

Appendix D

Informed-Consent Employers (Interview)

1. G.P. van Zyl, a Master's Commercii student at the University of Johannesburg requested my voluntary participation in this research study. The study title is "The Core Components of Workplace Wellness Programmes".
2. I have been informed that the purpose of the research is to identify the core components of appropriate Workplace Wellness Programmes (WWP). This study will lead to a better understanding of what workplace wellness really is, and how WWP should be implemented in the workplace.
3. My contribution involves the participation in an interview. Completion of the interview will only take approximately 20 minutes. It is a once off survey and no further participation is required.
4. There are no foreseeable risks or discomforts.
5. There are no feasible alternative procedures available for this study.
6. I understand that the possible benefits of my participation in the research are that my response(s) will lead to a better understanding of what employees really want in a WWP.
7. I understand that the results of the research may be published but that my name or identity will not be revealed. In order to maintain confidentiality of my records', the researcher assured me that subject codes will be used (and not subject names), the information will be secured in a database, and that only the researcher and statistician will have access to the confidential information.
8. I have been advised that the research in which I will be participating does not involve more than minimal risk.
9. I have been informed that I will not be compensated for my participation in the study.
10. I have been informed that any questions I have concerning the research study or my participation in it, before or after my consent, will be answered by G.P. van Zyl, address: 17 Telesto, Pinotage Street, Wilgeheuwel, 1736 (Telephone number: 072 399 3098).
11. I have read the above information. The nature, demands, risks and benefits of the project have been explained to me. I knowingly assume the risks involved and understand that I may withdraw my consent and discontinue participation at any time without penalty or loss of benefits to myself. In submitting this consent form, I am not waiving any legal claims, rights, or remedies. A copy of this consent form will be given to me.

Subject's signature _____ Date _____

Informed-Consent Employees (Questionnaire)

- G.P. van Zyl, a Master's Commercii student at the University of Johannesburg requested my voluntary participation in this research study. The study title is "The Core Components of Workplace Wellness Programmes".
- I have been informed that the purpose of the research is to identify the core components of appropriate Workplace Wellness Programmes (WWP). This study will lead to a better understanding of what workplace wellness really is, and how WWP should be implemented in the workplace.
- My participation involves the completion of a self-administered questionnaire posted on a website. Completion of the questionnaire will take approximately 15 minutes. It is a once-off survey, and no further participation will be required.
- There are no foreseeable risks or discomforts.
- There are no feasible alternative procedures available for this study.
- I understand that the possible benefits of my participation in the research is that my response(s) will lead to a better understanding of what employees really want in a WWP.
- I understand that the results of the research may be published, but that my name or identity will not be revealed. In order to maintain confidentiality of my records, the researcher assured me that subject codes will be used (and not subject names), the information will be secured in a database, and that only the researcher and statistician will have access to the confidential information.
- I have been advised that the research in which I will be participating does not involve more than minimal risk.
- I have been informed that I will not be compensated for my participation in the study.
- I have been informed that any questions I have concerning the research study or my participation in it, before or after my consent, will be answered by G.P. van Zyl, address: 17 Telesto, Pinotage Street, Wilgeheuwel, 1736 (Telephone number: 072 399 3098).
- I have read the above information. The nature, demands, risks and benefits of the project have been explained to me. I knowingly assume the risks involved and understand that I may withdraw my consent and discontinue participation at any time without penalty or loss of benefits to myself. In submitting this consent form, I am not waiving any legal claims, rights, or remedies.

Submit

**University of Johannesburg Workplace Wellness Programme Survey
Managerial Interview Schedule**

Greet the applicant and introduce yourself (the researcher)

Background information

Growing healthcare costs, and the shift towards health and safety programmes for employees has led to widespread interest in wellness and in particular, Workplace Wellness Programmes (WWP). However, considerable confusion persists in terms of what workplace wellness really is, and how WWP should be implemented in the workplace.

The survey

In order to gain insight into the essential components that South African employers include in their WWP, a short interview was developed.

The reason for the interview

The decision to use the interview is based on the advantage that the interview is holistic, and it allows flexibility which enables clarification and encourages more probing to obtain more complete data.

Confidentiality

There is no way that the interviewee can be identified. The Managerial Interview Guide will be coded and no names will be used. The researcher guarantees absolute confidentiality and anonymity.

