

Workplace Assessment and Well-Being Survey

Please click on the link 'EN' below to read and complete the questionnaire in English.

Welcome to SDU's Workplace Assessment and Well-Being Survey 2024

SDU wishes to be an attractive workplace that attracts, develops and retains highly qualified and committed employees. A healthy and safe working environment and a high degree of well-being are crucial for SDU to be an attractive workplace.

The purpose of the Workplace Assessment and Well-Being Survey is to provide SDU's health and safety organisation with knowledge about the state of the working environment and well-being at SDU, and create a basis for having a dialogue about and analysing the results of the mapping between managers and employees, as well as to agree on initiatives that can develop and improve the working environment and well-being.

The questionnaire can be answered until 31 October 2024. Dialogue about and analysis of the results of the survey must take place after the reporting, which will be available in mid-November 2024, and form the basis for action plans for the health and safety work, which will be done before 30 April 2025.

We greatly appreciate your response. It is important for the health and safety work at SDU.

Confidentiality and anonymity

Your response is sent directly to Ramboll, which collects and processes data for SDU.

Ramboll treats all responses confidentially and provides SDU with anonymised reports that convey the quantitative results of the Workplace Assessment and Well-Being Survey. The reports are made available to all SDU employees on SharePoint.

In addition, Ramboll will forward the free-text responses from the Workplace Assessment and Well-Being Survey to SDU. The free-text responses are made available to the unit's health and safety group and the working group of the Workplace Assessment and Well-Being Survey. The working group is tasked with contributing to action plans for cross-disciplinary issues and providing support to units with specific local issues.

Find out more at www.sdunet.dk/apvtrivsel.

How to answer the questionnaire

You can scroll by clicking 'Previous' and 'Next' at the bottom of the screen.

You can temporarily exit the questionnaire and complete it later. Your responses will be saved each time you tap 'Next'. To resume your completion of the questionnaire, click on the link in the email you received.

You have the option of having your responses emailed to your inbox.

To complete the questionnaire, tap 'End' on the last page.

Language

Please choose your preferred language

(1) Danish

(2) English

Psychological work environment and well-being

This part of the questionnaire asks about:

- Well-being and work tasks
- Management
- Diversity, equal opportunities and inclusion
- Offensive acts
- Work-related sick leave

Well-being and work tasks

Well-being and a high level of satisfaction with work and tasks are key to SDU remaining an attractive workplace that can attract and retain employees.

In this survey, you are asked about your experience with a number of factors that are important for well-being and satisfaction with your work and work tasks.

Well-being

1. All things considered, are you satisfied with your work?

- Yes
- No
- Undecided/Not relevant

2. Do you feel motivated and engaged in your work?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

3. Do you have development opportunities that reflect your skills and desires?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

4. Do you have a sensible balance between your work life and other areas of life?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

5. Are you satisfied with your work flexibility options?

Flexibility means flexibility in terms of working hours, work location (on/off campus) as well as in planning and solving tasks, etc.

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

6. How often do you work off-campus?

- Never
- Occasionally
- 1 day a week
- 2 days a week
- 3 days a week
- 4 days a week
- 5 days a week

7. How do you feel that the flexibility options affect the quality of your task fulfilment?

- Very positive
- Positive
- Undecided
- Negative
- Very negative
- Undecided/Not relevant

8. Are you happy with your collegial relationships, collaboration and community?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

9. Is there an open and appreciative dialogue in the work communities you are part of?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

10. Do you feel you suffer from stress in relation to your work?

Stress is defined here as a condition that may be experienced when the pressures and demands made on a person exceed the resources, they have available or are able to mobilise.

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

10a. You have answered that you feel stress related to your work to some or a high degree. What are your suggestions for possible causes? (feel free to tick multiple options)

- Excessive workload over an indefinite period of time
- Too low, too high or unclear requirements
- Insufficient influence on my own work
- Insufficient collegial or managerial support and feedback
- Collaboration or role conflicts
- Changes, reorganisation or unpredictability at work
- Risk of traumatic events at work, e.g. violence or bullying
- High emotional demands at work
- Physical conditions, e.g. noise, poor interior or indoor climate
- Other conditions
- Comments*: _____

*) Your comments are submitted anonymously to your unit's health and safety group and the working group of the Workplace Assessment and Well-Being Survey.

