

## TOOL 4.7

### Respectful Workplaces Staff Engagement Survey

- » **GOAL:** Includes sample questions that can be included in employee engagement surveys
- » **TARGET UNITS:** Human Resources and Unions

Employee Engagement Surveys aim to measure and assess how motivated and engaged your employees are to perform their best at work. From these surveys, you can gain insight into employees' thoughts and attitudes towards their work and the overall environment, including gender-based violence and harassment (GBVH).

You may want to include a few questions about GBVH to assess the extent of the issue and to gauge if workplace responses are effective. Do not include detailed questions about GBVH in your engagement survey, as this may cause employees trauma and/or may put employees at greater risk. If your company wants to collect more detailed information about GBVH, see the terms of reference (ToR) to hire an expert to conduct interviews or survey employees in [TOOL 4.8](#) and additional tips for conducting surveys in Box 4H.

#### Sample Questions for Engagement Surveys:

1. In the past four weeks, I felt distracted, tired, or unwell at work because of (respond yes if one or more apply)
  - A) Workplace bullying which includes jokes, sabotaging a person's work, and yelling
  - B) Workplace sexual harassment, which includes staring or leering, unwelcome touching, patting, or kissing
  - C) Problems at home

#### Response: Yes/No

This question will help you to assess the impact of different forms of GBVH on employees while minimizing the need for disclosure of incident details by survivors. It's recommended that all surveys address bullying and sexual harassment and provide examples as above. Companies that are providing support to employees affected by domestic violence should also include the question about problems at home. Note that the question on problems at home has been designed to minimize retraumatizing survivors by avoiding graphic descriptions and reduce that chances of retaliation if employees are completing the survey from home. See definitions of the different forms of GBVH in Box 4A or see the Respectful Workplaces Sample Policy in [TOOL 4.12](#).

2. If I saw, heard about, or experienced bullying or sexual harassment at this workplace (and had problems at home), I would feel comfortable asking a company representative for help.

**Response: Yes/No**

This question will help you to assess how comfortable employees are seeking help and how much trust they place in the company's disclosure management process.

3. Incidents of bullying or sexual harassment at this workplace (and problems at home) are taken seriously and responded to with sufficient support and in a timely manner.

**Response: Yes/No**

This question will help you to assess how employees feel about your company's commitment to responding to GBVH.

### BOX 4H | Tips on Conducting Workplace Staff Engagement Surveys on GBVH and Respectful Workplaces

**Tip:** Encourage staff to answer the questions as honestly as they can, as their responses will help the company to build a respectful and supportive workplace.

**Confidentiality:** Participants should not provide their names or other identifying details. Any information that a staff member may provide as part of the survey that could identify them must be kept confidential. Confidential information should only be disclosed if there is a risk to a staff member's safety.

**Support services:** Service provider details should be provided in case staff filling out the survey feel like they need GBVH services. For more information on service providers, see [TOOL 4.5](#).

**Communication about the survey and results:** You should communicate with employees to engage them in the staff engagement survey. Use multiple channels, including CEO messaging, staff e-mails or company's social media posts, posters, screensavers, and discussions in staff meetings. Once the survey is complete, you should share the results of the survey and next steps with employees to build engagement. An aggregate summary of the results of this survey should be distributed by the company to all staff.