The outcome

The findings will lead to a better understanding of workplace wellness and how WWP should be implemented in the workplace.

Description of the interview plan

A guided interview schedule will be used because the guide provides the outline of the topics to be covered, ensuring that data collection is systematic and comprehensive for each respondent. The interview starts with specific demographic questions, followed by more open ended questions on the company's current WWP. Indicate that you will be taking notes throughout the interview.

The first section (question 1-8) of the interview refers to background or biographical information. The researcher is aware of the sensitivity of the questions in this section, but once again, you are assured that your response will remain anonymous. The information will allow the researcher to compare groups of respondents.

1. Gender

- 1. Male
- 2. Female

2. To which age group do you belong?

- 1. 20 years or younger
- 2. 21 - 30 years
- 3. 31 - 40 years
- 4. 41 - 50 years
- 5. 51 - 60 years
- 6. 61 years or older

3. How long have you been working for the company (in completed years)?

- 1. 0 (Less than one year)
- 2. 1 - 2 years
- 3. 3 - 5 years
- 4. 6 - 10 years
- 5. 11 - 15 years
- 6. 16 - 20 years
- 7. More than 20 years

4. How would you classify yourself? (Do not ask- observe)

- 1. Black
- 2. Coloured
- 3. Asian
- 4. White
- 5. Other, please specify:

5. Indicate the nature of your employment

- 1. Permanent appointment
- 2. Temporary or part-time appointment
- 3. Time-limited contractual appointment
- 4. Other, please specify:

6. Where in the company's hierarchy do you fit in?

- 1. Top-level management (i.e. you are a senior executive responsible for the overall management and effectiveness of the organisation. Examples at this level include the President, CEO, Executive Vice President, MD, etc.).
- 2. Middle-level management (i.e. you are located in the middle layers of the organisation and you report directly to top-level executives. Examples at this level include all Vice Presidents, Divisional Heads, Departmental/Unit Managers, etc.).
- 3. Frontline-management (i.e. you supervise the operational activities of the organisation. Examples at this level include all Supervisors, Foremans, etc.).
- 4. Non-management (Examples at this level include all the professional, technical, administrative and clerical employees).
- 5. Other, please specify:

**7. What type of work do you primarily do (more than 50% of the time)?
Choose ONE answer only.**

- 1. Administrative/Clerical work
- 2. Staff-related services (e.g. Personnel, HR and Training, etc.)
- 3. Auxilliary /Support Services (e.g. cleaning, maintenance, etc.)
- 4. Accounting/Finance
- 5. Data processing
- 6. Customer service/Operations/Sales/Frontline work
- 7. Marketing/Public relations work
- 8. Research and development
- 9. Professional services (e.g. counsellor, health care worker, etc.)
- 10. Technical work, (e.g. IT)
- 11. Other, please specify:

8. How many people report directly to you in your work setting (Your work setting refers to the specific division, department, section or unit where you work)?

- 1. 0
- 2. 1 to 3
- 3. 4 to 6
- 4. 7 to 10
- 5. 11 to 15
- 6. 16 and more

9. How would you perceive the employees' (current) level of job satisfaction in their present position?

- 1. very dissatisfied
- 2. dissatisfied
- 3. neutral
- 4. satisfied
- 5. very satisfied

Reasons given:

10. Thinking of the employees, how would you describe them in terms of the following scale?

1. Unhappy (depressed)	1	2	3	4	5	Happy
2. Uninformed (ignorant)	1	2	3	4	5	Informed
3. Lonely	1	2	3	4	5	Involved
4. Unfit	1	2	3	4	5	Fit
5. Unfulfilled	1	2	3	4	5	Fulfilled
6. Unwell (ill)	1	2	3	4	5	Well (healthy)

Reasons given:

11. On a scale of 1 (Not worried at all) to 5 (Extremely worried) how concerned are you about the employee profile/situation identified in question 9?

Possible options: <input type="checkbox"/> 1. Not worried at all <input type="checkbox"/> 2. A little worried <input type="checkbox"/> 3. Moderately worried <input type="checkbox"/> 4. Very worried <input type="checkbox"/> 5. Extremely worried	Reasons:
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12. How interested/keen/enthusiastic are you to make a change to the current employee profile/situation?

