

Welcome to SDU's Workplace Assessment for employed students 2021

Confidentiality and anonymity

Your answers will go directly to Rambøll, which stores data for the University of Southern Denmark. Rambøll will keep all your answers confidential. Rambøll will submit anonymised quantitative reports to SDU on the basis of the answers received. These reports will be made available on Sharepoint for SDU's employees.

How to navigate through the questionnaire

- You can navigate by clicking "Previous" and "Next" at the bottom of the screen (not the arrow keys in your browser).
- You can temporarily exit the questionnaire and complete it at a later time. Your answers will be saved each time you press "Next". To resume the questionnaire, click on the link in the e-mail you received.
- To complete the questionnaire, click "Finish" on the last page. You will then receive a confirmation email from Rambøll with a link to your answers.
- You can change the language of the survey at any given time.

Thank you for taking the time to complete the questionnaire.

	Language	Danish	English
0	What language do you prefer?	O	O

Work funktion			
Which of the following work functions best describe your primary work function in your employment at SDU? (If you have more than one employment, please tick one option per employment).		All or part of my work takes place in a laboratory and/or workshop (e.g. cleaning, tidying up, handling chemicals, preparing materials etc.)	
		Yes	No
new	I am involved in teaching (e.g. class teaching, teaching assistance, coordination and planning of teaching etc.)		
new	I am involved in guidance (e.g. academic guidance and student counselling etc.)		
new	I am involved in research funding (e.g. fieldwork, data collection, transcription, etc.)		
new	I work in office management and administration (e.g. meeting planning, archiving, administrative or practical help, data management, SoMe activities, etc.)		
new	I work in IT (e.g. programming, IT support etc.)		
new	I work with other things (such as SDU ambassador, social tutor, study group facilitator etc.)		
new	I am no longer employed		

You will now be asked to answer a number of questions about your psychological and physical working environment as an employee at SDU. If you have ticked more than one option to answer the initial question about your work function, you will get questions for each of your ticked work functions.

Workplace Assessment of the Psychological Working Environment

To gain better knowledge of your psychological working environment, we will ask you the following:

- Job satisfaction
- Work tasks
- Cooperation
- Well-being
- Offensive behaviour

	Job satisfaction	Yes	No	Don't know/Not relevant		
1	Taking all things into consideration, are you satisfied with your work?	0	0	0		
		To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
2	Do you feel motivated and engaged in your work?	0	0	0	0	0
	Do you find that your employment at SDU creates value for your education or career?	0	0	0	0	0
	Is it possible for you to make agreements on flexibility in your work to be able to attend to your studies	0	0	0	0	0
	Would you recommend SDU as a workplace to others?	0	0	0	0	0

	Work tasks	Yes	No	Don't know/Not relevant		
5	Taking all things into consideration, do you think your work is meaningful?	0	0	0		
		To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
6	Is your workload appropriate?	0	0	0	0	0
7	Do the tasks you carry out match your qualifications?	0	0	0	0	0
8	In relation to your work, do you know what is expected of you?	0	0	0	0	0
	Do you receive the necessary training for you to carry out your work in an appropriate and safe manner?	0	0	0	0	0
	Do you know whom to go to if you need help?					

	Cooperation	Yes	No	Don't know/Not relevant		
10	Taking all things into consideration, is cooperation with your colleagues satisfactory?	0	0	0		
		To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
13	Are any disagreements dealt with in an open and honest manner?	0	0	0	0	0
14	Do you find that you are treated with respect in the working communities of which you are part?	0	0	0	0	0
	Do you feel included in the academic and social community of the workplace?	0	0	0	0	0