10b. Have you taken sick leave due to work-related stress?

- Yes
- No
- Undecided/Not relevant

11. All things considered; do you find your work meaningful?

- Yes
- No
- Undecided/Not relevant

12. Is your workload appropriate?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

13. Do the tasks you carry out match your qualifications?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

14. In relation to your work, do you know what is expected of you?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

15. Do you have a say in how you do your job?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

16. Do you take responsibility for making things work?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

Management

With reference to SDU's Leadership Compass, good leadership at SDU means that management sets a direction that is clear to everyone; ensures that relevant parties and skills are brought into play; and promotes engagement through dialogue with the opportunity to listen, argue and find common solutions. Management must assume leadership responsibility.

This section asks if you are getting the leadership you need to fulfil your tasks and thrive in your work. Management at SDU is carried out in a complex interaction between the employees and people with different management tasks, and not only people with formal personnel responsibility but also, for example, project and team managers.

The following questions therefore do not focus on the individual manager, but on your overall experience of the managerial tasks being carried out. If you have specific challenges with a manager, you are encouraged to contact your health and safety group, your union representative or the manager's manager.

17. All things considered, are you satisfied with the management you experience?

- Yes
- No
- Undecided/Not relevant

18. Is it clear to you what direction management is setting?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

19. Are you getting the sparring with the management you need to prioritise and coordinate your tasks?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

20. Does management support that different skill sets are brought into play to a relevant extent in the tasks you perform?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

21. Does management ensure sufficient participation and involvement?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

22. Does management handle conflict and unhappiness properly?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

Diversity, equality and inclusion

Diversity refers to the spectrum of differences that we bring to work through our backgrounds and identities – such as ethnicity, gender, sexual orientation, age, religion, socioeconomic status, disability, neurodiversity and more.

Equality refers to employees having equal duties, rights and opportunities.

Inclusion means that employees with various backgrounds and identities feel welcome, respected and valued.

This section asks how you assess the work with diversity, equality and inclusion at SDU.

23. All things considered, is the University working to promote diversity, equality and inclusion?

- Yes
- No
- Undecided/Not relevant

24. Is there a focus on diversity, equality and inclusion across gender, age, ethnicity, education, disability and background in the work communities you are part of?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

25. Do you know enough about what you can do to promote diversity, equality and inclusion?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

26. Has your experience of diversity, equality and inclusion positively or negatively influenced your opinion on whether you want to continue your career in a university?

- Very positive
- Positive
- Undecided
- Negative
- Very negative
- Undecided/Not relevant

Offensive behaviour

Offensive behaviour

The behaviour is offensive if one or more persons grossly or repeatedly subject other persons to behaviour that these persons perceive as degrading. Offensive behaviour is a collective term for bullying, sexual harassment, and other ways in which offensive behaviour can occur. The behaviour must be perceived as degrading by the person(s) who is/are subjected to it. It is irrelevant whether the behaviour is a result of thoughtlessness or a clear desire to offend. The key is the person's experience of the offensive behaviour.

If you experience offensive behaviour, you can get help. Find out how at sdunet.dk: "A healthy and safe work and study environment free of offensive behaviour". Link: https://sdunet.dk/en/servicesider/hr/ar-bejds miljoe/kraenkende_handlinger

27. Have you been bullied in connection with your work at SDU?

Bullying occurs when a person is repeatedly subjected to unpleasant or negative behaviour at work over a long period of time. To be able to characterise something as bullying, the person who experiences it must feel it is difficult to defend themselves.

- Yes
- No
- Undecided/Not relevant

You have answered 'Yes' that you have been bullied in connection with your work at SDU.

27a. When did the bullying occur? (Feel free to tick multiple boxes)

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago

27b. How often did the bullying occur?

- Daily or almost daily
- Weekly
- Monthly
- Less often

27c. Who bullied you?

(Feel free to tick multiple boxes)

- Managers
- Colleagues
- Other Employees
- Students
- Others
- Undecided/Not Relevant

27d. Have you talked to anyone at your workplace about the bullying you were subjected to?

(Feel free to tick multiple boxes)

- No
- Yes, manager
- Yes, union representative
- Yes, health and safety representative
- Yes, colleague
- Yes SDU HR
- Yes, someone else
- Undecided/Not relevant

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

- Yes
- No, I didn't need help
- No, I didn't receive help even though I needed it
- Undecided/Not relevant

28. Have you been subjected to unwanted sexual attention or other behaviour based on gender that you found degrading in connection with your work at SDU?

