with each of the following statements? For each statement I would like you to tell me whether you strongly agree, agree, neither agree nor disagree, disagree or strongly disagree.

SCRIPTING NOTE: RANDOMISE ORDER OF STATEMENTS

INTERVIEWER: WE ARE INTERESTED IN EMPLOYERS' GENERAL ATTITUDES SO ANSWERS DO NOT HAVE TO RELATE TO THEIR PARTICULAR WORKPLACE.

		1=Strongly agree	2=Agree	3=Neither agree nor disagree	4=Disagree	5=Strongly disagree	DO NOT READ OUT: Don't know
FWATT1	It's not the employer's responsibility to help people balance their work with other aspects of their life	1	2	3	4	5	6
FWATT2	People who work flexibly are just as likely to be promoted as those who don't	1	2	3	4	5	6
FWATT3	When some employees take up flexible working practices, it causes resentment among other employees	1	2	3	4	5	6
FWATT4	Often those who request to work flexibly are those who are less committed to their work	1	2	3	4	5	6
FWATT5	It is really only parents and carers that benefit from flexible working practices	1	2	3	4	5	6

FWEXTEND**[ASK ALL]**

Before June 2014, only employees with children under 17 or with specific caring responsibilities had the legal right to request flexible working. All employees who have worked a minimum length of service now have the right to request flexible working. Are you aware of this change?

INTERVIEWER: ASK IF NECESSARY: By 'minimum length of service' we mean that the employee would need to have worked here for a certain amount of time, usually 26 weeks, before they can request flexible working.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

7. Collective Rights (employment rights and enforcement)

CONMEET [ASK ALL]

Now some questions about how management communicates or consults with employees here about a variety of issues.

Do you have meetings between senior managers and the whole workforce, whether altogether or group by group?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONMEETN [IF CONMEET=1]

Roughly how frequent are these meetings?

SCRIPTING NOTE: SINGLE CODE

INTERVIEWER: PROMPT AS NECESSARY. CODE ONE ONLY

1. Daily
2. Less than daily, but at least once a week
3. Less than weekly, but at least once a fortnight
4. Less than fortnightly, but at least once a month
5. Less than monthly, but at least once every 3 months
6. Less than every 3 months
7. DO NOT READ OUT: Don't know

CONBRIEF [ASK ALL]

Do you have meetings between line managers or supervisors and all the workers for whom they are responsible?

INTERVIEWER: IF ASKED, THESE ARE SOMETIMES KNOWN AS 'BRIEFING GROUPS' OR 'TEAM BRIEFINGS'?

1. Yes
2. No
3. DO NOT READ OUT: Not applicable
4. DO NOT READ OUT: Don't know

CONBRIEFN [If CONBRIEF = 1]

Roughly how frequent are these meetings?

INTERVIEWER: PROMPT IF NECESSARY. SINGLE CODE

1. Daily
2. Less than daily, but at least once a week
3. Less than weekly, but at least once a fortnight
4. Less than fortnightly, but at least once a month
5. Less than monthly, but at least once every 3 months
6. Less than once every 3 months
7. DO NOT READ OUT: Don't know

[IF CONMEET = 1 OR CONBRIEF = 1]

Thinking now about meetings between [IF CONMEET = 1: senior managers and the whole workforce] [IF CONMEET = 1 AND CONBRIEF = 1: as well as meetings between] [IF CONBRIEF = 1: line manager or supervisors and the whole workforce.]

CONISSB1 [IF CONMEET = 1 OR CONBRIEF=1]

Which of the following issues are usually discussed at these types of meetings?....

.....Firstly, production issues or the organisation of work?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONISSB2 [IF CONMEET = 1 OR CONBRIEF=1]

.....The economic or financial situation of the business?

INTERVIEWER: REPEAT IF NECESSARY: IS THIS DISCUSSED AT THESE TYPES OF MEETINGS?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONISSB3 [IF CONMEET = 1 OR CONBRIEF=1]

....Future plans for the business?

