

ACME – WORKPLACE SURVEY

This report summarises responses to the ACME – Workplace Survey.

The body of the report comprises a response frequency distribution for each question in the survey. Questions have been grouped into modules.

Attachment A to the report provides a comparison of responses submitted by males and females. This comparison is presented by module and by individual question.

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: Workplace Culture

No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
1.1	The work practices followed in my workplace help me do my job.	2	2	126	2.6	8.7%	23.8%	63.5%	4.0%
1.2	Work practices in my workplace are sufficiently flexible for me.	0	2	128	2.9	3.9%	18.0%	65.6%	12.5%
1.3	Fairness is a part of my workplace.	5	0	125	2.7	9.6%	26.4%	51.2%	12.8%
1.4	Staff are generally open and honest in their dealings with one another.	8	2	120	2.8	5.0%	22.5%	59.2%	13.3%
1.5	The code of conduct provides a useful set of guidelines for me.	18	2	110	2.8	5.5%	14.5%	74.5%	5.5%
1.6	Staff in my workplace perform their work with honesty and integrity.	10	1	119	3.3	1.7%	6.7%	53.8%	37.8%
1.7	Overall, the values and practices of my workplace are right for me.	7	2	121	2.8	2.5%	24.0%	63.6%	9.9%
					2.8	5.3%	19.6%	61.5%	13.7%

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: Information and Communication

No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
2.1	I receive the information I need to do my job.	1	2	127	2.7	7.1%	22.8%	62.2%	7.9%
2.2	Staff in my workplace are informed about issues that affect their work.	2	4	124	2.7	5.6%	29.8%	54.0%	10.5%
2.3	Information in my workplace is shared with openness and trust.	8	2	120	2.5	8.3%	41.7%	39.2%	10.8%
2.4	I can readily communicate with my immediate supervisor on day to day work matters.	2	1	127	3.2	4.7%	7.9%	45.7%	41.7%
2.5	I can approach my immediate supervisor with ideas and concerns.	4	2	124	3.3	4.8%	4.0%	48.4%	42.7%
2.6	My immediate supervisor is active in dealing with communication problems.	6	1	123	3.0	3.3%	18.7%	49.6%	28.5%
2.7	Overall, communication in my workplace is effective.	6	1	123	2.6	7.3%	34.1%	47.2%	11.4%
					2.9	5.9%	22.6%	49.5%	22.0%

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: Staff Selection

No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
3.1	When I have sought promotion I found the process fair, whether I was successful or not. (Answer only if you have sought promotion in the last 2 years.)	7	57	66	2.6	18.2%	21.2%	43.9%	16.7%
3.2	Staff selection is based on merit (the best person is selected for the job).	20	9	101	2.6	15.8%	25.7%	45.5%	12.9%
3.3	The manager of my workplace treats staff fairly when opportunities arise for acting in higher duties or filling short term vacancies.	14	6	110	2.9	3.6%	19.1%	60.9%	16.4%
3.4	Overall, staff selection processes in my workplace are fair.	17	5	108	2.7	10.2%	23.1%	55.6%	11.1%
					2.7	11.2%	22.3%	52.5%	14.0%

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: Training and Development

No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
4.1	I get sufficient opportunities to develop the skills I need to do my job.	8	4	118	2.9	2.5%	17.8%	63.6%	16.1%
4.2	Staff in my workplace have fair access to training and development.	9	4	117	2.9	0.9%	22.2%	62.4%	14.5%
4.3	I am given opportunities to develop skills needed for career progression.	11	3	116	2.9	0.9%	22.4%	62.9%	13.8%
4.4	Overall, sufficient training and development is provided to staff in my workplace.	10	4	116	2.8	3.4%	25.9%	58.6%	12.1%
					2.9	1.9%	22.1%	61.9%	14.1%

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: A Workplace Free from Discrimination