	Well-being	Yes	No	Don't know/Not relevant		
28	Taking all things into consideration, do you feel comfortable in your work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
		To a high degree	To some degree	To a lesser degree	To almost no degree	Don't know/Not relevant
29	Do you feel lonely at work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30	Do you feel you suffer from stress in relation to your work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<i>Note in relation to question 30:</i> Stress is defined here as a condition which may be experienced when the pressures on a person and the demands made on him or her are greater than the resources available to that person or than that person is able to mobilise.					
30a	You have answered that you often feel you suffer from stress in relation to your work. What do you think might be causing this (you may tick more than one option)? <ul style="list-style-type: none"> <input type="checkbox"/> Excessive workload over an indefinite period of time <input type="checkbox"/> Too low, too high or unclear requirements <input type="checkbox"/> Insufficient influence on your own work <input type="checkbox"/> Insufficient collegial or managerial support and feedback <input type="checkbox"/> Risk of traumatic events at work, e.g. violence or bullying <input type="checkbox"/> High emotional demands at work <input type="checkbox"/> Physical conditions, e.g. noise, poor interior or indoor climate <input type="checkbox"/> Collaboration or role conflicts <input type="checkbox"/> Changes, reorganisation or unpredictability at work <input type="checkbox"/> Other factors 					

Offensive behaviour

	Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No	Don't know/Not relevant
26. Have you experienced bullying in relation to your work within the last 12 months?	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>

Bullying occurs when a person is exposed to unpleasant or negative actions in their work repeatedly over a period of time. To be able to characterise something as bullying, the person who experiences it must feel it is hard to defend themselves.

Offensive behaviour

	Managers	Colleagues	Other employees	Students	Other	Don't know/Not relevant
--	----------	------------	-----------------	----------	-------	-------------------------

26a. Who bullied you?

(You may tick more than one option)

(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>
------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	-------------------------------

26b. Where did the bullying take place? (You may tick more than one option)

(At SDU's premises, Outside of SDU's premises, Via phone, SMS, email or letter, Via social media (Facebook, Instagram, Twitter, LinkedIn etc.), Other))

26c. Have you talked to anyone at your workplace about the bullying you were exposed to? (You may tick more than one option)

(No, Yes, manager, Yes, staff representative, Yes, health and safety representative, Yes, colleague, Yes, Human Resource Service, Yes, other, Don't know/Not relevant)

26d. Has anyone at your workplace done anything to help you?

(Yes, No, I didn't need help, No, I didn't get help even though I needed it, Don't know/Not relevant)

Offensive behaviour

	Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No	Don't know/Not relevant
27. Have you experienced unwanted sexual attention in relation to your work within the last 12 months?	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>

Unwanted sexual attention includes any verbal or non-verbal behaviour of a sexual nature that is perceived as offensive.

Offensive behaviour

	Managers	Colleagues	Other employees	Students	Other	Don't know/Not relevant
27a. From whom did you experience unwanted sexual attention (You may tick more than one option)	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>

27b. Where did the unwanted sexual attention take place?
(You may tick more than one option)

(At SDU's premises, Outside of SDU's premises, Via phone, SMS, email or letter, Via social media (Facebook, Instagram, Twitter, LinkedIn etc.), Other)

27c. Have you talked to anyone at your workplace about the unwanted sexual attention you were exposed to? (You may tick more than one option)

(No, Yes, manager, Yes, staff representative, Yes, health and safety representative, Yes, colleague, Yes, Human Resource Service, Yes, other, Don't know/Not relevant)

27d. Has anyone at your workplace done anything to help you?

(Yes, No, I didn't need help, No, I didn't get help even though I needed it, Don't know/Not relevant)

Offensive behaviour

	Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No	Don't know/Not relevant
28. Have you experienced physical violence in relation to your work within the last 12 months?	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>

Physical violence is attacks on the body, e.g. assaults, attempted strangulation, stabbing, kicking, punching, pushing, tripping up, restraining, throwing objects, pinching, biting, scratching or spitting.

Offensive behaviour

	Managers	Colleagues	Other employees	Students	Other/anony mous	Don't know/Not relevant
28a. From whom did you experience physical violence? (You may tick more than one option)	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>
28b. Where did the physical violence take place? (You may tick more than one option)	(At SDU's premises, Outside of SDU's premises, Other)					
28c. Have you talked to anyone at your workplace about the physical violence you were exposed to? (You may tick more than one option)	(No, Yes, manager, Yes, staff representative, Yes, health and safety representative, Yes, colleague, Yes, Human Resource Service, Yes, other, Don't know/Not relevant)					
28d. Has anyone at your workplace done anything to help you?	(Yes, No, I didn't need help, No, I didn't get help even though I needed it, Don't know/Not relevant)					

Offensive behaviour

	Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No	Don't know/Not relevant
29. Have you experienced psychological violence in relation to your work within the last 12 months?	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>

Psychological violence is threats of violence and other offensive behaviour, such as threats to life, threats of vandalism to the workplace, threats relating to employees' family or friends or threats relating to employees' property. Threats can also be expressed without words, e.g. with clenched fists or in the form of drawings.