Possible options: <input type="checkbox"/> 1. Very <input type="checkbox"/> 2. Somewhat <input type="checkbox"/> 3. Not very	Reasons:
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13. To what extent (1 being "To no extent" and 5 being "To a very large extent") do you believe that the profile/situation (that you have identified in question 9) can be ascribed to each one of the following? If the option does not apply, or if the interviewee does not know the answer, mark option 6 (Do not know/Not Applicable)

	1 To no extent	2	3	4	5 To a very large extent	6 Do not know/ N/A
1. The employees' physical health (i.e. their cardiovascular fitness, strength, muscle endurance, flexibility and body fatness)						
2. The employees' emotional health (i.e. their mental state that encompasses the stress in their personal life, work life and their ability to relax and devote time to leisure)						
3. The employees' social health (i.e. how they get along with others including family, friends and colleagues)						

4. The employees' spiritual health (i.e. their sense of having a purpose in life, their ability to give and receive love, and their feeling of charity or goodwill towards others)						
5. The employees' intellectual health (i.e. their education, employment status, socio-economic status, self-esteem and self efficacy)						

Reasons given:





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14. How important (1 being “Not at all important” and 4 “Very important”) do you think the following primary prevention strategies are?

	1 Not at all important	2 Not so important	3 Fairly important	4 Very important
1. Health education				
2. Adequate nutrition				
3. A healthy environment				
4. Immunisations				
5. Periodic medical examinations				
6. Attention to personal development				
7. Provision of adequate housing				
8. Provision of adequate recreation				
9. Agreeable working conditions				


10. Marriage counseling				
11. Sex education				
12. Attention to personal hygiene				
13. Environmental sanitation				
14. Protection against occupational hazards				

Reasons given:	Drivers for:	Benefits of:
		

15. How important (1 being “Not at all important” and 4 “Very important”) do you think the following secondary prevention strategies are?

	1 Not at all important	2 Not so important	3 Fairly important	4 Very important
1. Case finding measures like screening surveys (questionnaires) for early diagnosis of disease or disability				
2. Biometric screenings (Height, weight, blood pressure, cholesterol, glucose, etc.) for early diagnosis of disease or disability				

3. Selective medical examinations (like executive medical screenings) to diagnose, cure and prevent the disease process				
4. Adequate programmes (for example paid for rehabilitation services) to address the disease process and prevent further complications				
5. Provision of facilities (like on-site clinics) and resources (like occupational therapists) to limit disability and shorten period of disability				

Reasons given:	Drivers for:	Benefits of:
		

16. How interested (1 being “Not at all interested” and 4 “Very interested”) do you think employees will be in the following awareness initiatives?

	1 Not at all interested	2 Not so interested	3 Fairly interested	4 Very interested
1. Awareness newsletters				
2. Awareness posters				
3. Awareness flyers				
4. Health fairs				
5. Educational classes				
6. Weekend retreats				

7. Health screenings (without feedback)				
8. Goal setting workshops				
9. Interactive counselling				
10. Computer assisted programmes				

Reasons given:	Drivers for:	Benefits of:

17. How interested (1 being “Not at all interested” and 4 “Very interested”) do you think employees will be in the following lifestyle change initiatives?

	1 Not at all interested	2 Not so interested	3 Fairly interested	4 Very interested
1. Quit smoking				
2. Exercising on a regular basis				
3. Managing stress				
4. Eating more nutritious foods				
5. Weight loss				

Reasons given:	Drivers for:	Benefits of:

18. How interested (1 being “Not at all interested” and 4 “Very interested”) do you think employees would be in the following supportive environment initiatives?