INTERVIEWER: REPEAT IF NECESSARY: IS THIS DISCUSSED AT THESE TYPES OF MEETINGS?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONISSB4 [IF CONMEET = 1 OR CONBRIEF=1]

....Terms and conditions such as pay, hours and holidays?

INTERVIEWER: REPEAT IF NECESSARY: IS THIS DISCUSSED AT THESE TYPES OF MEETINGS?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONFORUM [ASK ALL]

Are there any committees of managers and employees at this workplace, primarily concerned with consultation, rather than negotiation?

INTERVIEWER: ADD IF NECESSARY: These committees may be called joint consultation committees, works councils or representative forums.

INTERVIEWER: CONSULTATION DOES NOT REQUIRE AGREEMENT AFTER SEEKING VIEWS, WHEREAS IN A NEGOTIATION AN AGREEMENT MUST BE REACHED.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONHOWMANY [IF CONFORUM=1]

How many such committees are there at this workplace?

Range: 1..97

DO NOT READ OUT: Don't know

CONISSF1 [IF CONFORUM=1]

Which of the following issues are usually discussed by [IF CONHOWMANY=1: this committee/IF CONHOWMANY>1: the committees]?...

.....Firstly, production issues or the organisation of work?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONISSF2 [IF CONFORUM=1]

...The economic or financial situation of the business?

INTERVIEWER: REPEAT IF NECESSARY: Is this discussed by these types of committees?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONISSF3 [IF CONFORUM=1]

...Future plans for the business?

INTERVIEWER: REPEAT IF NECESSARY: Is this discussed by these types of committees?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONISSF4 [IF CONFORUM=1]

...Terms and conditions such as pay, hours and holidays?

INTERVIEWER: REPEAT IF NECESSARY: Is this discussed by these types of committees?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONRANGE [IF CONFORUM=1]

Of all the committees, is there one which deals with a range of issues, or do all of the committees cover single topics, such as health and safety?

1. At least one deals with a range of issues
2. All cover single topic(s)
3. DO NOT READ OUT: Don't know

CONOFTEN [IF CONRANGE=1 OR 3]

INTERVIEWER: IF 2+ COMMITTEES AT CONHOWMANY: Thinking just about the committee which deals with the widest range of issues.

How many times has this committee met during the last 12 months?

Range: 0..97

DO NOT READ OUT: Don't know

CONPROCESS [IF CONRANGE=1 OR 3]

Which of the following best describes managers' usual approach when consulting members of the committee? Would you say...READ OUT. SINGLE CODE.

1. They seek solutions to problems
2. They seek feedback on a range of options put forward by management
3. They seek feedback on a preferred option put forward by management
4. DO NOT READ OUT: Don't know

CONHIGH [IF SCHEAD=2 OR SCSINGLE=3]

Apart from Health and Safety and other single topic committees, is there a consultative committee of managers and employees in your organisation that operates at a higher level than this workplace?

INTERVIEWER: PROMPT IF NECESSARY: For instance, at divisional, regional or Head Office level?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

CONCOMM [ASK ALL]

Besides the schemes we have discussed are there any other ways in which management communicates or consults with employees at this workplace? READ OUT. CODE ALL THAT APPLY.

INTERVIEWER: PROBE: Which others? UNTIL 'None'.

1. Notice boards or display screens
2. Cascading information through the management chain
3. Suggestion schemes
4. Regular newsletters or e-newsletters distributed to all employees
5. Regular use of email to all employees
6. Information posted on company intranet, accessible to all employees
7. Company social media networks
8. Other ways of communicating (please specify)
9. None of these, no other ways (EXCLUSIVE)
10. DO NOT READ OUT: Don't know

CONATT1 [ASK ALL]

How much do you agree or disagree with the following statement?

We would rather consult directly with employees than with unions. READ OUT

1. Strongly agree
2. Agree
3. Neither agree nor disagree
4. Disagree
5. Strongly disagree
6. DO NOT READ OUT: Don't know

ICEAWARE [ASK ALL]

Government policy is that organisations with more than 50 employees should inform and consult their employees about plans and decisions which affect the business and working conditions.

Are you aware of this?

INTERVIEWER: IF YES: Are you aware of any of the details?

1. Yes, aware of the policy and some of details
2. Yes, aware of policy but not sure of the details
3. No, definitely not aware
4. DO NOT READ OUT: Don't know

ICEAGREE [ASK ALL]

Do you have an agreement which sets out the process by which you will inform and consult your employees about the economic situation of the business or major changes in working conditions?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

ICEREQUEST [IF ICEAGREE=2 OR 3]

Have you had a request from any employee or group of employees for such an agreement in the last year?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

ICENEW [IF ICEAGREE=1]

Do information and consultation meetings that are part of this agreement take place through an existing consultative committee, or was a new committee set up to deal with this situation?

1. Take place through pre-existing committee
2. New committee was set up
3. DO NOT READ OUT: Don't know

[ASK ALL]

I now want to ask some questions about trade unions.

UDEDUCT [ASK IF ANY UNION MEMBERS, SCUNI>0 or SCUNIANY=1 OR SCUNIANY=DK]

Do you deduct trade union or staff association subscriptions from any employees' pay?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

URECOG [ASK ALL]

[IF SCUNI = 'NO EMPLOYEES' OR SCUNIANY = 'NO': Earlier you told me that none of the employees at this workplace are members of a trade union or independent staff association. Nevertheless, are any trade unions recognised by management for negotiating pay and conditions for any of the employees at this workplace? If yes, how many?]

[IF SCUNI NOT = 'NO EMPLOYEES' OR (SCUNIANY = 'YES' OR DK): How many trade unions or staff associations are recognised by management for negotiating pay and conditions for any of the employees at this workplace?]

INTERVIEWER: IF AGREEMENTS ARE NEGOTIATED WITH THE UNION AT A HIGHER LEVEL IN THE ORGANISATION OR BY AN EMPLOYERS ASSOCIATION, BUT APPLY TO UNION/STAFF ASSOCIATION MEMBERS HERE, COUNT AS RECOGNISED.

TYPE IN 1..50

None

DO NOT READ OUT: Don't know

USTEWARD [IF (SCUNI > 0 OR SCUNIANY = 'YES')]

Now a few questions about union representatives

Do the union members at this workplace have any representatives or stewards here?
That is, apart from any concerned exclusively with Health and Safety?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

USTEWNUM [IF USTEWARD=1]

Approximately how many representatives or stewards are there at your workplace?

INTERVIEWER: INCLUDE SENIOR STEWARDS AND REPRESENTATIVES IN THIS TOTAL

Range:1..97

None

DO NOT READ OUT: Don't know

INTERVIEWER: SOFT CHECK if ESTEWNUM>=30: "This seems high. Please check with the respondent and add note to clarify".

USTEWTIM [ASK IF USTEWARD=1]

Are there any representatives or stewards of unions who in practice spend all, or nearly all, of their working time on union affairs concerning this workplace?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

UREPINC (ASK IF USTEWARD=1 AND CONFORUM=1)

And thinking about the people who sit on the consultative committee (s), at your workplace, does it/do they include. READ OUT

1. Union representatives
2. Non-union representatives
3. Both of these
4. None of these
5. DO NOT READ OUT: Don't know

UINTRO [ASK IF ANY UNION MEMBERS, SCUNI>0 or SCUNIANY=1 OR URECOG>0]

Thinking first of the unions that represent employees at this workplace. For each of these issues I'd like to know whether management normally negotiates, consults, informs, or does not involve unions at all over these matters.