Offensive behaviour

	Managers	Colleagues	Other employees	Students	Other/anonymous	Don't know/Not relevant
29a. From whom did you experience psychological violence? (You may tick more than one option)	(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>

29b. Where did the psychological violence take place? (You may tick more than one option)

(At SDU's premises, Outside of SDU's premises, Via phone, SMS, email or letter, Via social media (Facebook, Instagram, Twitter, LinkedIn etc.), Other)

29c. Have you talked to anyone at your workplace about the

(No, Yes, manager, Yes, staff representative, Yes, health and safety representative, Yes, colleague, Yes, Human Resource Service, Yes, other, Don't know/Not relevant)

Managers	Colleagues	Other employees	Students	Other/anonymous	Don't know/Not relevant
----------	------------	-----------------	----------	-----------------	-------------------------

psychological violence you were exposed to? *(You may tick more than one option)*

29d. Has anyone at your workplace done anything to help you?

(Yes, No, I didn't need help, No, I didn't get help even though I needed it, Don't know/Not relevant)

Offensive behaviour

Yes, daily or almost daily	Yes, weekly	Yes, monthly	Yes, less often	No	Don't know/Not relevant
----------------------------	-------------	--------------	-----------------	----	-------------------------

30. Have you experienced discrimination in relation to your work within the last 12 months?

(1) <input type="checkbox"/>	(2) <input type="checkbox"/>	(3) <input type="checkbox"/>	(4) <input type="checkbox"/>	(5) <input type="checkbox"/>	(99) <input type="checkbox"/>
------------------------------	------------------------------	------------------------------	------------------------------	------------------------------	-------------------------------

Discrimination is negative differential treatment based on gender, race, colour, religion or beliefs, politics, sexual orientation, age, disability or national, social or ethnic origin.

Offensive behaviour

30a. What type of discrimination were you exposed to (you can select more than one answer)?

(Discrimination due to: My age, My gender, My sexual orientation, My ethnic background, My religion or my beliefs, Physical disability or mental disorder, Other)

(You may tick more than one option)

30b. From whom did you experience discrimination? (You may tick more than one option) ((Managers, Colleagues, Other Employees, Students, Others, Don't Know/Not Relevant)

30c. Where did the discrimination take place? (You may tick more than one option) (At SDU's premises, Outside of SDU's premises, Via phone, SMS, email or letter, Via social media (Facebook, Instagram, Twitter, LinkedIn etc.), Other)

30d. Have you talked to anyone at your workplace about the discrimination you were exposed to? (You may tick more than one option) (No, Yes, manager, Yes, staff representative, Yes, health and safety representative, Yes, colleague, Yes, Human Resource Service, Yes, other, Don't know/Not relevant)

30e. Has anyone at your workplace done anything to help you? (Yes, No, I didn't need help, No, I didn't get help even though I needed it, Don't know/Not relevant)

Workplace Assessment of the Physical Working Environment

The next questions concern pressures and safety conditions at your workplace(s).

		Satisfactory	Not satisfactory	Don't know/Not relevant
1	How would you describe the arrangement of your workplace(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	How would you describe the indoor climate of your workplace(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	How would you describe the ergonomics of your workplace(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	How would you describe the working conditions at your workplace(s) in relation to working with chemical substances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	How would you describe the safety of work with machinery, tools or other technical equipment in your workplace(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	How would you describe the ways in which work-related sickness absence and accidents are prevented and averted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	How would you describe the ways in which the risk of infection is prevented and averted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

You have now answered all of the questions in the questionnaire.

Should you wish to make corrections before completing the questionnaire, you can go back by using the navigation arrows.

Thank you for participating in SDU's Workplace Assessment for employed students 2021. The results will be published online during week 50.

To complete the questionnaire, click "Finish". You will then receive a confirmation email from Rambøll with a link to your answers.