	1 Not at all interested	2 Not so interested	3 Fairly interested	4 Very interested
1. An environment where management encourages employees to participate in a healthy lifestyle				
2. Flexible work hours to allow employees to exercise during the day				
3. Companywide tobacco control policies (with equitable enforcement)				
4. Rewards for good health practices				
5. Onsite facilities (gymnasiums etc.)				
6. Company-sponsored recreation and sporting activities/events				
7. Making it easier for employees to buy foods low in fat, salt and sugar at work (e.g cafeterias and vending machines with healthy foods)				
8. An environment conducive to healthy lifestyles (for example lockers, showers, etc)				
9. Full-time counsellors to help employees to fit healthy activities into their schedule				

Reasons given:	Drivers for:	Benefits of:
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19. Which of the following health assessment interventions do you use/would you like to use in the workplace? (The interviewee can choose as many of the options as they like)

Possible options: <input type="checkbox"/> 1. Health Risk Assessments <input type="checkbox"/> 2. Biomedical screening <input type="checkbox"/> 3. Employee health surveys <input type="checkbox"/> 4. Interest surveys	<input type="checkbox"/> 5. Other (please specify):
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Reasons given:	Drivers for:	Benefits of:
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20. Which of the following physical activity interventions do you use/would you like to use in the workplace?

<p>Possible options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. A health library <input type="checkbox"/> 2. A fitness web page <input type="checkbox"/> 3. Free/subsidised fitness assessments <input type="checkbox"/> 4. Free/subsidised exercise programme prescription <input type="checkbox"/> 5. Free/subsidized one-on-one training sessions <input type="checkbox"/> 6. An on-site fitness professional <input type="checkbox"/> 7. Free/subsidised health club membership <input type="checkbox"/> 8. Training support groups (i.e. buddy systems) <input type="checkbox"/> 9. Free/subsidised recreation club membership <input type="checkbox"/> 10. On-site fitness classes <input type="checkbox"/> 11. Regular fitness competitions <input type="checkbox"/> 12. Incentive programmes <input type="checkbox"/> 13. Running/walking clubs <input type="checkbox"/> 14. Fun run participation/sponsorship <input type="checkbox"/> 15. Time off during work hours to train 	<p><input type="checkbox"/> 16. Other (please specify):</p>
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Reasons given:	Drivers for:	Benefits of:

21. Which of the following worksite nutrition interventions do you use/would you like to use in the workplace?

<p>Possible options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Individual counselling <input type="checkbox"/> 2. Group information sessions <input type="checkbox"/> 3. Motivational talks <input type="checkbox"/> 4. Computer-tailored messages <input type="checkbox"/> 5. Nutrition workshops (that include healthy food preparation skills) <input type="checkbox"/> 6. Family programmes (to include the whole family in nutrition interventions) <input type="checkbox"/> 7. Healthy eating through cafeterias <input type="checkbox"/> 8. Healthy eating through vending machines <input type="checkbox"/> 9. Healthy eating through catering policies 	<p><input type="checkbox"/> 10. Other (please specify):</p>
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<p>Reasons given:</p>	<p>Drivers for:</p>	<p>Benefits of:</p>
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21. Which of the following worksite weight management interventions do you use/would you like to use in the workplace?

<p>Possible options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Access to self-help groups <input type="checkbox"/> 2. Free/subsidized commercial weight-loss programmes <input type="checkbox"/> 3. Individual dietary or psychological counselling <input type="checkbox"/> 4. Contracts with/access to medical treatment providers <input type="checkbox"/> 5. Weight-loss incentives <input type="checkbox"/> 6. Worksite weight-loss competitions <input type="checkbox"/> 7. Friend and family support for dieters 	<p><input type="checkbox"/> 8. Other (please specify):</p>
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Reasons given:	Drivers for:	Benefits of:


23. Which of the following tobacco control and cessation interventions do you use/would you like to use in the workplace?

Possible options: <input type="checkbox"/> 1. Tailored messages in various media <input type="checkbox"/> 2. Self-help manuals/DVD's <input type="checkbox"/> 3. Individual cessation counselling <input type="checkbox"/> 4. Web-based/computer based information and counselling <input type="checkbox"/> 5. Access to information on community services/programmes <input type="checkbox"/> 6. Access to cessation groups <input type="checkbox"/> 7. Access to quit lines <input type="checkbox"/> 8. Access to buddy support system <input type="checkbox"/> 9. Company-wide cessation programmes, competitions, incentives <input type="checkbox"/> 10. Contracts with managed care providers <input type="checkbox"/> 11. Friend and family support for smokers (like newsletters, articles on how to assist the smoker)	<input type="checkbox"/> 12. Other (please specify):
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Reasons given:	Drivers for:	Benefits of:

24. Which of the following medical self-care interventions do you use/would you like to use in the workplace?

Possible options: <input type="checkbox"/> 1. Self-care education <input type="checkbox"/> 2. Physician patient communication training <input type="checkbox"/> 3. Self-care products and services training <input type="checkbox"/> 4. Access to self-care books <input type="checkbox"/> 5. On-line support material	<input type="checkbox"/> 6. Other (please specify):
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Reasons given:	Drivers for:	Benefits of:
		

25. Which of the following stress management interventions do you use/would you like to use in the workplace?

Options: <input type="checkbox"/> 1. Task redesign <input type="checkbox"/> 2. Work environment redesign <input type="checkbox"/> 3. Better-defined job roles and responsibilities <input type="checkbox"/> 4. Flexible work schedules <input type="checkbox"/> 5. Participative management <input type="checkbox"/> 6. Inclusion of employees in their own career development planning <input type="checkbox"/> 7. Clear information to employees on imminent organizational developments that directly affect their employment	<input type="checkbox"/> 14. Other (please specify):
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<input type="checkbox"/> 8. Improved job security <input type="checkbox"/> 9. Provision of social support <input type="checkbox"/> 10. More teamwork <input type="checkbox"/> 11. More cohesive teams <input type="checkbox"/> 12. Shared rewards <input type="checkbox"/> 13. Stress management training	
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Reasons given:	Drivers for:	Benefits of:



26. Which of the following employee assistance interventions do you use/would you like to use in the workplace?

Possible options: <input type="checkbox"/> 1. Counselling on personal concerns <input type="checkbox"/> 2. Critical incident stress debriefing <input type="checkbox"/> 3. Services to expatriates <input type="checkbox"/> 4. Organisational change and corporate coaching	<input type="checkbox"/> 5. Other (please specify):
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Reasons given:	Drivers for:	Benefits of:

27. In your opinion, where do you think an Employee Assistance Programme (EAP) can benefit employees the most with regard to their personal concerns?

<p>Possible options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Marital problems <input type="checkbox"/> 2. Family disfunction <input type="checkbox"/> 3. Alcohol use/abuse <input type="checkbox"/> 4. Drug use/abuse <input type="checkbox"/> 5. Dependant care <input type="checkbox"/> 6. Anxiety <input type="checkbox"/> 7. Depression <input type="checkbox"/> 8. Stress <input type="checkbox"/> 9. Legal issues <input type="checkbox"/> 10. Job and career issues <input type="checkbox"/> 11. Finances <input type="checkbox"/> 12. Healthcare 	<p><input type="checkbox"/> 13. Other (please specify):</p>
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Reasons given:	Drivers for:	Benefits of:
		

28. Which of the following social health interventions do you use/would you like to use in the workplace?

<p>Possible options:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Family friendly policies <input type="checkbox"/> 2. In-house child and family services <input type="checkbox"/> 3. Family/friendship values reinforced through various media <input type="checkbox"/> 4. Training supervisors on family issues <input type="checkbox"/> 5. Family picnics and other events <input type="checkbox"/> 6. Health promotion programmes open to family members 	<p><input type="checkbox"/> 23. Other (please specify):</p>
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<ul style="list-style-type: none"> <input type="checkbox"/> 7. Programmes to encourage families to volunteer for community service <input type="checkbox"/> 8. Mutual support groups <input type="checkbox"/> 9. Interactive family-centered health promotion activities <input type="checkbox"/> 10. Employee discussion groups on family issues <input type="checkbox"/> 11. Information sessions on relationship topics <input type="checkbox"/> 12. Skill-building sessions to build relationship skills <input type="checkbox"/> 13. Restructuring the organisation for better communication <input type="checkbox"/> 14. More incentives for teamwork <input type="checkbox"/> 15. More informal communication systems across employee groups and management <input type="checkbox"/> 16. Interactive training to improve team functioning <input type="checkbox"/> 17. Interactive training for small group participation <input type="checkbox"/> 18. Workgroup participation in health promotion competitions <input type="checkbox"/> 19. Interactive discussions to foster work group norms and values <input type="checkbox"/> 20. Skill-building sessions to improve relationships at work <input type="checkbox"/> 21. Value-clarification exercises on cooperation and competition <input type="checkbox"/> 22. Training and listening skills 	
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<p>Reasons given:</p>	<p>Drivers for:</p>	<p>Benefits of:</p>
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29. Recommend three ways in which you believe that management can address workplace wellness better:

Answer:

1.