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

- Yes
- No
- Undecided/Not relevant

You have answered 'Yes' to having been subjected to unwanted sexual attention in connection with your work at SDU.

28a. When did the unwanted sexual attention occur? (Feel free to tick multiple boxes)

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago

28b. How often did the unwanted sexual attention occur?

- Daily or almost daily
- Weekly
- Monthly
- Less often

28c. Who subjected you to unwanted sexual attention?

(Feel free to tick multiple boxes)

- Managers
- Colleagues
- Other Employees
- Students
- Others
- Undecided/Not Relevant

28d. Have you talked to anyone at your workplace about the unwanted sexual attention you were subjected to?

(Feel free to tick multiple boxes)

- No
- Yes, manager
- Yes, union representative
- Yes, health and safety representative
- Yes, colleague
- Yes SDU HR
- Yes, someone else
- Undecided/Not relevant

28e. Has anyone at your workplace done anything to help you?

- Yes
- No, I didn't need help
- No, I didn't receive help even though I needed it
- Undecided/Not relevant

29. Have you been subjected to physical violence in connection with your work at SDU?

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.

- Yes
- No
- Undecided/Not relevant

You have answered 'Yes' that you have been subjected to physical violence in connection with your work at SDU.

29a. When did the physical violence occur? (Feel free to tick multiple boxes)

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago

29b. How often did the physical violence occur?

- Daily or almost daily
- Weekly
- Monthly
- Less often

29c. Who subjected you to physical violence?

(Feel free to tick multiple boxes)

- Managers
- Colleagues
- Other Employees
- Students
- Others
- Undecided/Not Relevant

29d. Have you talked to anyone at your workplace about the physical violence you were subjected to?

(Feel free to tick multiple boxes)

- No
- Yes, manager
- Yes, union representative
- Yes, health and safety representative
- Yes, colleague
- Yes SDU HR
- Yes, someone else
- Undecided/Not relevant

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

- Yes
- No, I didn't need help
- No, I didn't receive help even though I needed it
- Undecided/Not relevant

30. Have you been subjected to psychological violence in connection with your work at SDU?

Psychological violence is threats of violence and other abusive behaviour, such as death threats, threats of vandalising the workplace, threats involving employees' family or friends or threats related to employees' belongings. Threats can also be expressed non-verbally, e.g. with clenched fists or in the form of drawings.

- Yes
- No
- Undecided/Not relevant

You have answered 'Yes' that you have been subjected to psychological violence in connection with your work at SDU.

30a. When did the psychological violence occur? (Feel free to tick multiple boxes)

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago

30b. How often did the psychological violence occur?

- Daily or almost daily
- Weekly
- Monthly
- Less often

30c. Who subjected you to psychological violence?

(Feel free to tick multiple boxes)

- Managers
- Colleagues
- Other Employees
- Students
- Others
- Undecided/Not Relevant

30d. Have you talked to anyone at your workplace about the psychological violence you were subjected to?

(Feel free to tick multiple boxes)

- No
- Yes, manager
- Yes, union representative
- Yes, health and safety representative
- Yes, colleague
- Yes SDU HR
- Yes, someone else
- Undecided/Not relevant

30e. Has anyone at your workplace done anything to help you?

- Yes
- No, I didn't need help
- No, I didn't receive help even though I needed it
- Undecided/Not relevant

31. Have you experienced discrimination in connection with your work at SDU?

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

- Yes
- No
- Undecided/Not relevant

You have answered 'Yes' that you have experienced discrimination in connection with your work at SDU.

31a. When did the discrimination occur? (Feel free to tick multiple boxes)

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago

31b. How often did the discrimination occur?

- Daily or almost daily
- Weekly
- Monthly
- Less often

31c. Who subjected you to the discrimination?

(Feel free to tick multiple boxes)

- Managers
- Colleagues
- Other Employees
- Students
- Others
- Undecided/Not Relevant

31d. Have you talked to anyone at your workplace about the discrimination you were subjected to?

(Feel free to tick multiple boxes)

- No
- Yes, manager
- Yes, union representative
- Yes, health and safety representative
- Yes, colleague
- Yes SDU HR
- Yes, someone else
- Undecided/Not relevant

31e. Has anyone at your workplace done anything to help you?