UPAYRATE [ASK IF ANY UNION MEMBERS, SCUNI>0 or SCUNIANY=1]

Does management normally negotiate, consult, inform or not inform unions about...

...Rates of pay

INTERVIEWER: IF ANY OF THESE ISSUES ARE DEALT WITH AT A HIGHER LEVEL IN THE ORGANISATION OR THROUGH AN EMPLOYERS' ASSOCIATION, PLEASE RECORD WHAT HAPPENS AT THAT LEVEL.

1. Negotiates
2. Consults
3. Informs
4. Not inform
5. DO NOT READ OUT: Don't know

UHOURS**[ASK IF ANY UNION MEMBERS, SCUNI>0 or SCUNIANY=1]**

And does management normally negotiate, consult, inform or not inform unions about....

.....Hours of work

INTERVIEWER: IF ANY OF THESE ISSUES ARE DEALT WITH AT A HIGHER LEVEL IN THE ORGANISATION OR THROUGH AN EMPLOYERS' ASSOCIATION, PLEASE RECORD WHAT HAPPENS AT THAT LEVEL.

1. Negotiates
2. Consults
3. Informs
4. Not inform
5. DO NOT READ OUT: Don't know

HOLIDAY**[ASK IF ANY UNION MEMBERS, SCUNI>0 or SCUNIANY=1]**

And does management normally negotiate, consult, inform or not inform unions about

..... Holiday entitlements

INTERVIEWER: IF ANY OF THESE ISSUES ARE DEALT WITH AT A HIGHER LEVEL IN THE ORGANISATION OR THROUGH AN EMPLOYERS' ASSOCIATION, PLEASE RECORD WHAT HAPPENS AT THAT LEVEL.

1. Negotiates
2. Consults
3. Informs
4. Not inform
5. DO NOT READ OUT: Don't know

UCOVER [IF URECOG>0 OR DK]

So, can I just check, what proportion of ALL employees here have their pay set through negotiations with trade unions, either at this workplace or at a higher level?

INTERVIEWER: If respondent gives an answer as an exact number you can code "97" here and record the number at the next question.

1. All (100%)
2. Almost all (80-99%)
3. Most (60-79%)
4. Around half (40-59%)
5. Some (20-39%)
6. Just a few (1-19%)
7. None (0%)
8. OR WRITE IN A NUMBER
9. DO NOT READ OUT: Don't know

UOTHREPS [ASK ALL]

[IF USTEWARD = 1: Not including union representatives or stewards] Apart from health and safety matters, are there any employees here who act as representatives of other employees in dealings with management?

INTERVIEWER: DO NOT INCLUDE HEALTH AND SAFETY MATTERS

1. Yes
2. No
3. DO NOT READ OUT: Don't know

UELECT [ASK IF UOTHREPS=1]

Are elections usually held among employees to appoint these non-union employee representatives?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

USELECTA –

USELECTE [ASK IF UELECT=2]

Who selects these employee representatives? CODE ALL THAT APPLY.

INTERVIEWER: PROBE: Which others? UNTIL 'None'.

SCRIPTING NOTE: MULTICODE.

1. Employees
2. Managers
3. No selection - e.g. volunteers
4. Other answer (please specify)
5. DO NOT READ OUT: Don't know

UFORMALA –

UFORMALG [ASK ALL]

Now some questions about collective or group disputes which might arise at this workplace.

Are there any formal procedures for dealing with collective disputes that might be raised for any of the following issues? READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. Pay and conditions?
2. Redundancy?
3. Organisation of work?
4. Health and Safety?
5. Some other issue? (please specify)
6. Do not have any collective dispute procedures
7. DO NOT READ OUT: Don't know

UBALLOT [ASK IF ANY UNION MEMBERS, SCUNI>0 or SCUNIAN=1]

In the last 12 months, have any unions here balloted their members to establish the level of support for industrial action?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

REDANYEMP [ASK ALL]

Now some questions about workplace redundancies.