2.

3.

Reasons given:	Drivers for:	Benefits of:

**University of Johannesburg Workplace Wellness Programme Survey
Questionnaire for Employees**

Growing healthcare costs, and the shift towards health and safety programmes for employees has led to widespread interest in wellness and in particular, Workplace Wellness Programmes (WWP). However, considerable confusion persists in terms of what workplace wellness really is, and how WWP should be implemented in the workplace.

In order to gain insight into the essential components that South African employees want in WWP, a short questionnaire has been developed by Flip van Zyl, a Masters Commercii student at the University of Johannesburg. You are kindly requested to take part in this survey. No respondent will be identified. The researcher guarantees absolute confidentiality and anonymity.

The findings will lead to a better understanding of workplace wellness and how WWP should be implemented in the workplace. We thank you for your participation.

The first section (question 1-8) of the questionnaire refers to background or biographical information. The researcher is aware of the sensitivity of the questions in this section, but once again, you are assured that your response will remain anonymous. The information will allow the researcher to compare groups of respondents.

1. Gender

- Male
- Female

2. To which age group do you belong?

- 20 years or younger
- 21 - 30 years
- 31 - 40 years
- 41 - 50 years
- 51 - 60 years
- 61 years or older

3. How long have you been working for the company (in completed years)?

- 0 (Less than one year)
- 1 - 2 years
- 3 - 5 years
- 6 - 10 years
- 11 - 15 years
- 16 - 20 years
- More than 20 years

4. How would you classify yourself?

- Black
- Coloured
- Asian
- White
- Other, please specify:

5. Indicate the nature of your employment

- Permanent appointment
- Temporary or part-time appointment
- Time-limited contractual appointment
- Other, please specify:

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6. Where in the company's hierarchy do you fit in?

- 1. Top-level management (i.e. you are a senior executive responsible for the overall management and effectiveness of the organisation. Examples at this level include the President, CEO, Executive Vice President, MD, etc.).
- 2. Middle-level management (i.e. you are located in the middle layers of the organisation and you report directly to top-level executives. Examples at this level include all Vice Presidents, Divisional Heads, Departmental/Unit Managers, etc.).
- 3. Frontline-management (i.e. you supervise the operational activities of the organisation. Examples at this level include all Supervisors, Foremans, etc.).
- 4. Non-management (Examples at this level include all the professional, technical, administrative and clerical employees).
- 5. Other, please specify:

**7. What type of work do you primarily do (more than 50% of the time)?
Choose ONE answer only.**

- Administrative/Clerical work
- Staff-related services (e.g. Personnel, HR and Training, etc.)
- Auxilliary or Support Services (e.g. cleaning services, maintenance, etc.)
- Accounting/Finance
- Data processing
- Customer service/Operations/Sales/Frontline work
- Marketing/Public relations work
- Research and development
- Professional services (e.g. counsellor, health care worker, etc.)
- Technical work, (e.g. IT)
- Other, please specify:

8. How many people report directly to you in your work setting? (Your work setting refers to the specific division, department, section or unit where you work)

- 0
- 1 to 3
- 4 to 6
- 7 to 10
- 11 to 15
- 16 and more



9. How would you rate your (current) level of job-satisfaction in your present position?

- very dissatisfied
- dissatisfied
- neutral
- satisfied
- very satisfied

10. Think of yourself, how would you describe yourself in terms of the following scale?

Unhappy (depressed)	1	2	3	4	5	Happy
Uninformed (ignorant)	1	2	3	4	5	Informed
Lonely	1	2	3	4	5	Involved
Unfit	1	2	3	4	5	Fit
Unfulfilled	1	2	3	4	5	Fulfilled
Unwell (ill)	1	2	3	4	5	Well (healthy)

11. On a scale of 1 (Not worried at all) to 5 (Extremely worried) how concerned are you about your profile/situation (that you have identified in question 10)?

- 1. Not worried at all
- 2. A little worried
- 3. Moderately worried
- 4. Very worried
- 5. Extremely worried

12. How keen/enthusiastic are you to make a change to your current profile/situation (that you have identified in question 10)?