- Yes
- No, I didn't need help
- No, I didn't receive help even though I needed it
- Undecided/Not relevant

32. During your employment at SDU, have you experienced that a manager or colleague...

- ... has humiliated or behaved condescendingly towards you?
- ... didn't listen to what you said or wasn't interested in your opinion?
- ... made condescending or insulting comments about you or your work?
- ... addressed you in unprofessional terms either publicly or privately?
- ... ignored or excluded you from professional or social communities at your workplace?
- ... questioned your judgement on an issue for which you are/were responsible?
- ... tried to talk to you about something personal that you didn't want to share (e.g. tried to discuss or comment on your sex life)?
- discriminated against you or treated you badly because of your ethnicity, gender, age, religion, health or sexual orientation?
- I have not experienced anything of the above mentioned.

You have answered that you have experienced, that a manager or colleague has treated you badly.

32a. When did you experience this? (Feel free to tick multiple boxes)

- Within the last 12 months
- 1–3 years ago
- More than 3 years ago

32b. How often have you experienced this?

- Daily or almost daily
- Weekly
- Monthly
- Less often
- No
- Undecided/Not relevant

Work-related illness and injury

'Work-related illness or injury' is an illness or injury that you believe is caused by strain, accidents, incidents or other conditions related to your work and workplace.

33. Have you been ill or injured due to your work in the last 12 months?

- Yes
- No
- Undecided/Not relevant

If yes:

33a. How many days in the past 12 months have you been on work-related sick leave (as far as you can recall)

- 0
- 1–7 days
- 8–14 days
- 15–31 days
- More than one month

33b. What do you think caused the work-related illness and/or injury?

- Occupational accident (an occupational accident is a sudden incident at work that leads to a person being physically or mentally injured, e.g. falling, being hit by an object or experiencing a situation that is so violent that it causes mental injury)
- Illness due to work-related mental overload (e.g. stress, bullying, harassment, etc.)
- Illness due to work-related physical, chemical or biological overload (e.g. heavy/ repetitive work, allergies/ eczema, etc.)
- Other

If occupational accident:

I. Has the occupational accident been reported to SDU?

- Yes
- No
- Undecided/Not relevant

If work-related illness:

II. Has your work-related illness been reported as an occupational disease? (Notification of occupational disease is usually reported by your own doctor)

- Yes
- No
- Undecided/Not relevant

33c. Have you spoken to anyone at your workplace about your illness or injury being due to your work?

- Yes
- No
- Undecided/Not relevant

If yes:

- I. Who have you spoken to?
 - Manager
 - Union representative/health and safety representative
 - Colleague
 - Psychologist (SDU's psychologist scheme)
 - Other

- II. Have you agreed on an action/plan with your management to reduce the risk of future work-related illness or injury? (For instance, modified work tasks, physical change of workplace, gradual return to work, reduced hours, continuing education, reassignment, etc.)
 - Yes
 - No
 - Undecided/Not relevant

Additional questions formulated by your unit

Additional comments in relation to psychological work environment and well-being

If you have any general comments or proposals concerning employee well-being and the psychological working environment in your workplace, please add them here. Your comments may be both positive and negative, but please present them as a constructive contribution to the follow-up work.

Ramboll will submit the free-text responses in unedited but anonymised form – i.e. without connection to the answers you have otherwise given in the questionnaire – to SDU, specifically to your unit's health and safety group and to the working group of the Workplace Assessment and Well-Being Survey.

Physical health and safety

This part of the questionnaire asks about:

- Ergonomics
- Indoor climate
- Chemical, biological and radiation conditions
- The risk of accidents
- Working conditions and IT when working in locations other than SDU's locations
- Working conditions in classrooms and meeting rooms.

You have the option to add free-text answers to each of these points. Please note that your free text answers about the physical working environment are submitted in an unedited form and with information about your name to your health and safety group and to the working group of the Workplace Assessment and Well-Being Survey.

The Workplace Assessment and Well-Being Survey focuses on general satisfaction with the physical working environment at SDU.
If you experience specific problems or injuries/errors, these should not be reported in the Workplace Assessment and Well-Being Survey but communicated immediately.
For issues with or damage/defects to equipment (desk, chair, monitor, keyboard, etc.), please contact your line manager.
For issues with or damage/defects to the building (lighting, ventilation, temperature control, flooring, etc.), please contact Technical Services at 8888@sdu.dk.
As an important element of SDU's monitoring of the working environment and safety conditions, it has also been agreed that the health and safety groups must regularly carry out inspection rounds. During the inspection rounds, a number of relevant conditions that affect the working environment and safety are checked and the observations are incorporated into the workplace assessment action plans to improve prevention. Read more about the inspection rounds [here](#).

Ergonomics

Ergonomics includes workplace design, working postures, variation and movement, heavy lifting, unilateral strain, reaching distances, etc.

34. Are you satisfied with the ergonomic conditions at your workplace?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

34a. Are there any ergonomic conditions/issues that you wish to have improved/solved?

- No
 - Yes. Briefly describe the problem(s):
-
-

Indoor climate

Indoor climate includes temperature, draughts, air quality, noise, vibrations, daylight, lighting, cleaning and more.

35. Are you satisfied with the indoor climate conditions at your work?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

35a. Are there any indoor climate conditions/issues you wish to have improved/resolved?

- No
 - Yes. Briefly describe the problem(s):
-
-

Chemistry/biology/radiation

Chemistry/biology/radiation includes risk of contact with chemical substances and materials, risk of allergies, risk of infection, GMO material, exposure to ionising radiation, etc.

36. Are you satisfied with the chemistry/biology/radiation conditions at your work?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

36a. Are there any chemistry/biology/radiation issues/problems you wish to have improved/solved?

- No
 - Yes. Briefly describe the problem(s):
-
-

Risk of accidents/emergency response

Risk of accidents/emergency response includes preventing the risk of occupational accidents such as falls, cuts, bites, etc. as well as safety conditions of machinery and equipment and knowledge of workplace emergency response for fire and accidents, etc.

37. Are you satisfied with the accident risk/emergency response conditions at your workplace?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

37a. Are there any accident risk/emergency response issues/problems you would like to see improved/resolved?

- No
 - Yes. Briefly describe the problem(s):
-
-

Working in locations other than SDU locations

38. Are you satisfied with the physical environment (space, light, noise, desk, chair, screen, etc.) when you work outside of SDU's locations?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

38a. Are there conditions/problems regarding the physical environment when working in locations other than SDU's locations that you wish to have improved/solved?

- No
 - Yes. Briefly describe the problem(s):
-
-

39. Are you satisfied with IT (PC, phone, internet connection, online facilities, etc.) when working at locations other than SDU's locations?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

39a. Are there conditions/problems with IT when you work in locations other than SDU's locations that you wish to have improved/solved?

- No
 - Yes. Briefly describe the problem(s):
-
-

Classrooms

The conditions in the classrooms include the layout for teaching purposes, lighting, noise and acoustics, indoor climate, cleaning, etc.

40. Are you satisfied with the conditions in the classrooms?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

40a. Are there any issues/problems with the classrooms that you would like to see improved/resolved?

- No
 - Yes. Briefly describe the problem(s):
-
-

Meeting rooms

Meeting room conditions include meeting room layout, lighting, noise and acoustics, indoor climate, cleaning, etc.

41. Are you satisfied with the conditions in the meeting rooms?

- To a high degree
- To some degree
- To a lesser degree
- To almost no degree
- Undecided/Not relevant

41a. Are there any issues/problems with the meeting rooms that you would like to see improved/solved?

- No
- Yes. Briefly describe the problem(s):

Additional comments

If you have any general comments or suggestions about the physical work environment, feel free to add them here. Your comments may, of course, be both positive and negative, but please present them as a constructive contribution to the follow-up work.

Please note that the comments are submitted in an unedited form and with information about your name to your health and safety group and to the working group of the Workplace Assessment and Well-Being Survey.

Thank you for taking the survey.

You have now answered all the questions in the survey.

To make corrections to your responses, click 'Previous' in the form.

If you would like to receive an email with a link from Ramboll to print out your response, tick the box below.

(1) I would like to receive an email with a link to my response

Click [here](#) to print your response.

The results of the survey will be reported in mid-November.

Thank you very much for participating in SDU's Workplace Assessment and Well-Being Survey 2024.

Tap 'Finish' to finalise your response.