In the past 12 months, have any employees stopped working here, because they were made redundant?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

REDCONS [If REDANYEMP=1]

Did you consult with employees or their representatives prior to making anyone redundant?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

**REDISSUESA –
REDISSUESE [IF REDCONS=1]**

What issues did the consultation cover? READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. Options for reducing the number of redundancies
2. Criteria for selection
3. Redundancy payments
4. Other issues (please specify)
5. DO NOT READ OUT: Don't know

REDALTER [IF REDCONS=1]

Did the consultation lead to any changes in managers' original proposals? READ OUT.

1. Yes
2. No
3. DO NOT READ OUT: Don't know

DISFORMAL [ASK ALL]

And now some questions about individual grievances and disciplinary matters at this workplace.

Is there a formal procedure for dealing with individual grievances raised by any employee at this workplace?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

DISRESOLVA –

DISRESOLVI [If DISFORMAL=2]

If an employee has a grievance at work, how do they resolve it? DO NOT PROMPT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. No grievances raised (EXCLUSIVE)
2. Through discussions with managers
3. Through discussion with HR managers
4. Through discussion with the parties concerned
5. Discussions between union/employee representatives and managers
6. Through mediation by an impartial third party (not including trade union reps)
7. Passed up/referred up the management chain (e.g. to Head Office)
8. Some other way (please specify)
9. DO NOT READ OUT: Don't know

DISFORMAL2 [ASK ALL]

And is there a formal procedure for dealing with discipline and dismissals - other than redundancies?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

INTERVIEWER: IF ONLY ONE 'YES' AT DISFORMAL AND DISFORMAL2, ASK PART A OR PART B AS APPLICABLE

IF 'YES' AT BOTH DISFORMAL AND DISFORMAL2, RANDOMLY ASSIGN TO ASK ONE ONLY

PART A – ASK IF HAVE WRITTEN GRIEVANCE POLICY

GRVWRITE [ASK ALL PART A]

Thinking now about grievance policy. In raising grievances, are employees required to set out in writing the nature of the grievance?

INTERVIEWER: If 'YES', PROMPT: 'Is that always or just some of the time?'

1. Yes, always
2. Yes, sometimes - depends on the issue
3. No
4. DO NOT READ OUT: Don't know

INTERVIEWER: One respondent could not answer this as they had never had any grievances raised. She answered on the basis of what she thought they would do, but there were no procedures in place.

GRVMEET [ASK ALL PART A]

Are employees asked to attend a formal meeting with a manager to discuss the nature of their grievance?

INTERVIEWER: If 'YES', PROMPT: Is that always or just some of the time?

1. Yes, always
2. Yes, sometimes - depends on the issue
3. No
4. DO NOT READ OUT: Don't know

GRVAPPEAL [ASK ALL PART A]

In raising grievances, are employees able to appeal against the decision?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

GRVMED [ASK ALL PART A]

Is provision for mediation by an impartial third party included in this procedure?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

PART B – ASK IF HAVE WRITTEN DISCIPLINARY POLICY

DISWRTE [ASK ALL PART B]

Thinking now about disciplinary and dismissals policy.

Is the employer required to set out in writing to the employee the reason for taking disciplinary action?

INTERVIEWER: If 'YES' PROMPT: Is that always or just some of the time?

CODE ONE ONLY

1. Yes, always
2. Yes, sometimes - depends on the issue
3. No
4. DO NOT READ OUT: Don't know

DISMEET [ASK ALL PART B]

Are employees asked to attend a formal meeting with a manager to discuss the reason for taking disciplinary action?

INTERVIEWER: If 'YES' PROMPT: Is that always or just some of the time?

CODE ONE ONLY

1. Yes, always
2. Yes, sometimes - depends on the issue
3. No
4. DO NOT READ OUT: Don't know

DISAPPEAL [ASK ALL PART B]

In disciplining or dismissing an employee, are they able to appeal against the decision?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

DISMED [ASK ALL PART B]

Is provision for mediation by an impartial third party included in this procedure?

1. Yes
2. No
3. DO NOT READ OUT: Don't know

**DISANCTA -
DISANCTH [ASK ALL]**

During the last 12 months, have any of the following been applied to employees?
READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1. Formal verbal warning
2. Formal written warning
3. Suspension with or without pay
4. Deduction from pay
5. Dismissal
6. Other disciplinary action (specify)
7. None of these (EXCLUSIVE)

8. DO NOT READ OUT: Don't know

DISRELATE [ASK ALL]

How would you rate the relationship between management and employees generally at this workplace?

1. Very good
2. Good
3. Neither good nor poor
4. Poor
5. Very poor
6. DO NOT READ OUT: Don't know

8.Sources of Information

Now some questions about sources of information about employment practices.

INFOWHICHA –

INFOWHICHO [ASK ALL]

Which organisations or people would you contact if you needed to find out more about flexible working or about maternity, paternity or parental rights legislation? DO NOT READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

1	Own HR Department or Head Office
2	Government sources
3	Government Department for Business, Energy & Industrial Strategy (BEIS)
4	gov.uk
5	Acas
6	HMRC
7	Third party private sector advisor or consultant
8	Solicitor or Lawyer
9	Specialist employment law organization
10	CIPD (ADD IF NECESSARY: Chartered Institute of Personnel and Development)
11	Trade association
12	CBI (ADD IF NECESSARY: Confederation of British Industry)
13	EHRC(ADD IF NECESSARY: Equality and Human Rights Commission)
14	Other (write in)
15	DO NOT READ OUT: Don't know

INFOADVCA -

INFOADVCA [ASK ALL]

Have you sought information or advice from any of the following bodies on any employment relations issues during the last 12 months? READ OUT. CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE. RANDOMISE CODE LIST.

INTERVIEWER: THIS COULD BE IN PERSON, OVER THE TELEPHONE, OR THROUGH A WEBSITE. CODE ALL THAT APPLY.

1. Acas
2. Department for Business, Energy, and Industrial Strategy
3. Government Business Support HelplineGov.uk
4. Other Government department or agency (please specify BADVOTH)
5. Management consultants
6. External lawyers
7. External accountants
8. Employers' association
9. Citizens Advice Bureau
10. Other professional bodies (e.g. Chartered Institute of Personnel and Development)
11. None of these
12. DO NOT READ OUT: Don't know

INFOMEMA –

INFOMEMG [ASK ALL]

Is this workplace [either directly or through the parent organisation] a member of any of the following organisations? CODE ALL THAT APPLY.

SCRIPTING NOTE: MULTICODE.

INTERVIEWER: PROBE: WHICH OTHERS? UNTIL 'NONE'.

1. Employers Association
2. Industry or Trade Association
3. Chamber of Commerce
4. Federation of Small Businesses
5. Some other similar group
6. None of these
7. DO NOT READ OUT: Don't know

9.Thank and Close

Now just a couple of final questions to ask about use of data collected in this interview.

LINKAGE **[ASK ALL]**

Do you consent for BEIS and authorised researchers to link the data we have collected from you with other surveys or datasets which they have authorised access to?

ADD IF NECESSARY: In doing this we assure you that your confidentiality will always be respected and the linked data will be anonymised and used for statistical purposes only. Your data will be securely held, and only authorised researchers will have access to the linked data.

1. Yes
2. No

RECON2 **[ASK ALL]**

Thank you for taking part in this survey.] BEIS may wish to contact you again about taking part in other research projects to do with the topics that we have covered in this interview.

Would you be willing for BEIS, or a research agency appointed by them, to contact you again at some point within the next 18 months?

IF NECESSARY ADD: You don't have to say now whether you would actually do an interview, just whether it would be ok for us to contact you about it?

1. Yes, willing
2. No, not willing

Thank respondent for taking part and close