- Very keen
- Somewhat keen
- Not very keen

13. To what extent (1 being "To no extent" and 5 being "To a very large extent") do you believe that the situation/profile (that you have identified in question 10) can be ascribed to each one of the following? If the option does not apply to you, or if you do not know the answer, mark option 6 (Do not know / Not Applicable)

	1 To no extent	2	3	4	5 To a very large extent	6 Do not know/ NA
Your physical health (i.e. your cardiovascular fitness, strength, muscle endurance, flexibility and body fatness)						
Your emotional health (i.e. your mental state that encompasses the stress in your personal life, work life and your ability to relax and devote time to leisure)						
Social health (i.e. how you get along with others including family, friends and colleagues)						
Spiritual health (i.e. having a sense of purpose in life, the ability to give and receive love, and feeling compassion or goodwill towards others)						
Intellectual health (i.e. your education, employment status, socio-economic status, self-esteem and self efficacy)						

14. How important (1 being “Not at all important” and 4 “Very important”) do you feel the following primary prevention strategies are?

	1 Not at all important	2 Not so important	3 Fairly important	4 Very important
Health education				
Adequate nutrition				
A healthy environment				
Immunisations				
Periodic medical examinations				
Attention to personal development				
Provision of adequate housing				
Provision of adequate recreation				
Agreeable working conditions				
Marriage counselling				
Sex education				
Attention to personal hygiene				
Environmental sanitation				
Protection against occupational hazards				

15. How important (1 being “Not at all important” and 4 “Very important”) do you feel the following secondary prevention strategies are?

	1 Not at all important	2 Not so important	3 Fairly important	4 Very important
Case-finding measures like screening surveys (questionnaires) for early diagnosis of disease or disability				
Biometric Screenings (Height, weight, blood pressure, cholesterol, glucose, etc.) for early diagnosis of disease or disability				

Selective medical examinations (like executive medical screenings) to diagnose, cure and prevent disease process				
Adequate programmes (for example paid- for rehabilitation services) to address the disease process and prevent further complications				
Provision of facilities (like on-site clinics) and resources (like occupational therapists) to limit disability and shorten the period of disability				

16. How interested (1 being “Not at all interested” and 4 “Very interested”) would you be in the following awareness initiatives?

	1 Not at all interested	2 Not so interested	3 Fairly interested	4 Very interested
Awareness news letters				
Awareness posters				
Awareness flyers				
Health fairs				
Educational classes				
Weekend retreats				
Health screenings (without feedback)				
Goal setting workshops				
Interactive counselling				
Computer assisted programmes				

17. How interested (1 being “Not at all interested” and 4 “Very interested”) would you be in the following lifestyle change initiatives?

	1 Not at all interested	2 Not so interested	3 Fairly interested	4 Very interested
Quit smoking				
Exercising on a regular basis				

Managing stress				
Eating more nutritious foods				
Weight loss				

18. How interested (1 being “Not at all interested” and 4 “Very interested”) would you be in the following supportive environment initiatives?

	1 Not at all interested	2 Not so interested	3 Fairly interested	4 Very interested
An environment where management encourages you to participate in a healthy lifestyle				
Flexible work hours to allow you to exercise during the day				
Companywide tobacco control policies (with equitable enforcement)				
Rewards for good health practices				
Onsite training facilities (like gymnasiums, etc)				
Company-sponsored recreation and sporting activities/events				
Making it easier for you to buy foods low in fat, salt and sugar at work (e.g cafeterias and vending machines with healthy foods)				
An environment conducive to healthy lifestyles (for example lockers, showers, etc)				
Full-time counsellors to help you fit healthy activities into your schedule				

19. Which of the following health assessment interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Health Risk Assessments (i.e. a questionnaire on self-reported health behaviours, personal health history and family health history that identifies individual health risks)
- Biomedical screening (i.e. the measurement of height, weight, blood pressure and blood chemistries for the early diagnosis of possible disease and disability)
- Employee health surveys (i.e. a census survey to determine the specific health needs of the employee population)
- Interest surveys (to gather information on specific employee preferences with regards to alternative intervention options)

