

Date

Dear Colleagues,

Re: Workplace Culture Project

At our last union meeting, members elected to undertake a project to collate peoples' accounts of their experiences in working for the organisation. Individual reports indicate a need for a collective approach, to gain a clear picture about what is happening regionally.

You are invited to contribute to this Project by providing an account of your experience. This may be provided either in writing, or by telephone or personal interview.

To be a contributor to the Project, or for further information, please contact

We fully respect your rights and personal safety and this survey is fully optional and you are free to keep any specific information out that you feel may disadvantage you. If you choose not to take part in this project and if you feel it may help, we do invite you however, to please send us a reply noting some reasons. (This will help immensely in getting to the broader understanding of the situation at large).

Sincerely,

Workplace Culture Project

Questionnaire Guide Only - Note to project workers/interviewers. This survey may raise issues of personal safety for workers, for example, taking them back to feeling vulnerable again or worsen their current feelings. This questionnaire must be implemented as carefully as possible giving people the right to participate or not. In previous language these sorts of questionnaires were called 'victim impact statements' – although we now call them by other names, the wellbeing of targeted workers **MUST** be paramount.

If some questions are too uncomfortable for workers to consider, perhaps other questions may be more relevant. What is helpful is just a small note to express some of the feelings the worker may have with regards to the specific question.

This survey must not place the target worker in a position of feeling further pressured no matter what!

Please feel free to alter the language to suit your workplace.

- 1. How did you feel about the organisation before you started working here?**
- 2. How do you feel about the organisation right now?**
- 3. Have there been any changes?**
If yes, what were they?
How do you feel about the changes?
- 4. Do you feel safe at work?**
If yes, describe in what ways you feel safe.
If no – can you explain in what ways you do not feel safe?
- 5. Do you feel secure in your job?**
- 6. How comfortable are you at work?**
Please describe/explain
- 7. What effects has your experience had on your:
Physical, Emotional, Spiritual, Financial and Social well-being?**
Please describe in your own words
- 8. Would you like to submit any details of any incidents or a written account via this questionnaire?**
If yes, please attach
- 9. If you have left the organisation:**
 - 9.1 Reason for leaving**
 - 9.2 Leaving process**
 - 9.3 Would you work for the organisation in the future?**
Why? Why Not?
(9.3 can be asked to all)
- 10. Would you like to add or say anything else? Please attach.**

(The very best way to undertake research of this nature – is by personal interview. The interviewer needs to be extremely considerate and assist the target worker through this – which can either be a painful experience to revisit or used to help gain strength from the experience.. either way caution is needed.)