No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
5. 1	I am treated with respect in my workplace.	4	2	124	3.1	3.2%	8.9%	65.3%	22.6%
5. 2	I have not experienced discrimination (unfair treatment) in my workplace because of my age.	6	4	120	3.2	2.5%	3.3%	67.5%	26.7%
5. 3	I have not experienced discrimination (unfair treatment) in my workplace because of my sex.	2	5	123	3.2	1.6%	4.9%	67.5%	26.0%
5. 4	I have not experienced discrimination (unfair treatment) in my workplace because of my marital status.	2	3	125	3.3	0.8%	0.8%	70.4%	28.0%
5. 5	I have not experienced discrimination (unfair treatment) in my workplace because of my race, ethnicity or religion.	5	4	121	3.2	0.8%	7.4%	64.5%	27.3%
5. 6	I have not experienced discrimination (unfair treatment) in my workplace because of my pregnancy (do not answer if this does not apply to you).	0	109	21	3.1	0.0%	9.5%	71.4%	19.0%
5. 7	I have not experienced discrimination (unfair treatment) in my workplace because of my disability (do not answer if this does not apply to you).	0	114	16	2.9	12.5%	0.0%	75.0%	12.5%
5. 8	I have not experienced discrimination (unfair treatment) in my workplace because of my homosexuality (do not answer if this does not apply to you).	1	117	12	3.3	0.0%	0.0%	75.0%	25.0%
5. 9	I have not experienced discrimination (unfair treatment) in my workplace because of my transexuality (do not answer if this does not apply to you).	0	122	8	3.3	0.0%	0.0%	75.0%	25.0%
5.10	The manager of my workplace creates an environment where staff are willing to report an discrimination.	31	4	95	3.0	3.2%	14.7%	62.1%	20.0%
5.11	I feel confident that if I made a complaint about discrimination, management would act promptly to resolve it.	30	5	95	2.9	5.3%	16.8%	60.0%	17.9%
5.12	Overall, The manager of my workplace is effective in promoting a workplace free from discrimination.	30	3	97	3.1	4.1%	8.2%	64.9%	22.7%
					3.1	2.6%	7.4%	66.0%	23.9%

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: A Workplace Free from Harassment

No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
6.1	People in my workplace do not say or do things that offend or humiliate me.	5	4	121	3.0	3.3%	14.0%	59.5%	23.1%
6.2	People in my workplace do not bully me.	0	5	125	3.2	0.8%	8.0%	66.4%	24.8%
6.3	People in my workplace do not bully others.	10	6	114	2.9	2.6%	21.9%	57.0%	18.4%
6.4	I have not experienced racial harassment.	1	9	120	3.2	1.7%	2.5%	65.8%	30.0%
6.5	I have not experienced sex-based harassment.	0	7	123	3.2	1.6%	3.3%	64.2%	30.9%
6.6	I have not experienced physical harassment.	0	7	123	3.3	0.0%	0.8%	66.7%	32.5%
6.7	The manager of my workplace creates an environment where staff are willing to report an harassment.	26	7	97	3.0	4.1%	9.3%	67.0%	19.6%
6.8	I feel confident that if I made a complaint about harassment, the manager of my workplace would act promptly to resolve it.	20	6	104	3.1	3.8%	11.5%	59.6%	25.0%
6.9	Overall, management in my workplace is effective in promoting a workplace free from harassment.	22	7	101	3.0	5.0%	13.9%	58.4%	22.8%
					3.1	2.4%	9.2%	62.8%	25.5%

Survey Question Rating

showing Average & % for each response

Survey: Acme - Workplace Survey

10/04/2002

Module: Performance Management

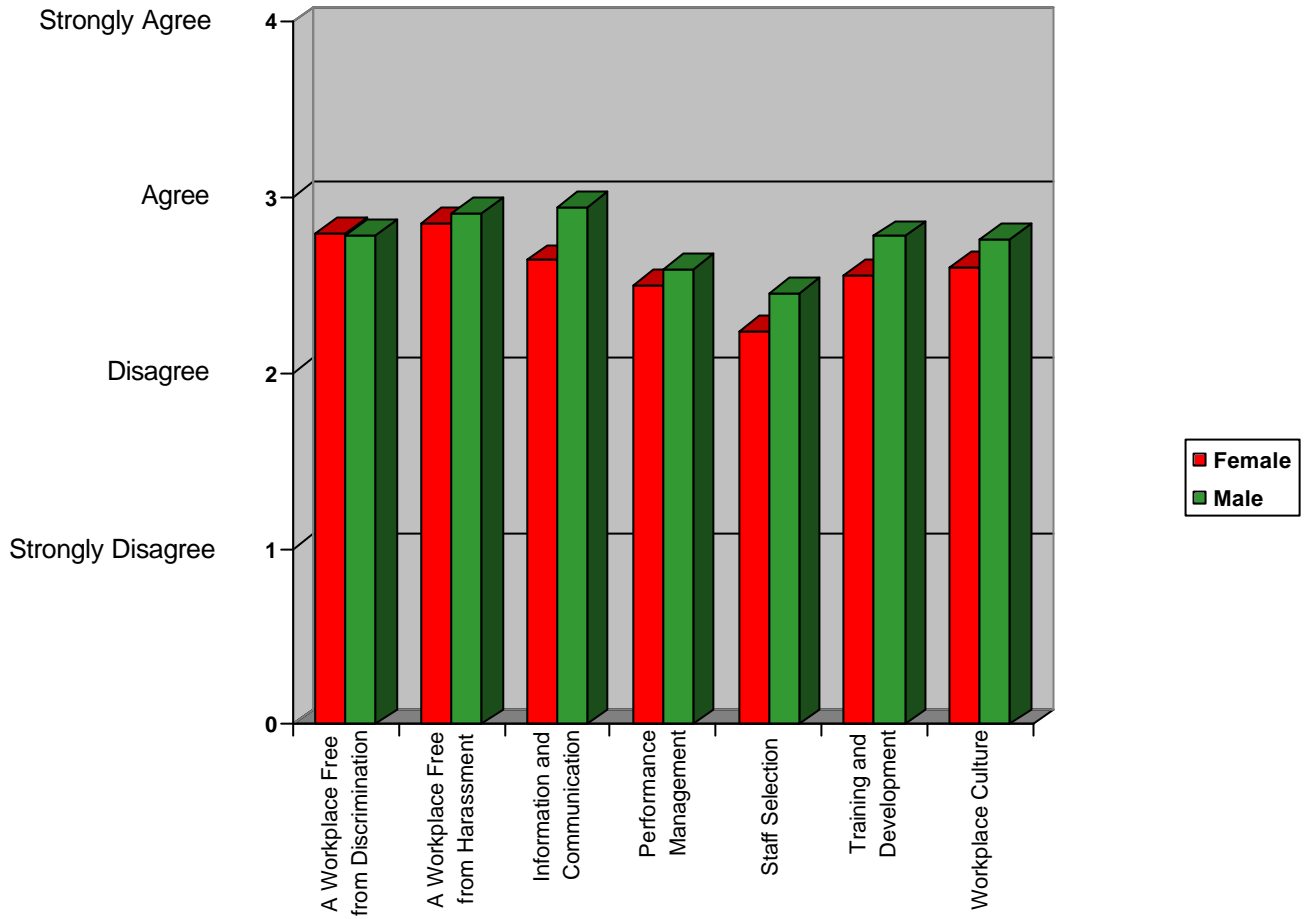
No	Question Text	Don't Know	No Answer	Tot Resp	Avg	1 Strongly Disagree	2 Disagree	3 Agree	4 Strongly Agree
7.1	I receive regular feedback from my immediate supervisor about my work performance.	2	6	122	2.7	6.6%	30.3%	51.6%	11.5%
7.2	The feedback I receive is constructive.	14	16	100	2.9	3.0%	17.0%	64.0%	16.0%
7.3	I have the equipment and resources I need to do my job.	0	10	120	2.6	8.3%	31.7%	49.2%	10.8%
7.4	Assessment of my work is based on fact not opinion.	19	10	101	2.9	4.0%	17.8%	64.4%	13.9%
7.5	Staff are acknowledged for good performance.	10	13	107	2.7	4.7%	28.0%	57.9%	9.3%
7.6	My immediate supervisor communicates clearly the level of work performance expected.	3	11	116	2.9	2.6%	23.3%	59.5%	14.7%
7.7	My immediate supervisor's expectations of my work performance are realistic and achievable.	9	13	108	3.0	4.6%	10.2%	70.4%	14.8%
7.8	Overall, the performance management process in my workplace is helpful to me.	21	12	97	2.5	12.4%	30.9%	49.5%	7.2%
					2.8	5.7%	23.9%	58.1%	12.3%

ATTACHMENT A

Male/Female Responses – Comparison by module and by question.

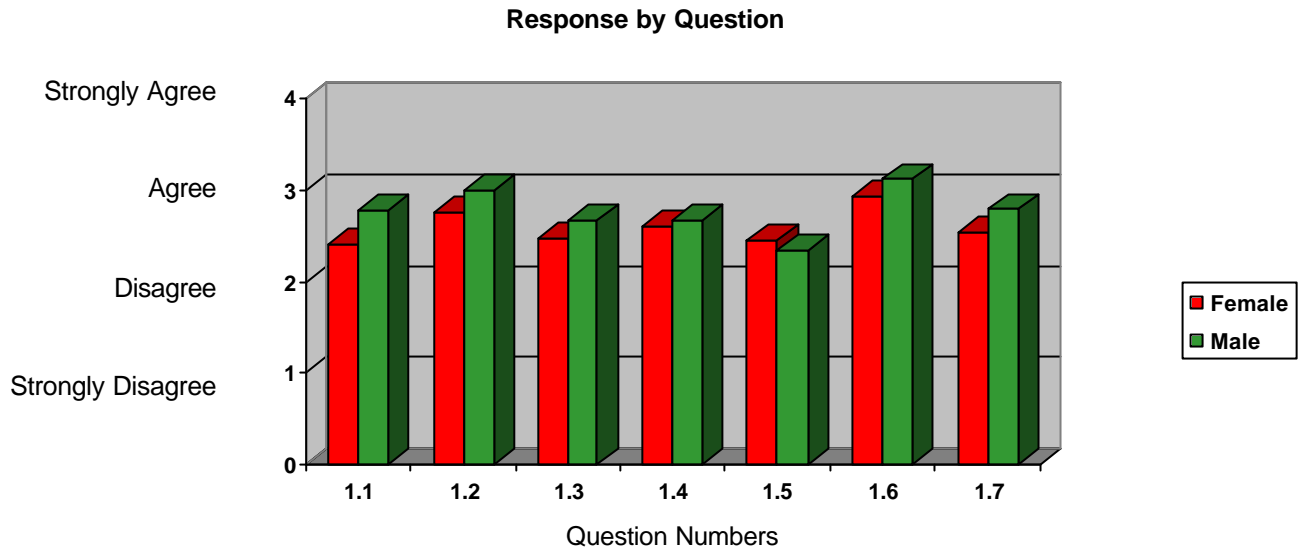
Acme - Workplace Survey

Response by Module



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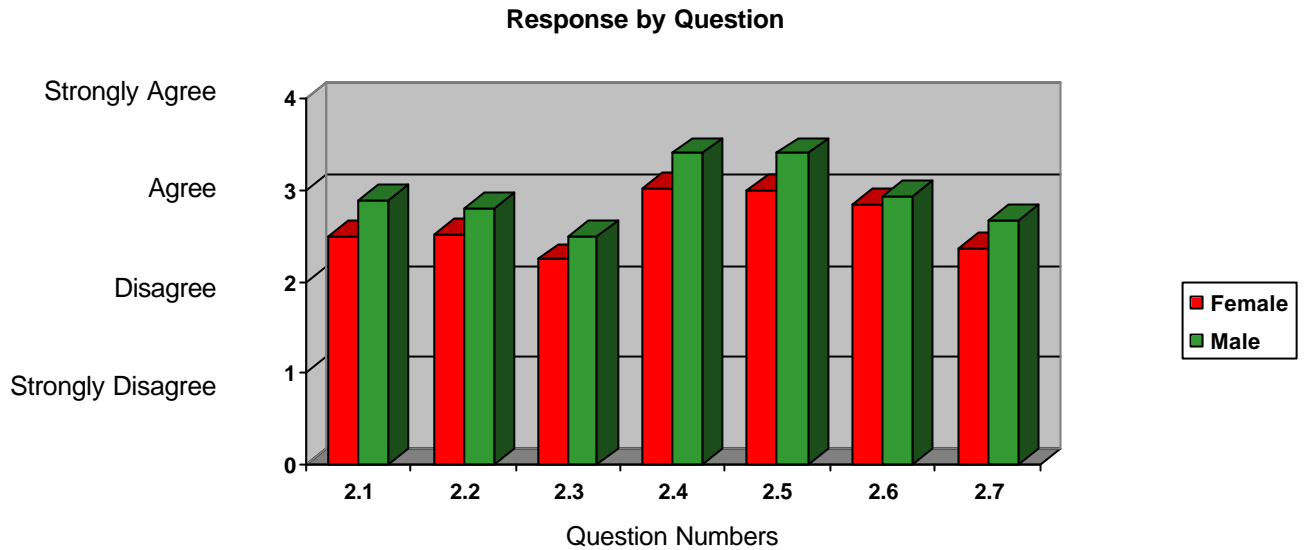
Competency - Workplace Culture



- 1.1 The work practices followed in my workplace help me do my job.
- 1.2 Work practices in my workplace are sufficiently flexible for me.
- 1.3 Fairness is a part of my workplace.
- 1.4 Staff are generally open and honest in their dealings with one another.
- 1.5 The code of conduct provides a useful set of guidelines for me.
- 1.6 Staff in my workplace perform their work with honesty and integrity.
- 1.7 Overall, the values and practices of my workplace are right for me.

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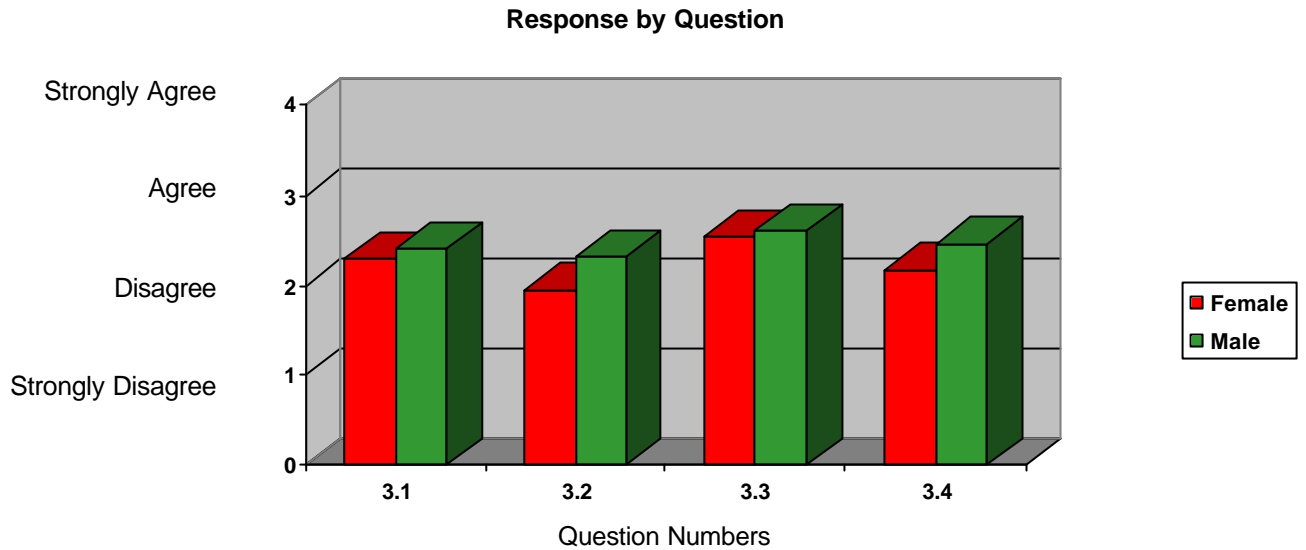
Competency - Information and Communication



- 2.1 I receive the information I need to do my job.
- 2.2 Staff in my workplace are informed about issues that affect their work.
- 2.3 Information in my workplace is shared with openness and trust.
- 2.4 I can readily communicate with my immediate supervisor on day to day work matters.
- 2.5 I can approach my immediate supervisor with ideas and concerns.
- 2.6 My immediate supervisor is active in dealing with communication problems.
- 2.7 Overall, communication in my workplace is effective.

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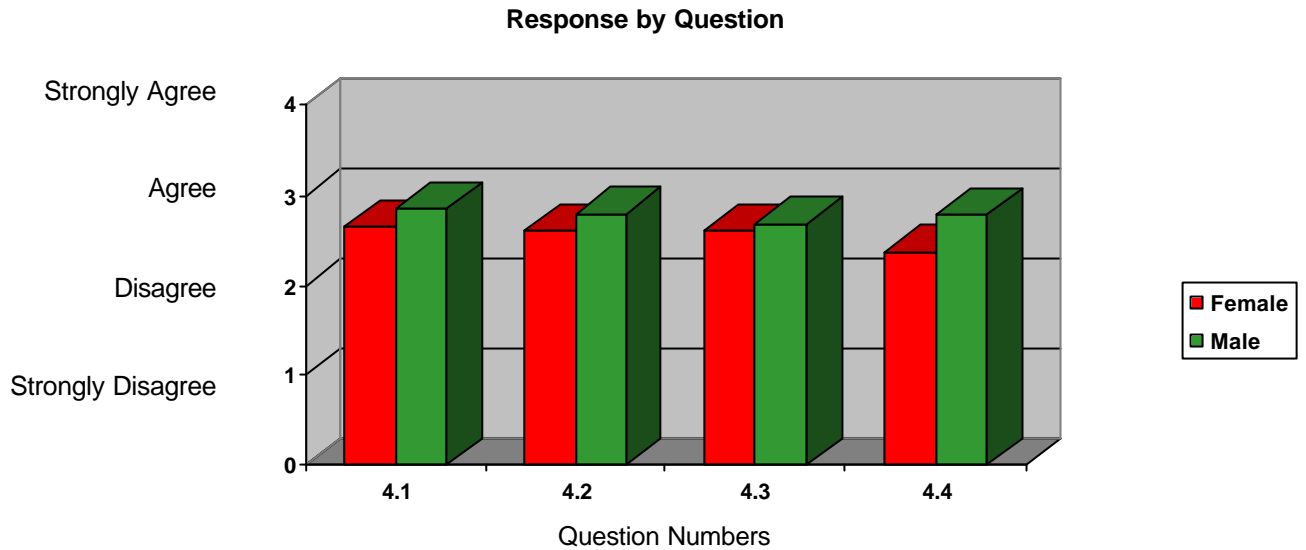
Competency - Staff Selection



- 3.1 When I have sought promotion I found the process fair, whether I was successful or not. (Answer only if you have sought promotion in the last 2 years.)
- 3.2 Staff selection is based on merit (the best person is selected for the job).
- 3.3 The manager of my workplace treats staff fairly when opportunities arise for acting in higher duties or filling short term vacancies.
- 3.4 Overall, staff selection processes in my workplace are fair.

Acme - Workplace Survey

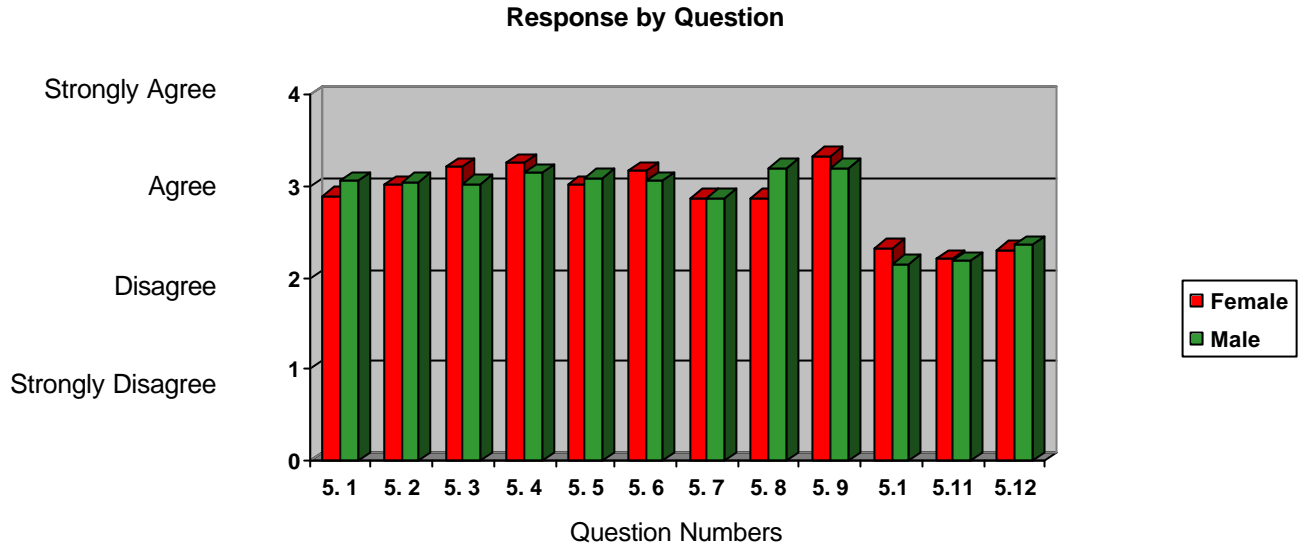
Competency - Training and Development



- 4.1 I get sufficient opportunities to develop the skills I need to do my job.
- 4.2 Staff in my workplace have fair access to training and development.
- 4.3 I am given opportunities to develop skills needed for career progression.
- 4.4 Overall, sufficient training and development is provided to staff in my workplace.

Acme - Workplace Survey

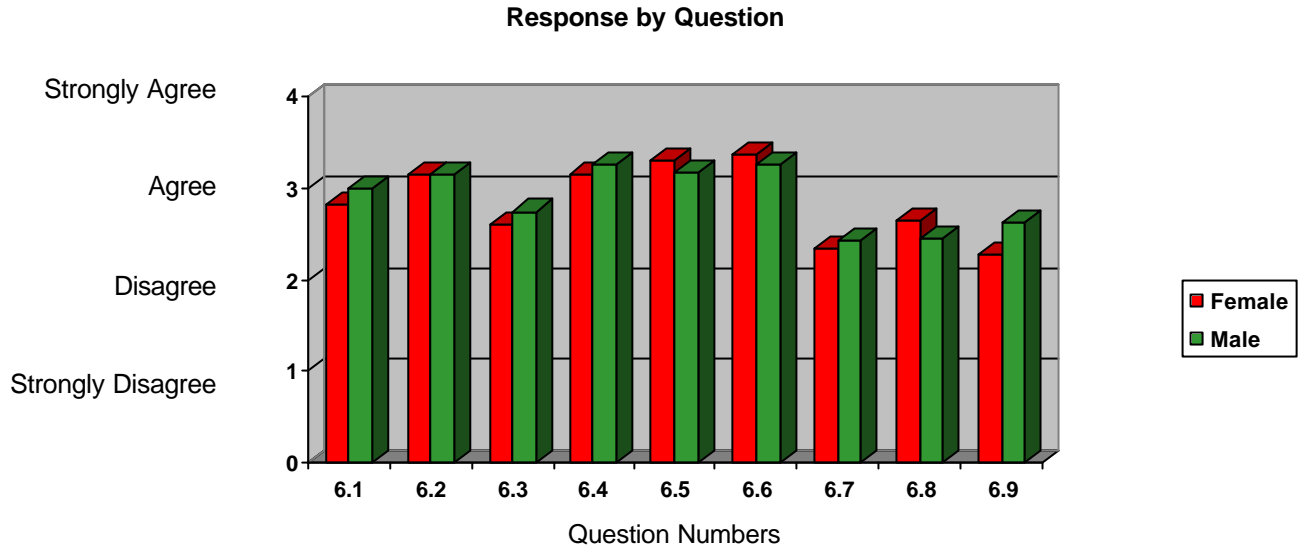
Competency - A Workplace Free from Discrimination



- 5. 1 I am treated with respect in my workplace.
- 5. 2 I have not experienced discrimination (unfair treatment) in my workplace because of my age.
- 5. 3 I have not experienced discrimination (unfair treatment) in my workplace because of my sex.
- 5. 4 I have not experienced discrimination (unfair treatment) in my workplace because of my marital status.
- 5. 5 I have not experienced discrimination (unfair treatment) in my workplace because of my race, ethnicity or religion.
- 5. 6 I have not experienced discrimination (unfair treatment) in my workplace because of my pregnancy (do not answer if this does not apply to you).
- 5. 7 I have not experienced discrimination (unfair treatment) in my workplace because of my disability (do not answer if this does not apply to you).
- 5. 8 I have not experienced discrimination (unfair treatment) in my workplace because of my homosexuality (do not answer if this does not apply to you).
- 5. 9 I have not experienced discrimination (unfair treatment) in my workplace because of my transexuality (do not answer if this does not apply to you).
- 5.10 The manager of my workplace creates an environment where staff are willing to report any discrimination.
- 5.11 I feel confident that if I made a complaint about discrimination, management would act promptly to resolve it.
- 5.12 Overall, The manager of my workplace is effective in promoting a workplace free from discrimination.

Acme - Workplace Survey

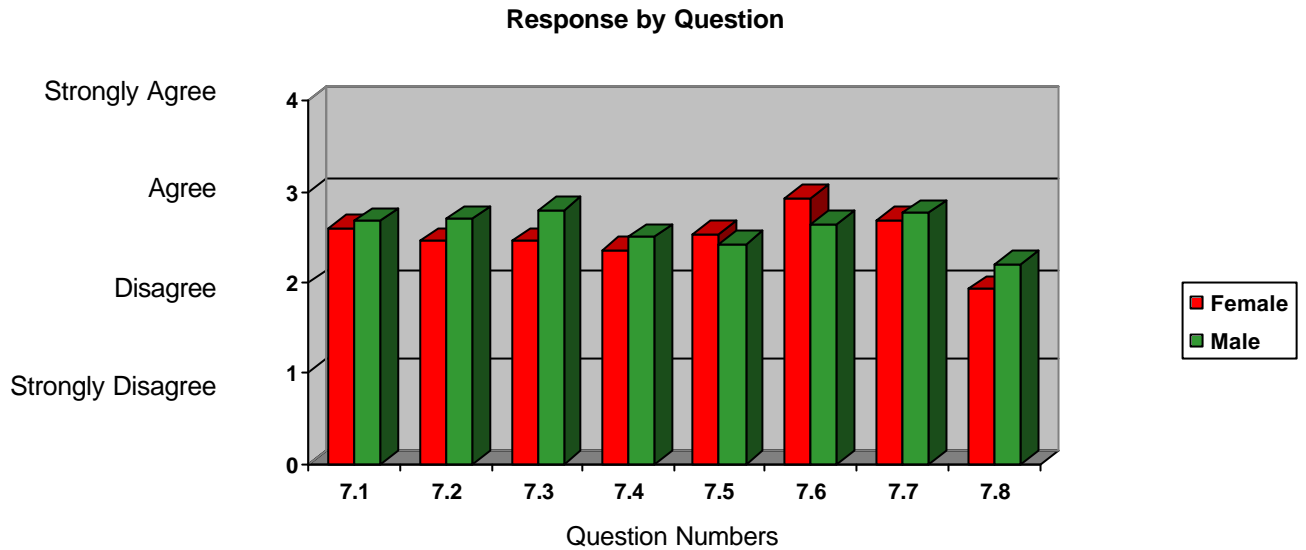
Competency - A Workplace Free from Harassment



- 6.1 People in my workplace do not say or do things that offend or humiliate me.
- 6.2 People in my workplace do not bully me.
- 6.3 People in my workplace do not bully others.
- 6.4 I have not experienced racial harassment.
- 6.5 I have not experienced sex-based harassment.
- 6.6 I have not experienced physical harassment.
- 6.7 The manager of my workplace creates an environment where staff are willing to report any harassment.
- 6.8 I feel confident that if I made a complaint about harassment, the manager of my workplace would act promptly to resolve it.
- 6.9 Overall, management in my workplace is effective in promoting a workplace free from harassment.

Acme - Workplace Survey

Competency - Performance Management



- 7.1 I receive regular feedback from my immediate supervisor about my work performance.
- 7.2 The feedback I receive is constructive.
- 7.3 I have the equipment and resources I need to do my job.
- 7.4 Assessment of my work is based on fact not opinion.
- 7.5 Staff are acknowledged for good performance.
- 7.6 My immediate supervisor communicates clearly the level of work performance expected.
- 7.7 My immediate supervisor's expectations of my work performance are realistic and achievable.
- 7.8 Overall, the performance management process in my workplace is helpful to me.