20. Which of the following physical activity interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- A health library
- A fitness web page
- Free/subsidised fitness assessments (by professionals)
- Free/subsidised exercise programme prescription (by professionals)
- Free/subsidised one-on-one training sessions (with a professional)
- An on-site fitness professional/counsellor
- Free/subsidised health club membership
- Training support groups (a training buddy or support system)
- Free/subsidised recreation club membership (for e.g. bowling, softball, etc.)
- On-site fitness classes (for e.g. aerobics, spinning, pilates, yoga, etc.)
- Regular fitness competitions
- Running/walking clubs
- Fun run participation/sponsorship

21. Which of the following worksite nutrition interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Individual counselling
- Group information sessions
- Motivational talks
- Computer-tailored messages
- Nutrition workshops (that include healthy food preparation skills)
- Family programmes (to include the whole family in nutrition interventions)
- Healthy eating through cafeterias
- Healthy eating through vending machines
- Healthy eating through catering policies

22. Which of the following worksite weight management interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Access to self-help groups (for e.g. Overeaters Anonymous)
- Free/subsidised commercial weight loss programmes (like Weight Watchers)
- Individual dietary or psychological counselling
- Contracts with/access to medical treatment providers
- Weight loss incentives (like prizes)
- Worksite weight loss competitions
- Friend and family support for dieters (like articles in newsletters on how to assist the dieter)

23. Which of the following tobacco control and cessation interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Tailored messages in various media (like in newsletters, etc)
- Self-help manuals/DVDs
- Individual cessation counselling
- Web-based/computer-based information and counselling
- Access to information on community services/programmes
- Access to cessation groups
- Access to quit lines
- Access to a buddy support system
- Companywide cessation programmes, competitions, incentives, etc.
- Contracts with managed care providers (that include assessment and counselling for tobacco cessation)
- Friend and family support for smokers (like newsletters, articles on how to assist the smoker)

24. Which of the following medical self-care interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Self-care education
- Physician-patient communication training
- Self-care products and services training
- Access to self-care books
- On-line support material

25. Which of the following stress management interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Task redesign (to get a better fit between the employee and the demands of the job)
- Work environment redesign (to keep the employee more stimulated)
- Better defined job roles and responsibilities
- Flexible work schedules (compatible with employees outside responsibilities)
- Participative management
- Inclusion of employees in their own career development planning
- Clear information to employees on imminent organisational developments (that directly affect their employment)
- Improved job security
- Provision of social support
- More teamwork
- More cohesive teams
- Shared rewards
- Stress management training (that includes muscle relaxation, meditation etc.)

26. Which of the following employee assistance interventions would you as an employee like to see in your workplace? Please mark all the applicable options.

- Counselling for employees regarding their personal concerns
- Critical incident stress debriefing
- Services to expatriates
- Organisational change and corporate coaching

27. In your opinion, where do you think an Employee Assistance Programme (EAP) can benefit employees the most with regard to their personal concerns? Please mark all the applicable options.

- Marital problems
- Family dysfunction
- Alcohol use/abuse
- Drug use/abuse
- Dependant care
- Anxiety
- Depression
- Stress
- Legal issues
- Job and career issues
- Finances
- Healthcare

28. Which of the following social health interventions would you as employee like to see in your workplace? Please mark all the applicable options.

- Family friendly policies (like maternity/paternity leave, flexitime, relocation assistance, child care benefits etc.)
- In-house child and family services (like child and parent daycare etc.)
- Family/friendship values reinforced through various media (for e.g. in newsletter stories)
- Training supervisors on family issues
- Family picnics and other events
- Health promotion programmes open to family members
- Programmes to encourage families to volunteer for community service
- Mutual support groups on family issues (new parent groups, marital enrichment groups, etc.)
- Interactive family-centered health promotion activities
- Employee discussion groups on family issues
- Information sessions on relationship topics
- Skill-building sessions to build relationship skills
- Restructuring the organisation for better communication
- More incentives for teamwork
- More informal communication system across employee groups and management
- Interactive training to improve team functioning
- Interactive training for small group participation
- Work group participation in health promotion competitions
- Interactive discussions to foster work group norms and values
- Skill-building sessions to improve relationships at work
- Value-clarification exercises on cooperation and competition
- Training and listening skills

29. In the space given, please enter THREE (3) ways you believe that management can address workplace wellness better: