

European Company Survey 2008 (ECS 2008)

# Management (MM) Questionnaire

International Master Version for all 30+ Countries covered by the ECS 2008

## Basic structure of MM-questionnaire

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**PLEASE NOTE:**

Questions (which are to be read out) are printed in **bold face**.

All answers which must not be read out are marked with two fences: ##.

If multiple answers are allowed, answers are numbered: a), b), c) etc.  
Otherwise only one single answer is to be given.

Instructions to the interviewers are printed in boxes and in italics.

Instructions to the programmers are printed in italics.

Not all questions have to be answered by each respondent. Filters are set out either after the answer categories ("go to") or before the questions (see instructions to the programmer). If there is no filter the question which immediately follows is to be asked.

**The titles of the modules are not to be read out in the interview! They only serve for alleviating the overview over the structure of the questionnaire.**

## CONTACT PHASE

Note:

Questions in this section A can be adapted to the sample management system of the national institutes responsible for data-collection.

*Programmer:*

- Insert **country code** ..... (country)
- Insert **ID-number** of the establishment (from sampling source)\* ..... (idnum)
- Insert code for **interview-type**: 1 = MM, 2 = ER ..... (int\_type)
- Insert four-digit **NACE-Code from sampling source**\*\* ..... (nace)
- Insert code for region ..... (region)

**Programmer:**

**\* Make sure that MM and ER-interview from the same establishment have identical ID-numbers!!!**

**\*\* The sector of activity will not be asked in the interview, but will be added from the information contained in the address source (NACE code)!!!**

### MM001

**Good morning / afternoon, my name is ... from <INSTITUTE>. We are conducting a survey on behalf of the European Foundation for the Improvement of Living and Working Conditions on how organisations are adapting to changing market conditions and other new challenges. To this end, I would like to talk to the most senior person who is in charge of personnel in this establishment.**

Interviewer: Stress as necessary:

- Confidentiality of responses
- 15-20 minute interview
- The survey is conducted on behalf of the European Foundation for the Improvement of Living and Working Conditions. The Foundation is an autonomous body of the European Union, created to assist in the formulation of future policy on social and work-related matters.
- The questions are about operational and personnel policies and practices in your establishment.

- The respondent is this person ..... ( ) go to MM100
- Respondent tries to put through to another person ..... ( ) go to MM002
- Refused ..... ( ) END (definitive non-response)

### MM002

**Interviewer: Tick what applies.**

- Telephone is answered by a new respondent..... ( ) start with MM001 again
- Line busy / not answered..... ( ) END (try again later).
- Back to original person or switchboard ..... ( ) go to MM003

**MM003**

**May I have the full name and the extension of this person?**

Interviewer: If necessary:

**I would like to talk to the most senior person who is in charge of personnel in this establishment.**

Mr ( ) .....Ms ( )

Name: \_\_\_\_\_

Direct telephone number (including city code): \_\_\_\_\_

Information obtained..... ( ) go to MM004

Call the present number (switchboard) again later on .. ( ) go to MM004

Refused ..... ( ) go to END (refused)

**MM004**

**What do you think would be the best time to call again?**

Date:

Time:

Don't know / No answer..... ( )

**MM005**

**Thank you for your help. Good bye.**

Interviewer: End call..... ( ) END (try again later).

**Special Screening Questions (countries to be defined yet)**

**FILT050** (Filter before question MM050)

If country = countries to be finally confirmed yet: Go to MM050

If country =countries to be finally confirmed yet: Go to MM100

**MM050** (=MM100 in countries without screener)

**May I first of all check: Is the establishment at this address a single independent company or organization with no further branch-offices, production units or sales units elsewhere in {country}\*?**

**Or is it one of a number of establishments at different locations in {country} belonging to the same company or organization?**

A single independent company or organization ..... ( 1 ) go to MM102

One of a number of different establishments ..... ( 2 )

## No answer ..... ( 3 ) go to MM102

*\*)Translator:*

*Insert country name in national language.*

**MM050a**

**How many employees does this company have in {country}\* in total?**

**Please add up the number of employees of all local establishments.**

*Interviewer:*

*Read out categories and tick only one!*

*Count the number of persons. Each employee is counted as one person, regardless whether they're working full-time or part-time (= headcount).*

1 to 9 employees .....( 1 ) END (out of scope)

10 to 19 employees .....( 2 )

20 to 49 employees .....( 3 )

50 to 249 employees<sup>1</sup> .....( 4 )

250 to 499 employees<sup>2</sup> .....( 5 )

500 or more employees .....( 6 )

## No answer .....( 7 ) END (out of scope)

*\*)Translator:*

*Insert country name in national language.*

<sup>1</sup> If country = CY: differing size-class 50 to 249 employees

<sup>2</sup> If country = CY: differing size-class 250 to 499 employees

**MM051**

In this case we have to select one of the establishments for interview. This selection has to be made at random and has to follow statistical rules.

To this end I would like to know: How many different establishments – including the headquarters – with 10 or more employees does your company have in {country}?

*Interviewer: Enter "0" if none of the establishments has 10 or more employees.*

\*) establishments with 10 or more employees .....go to FILT052

Respondent has to investigate information .....( mm051na = 0 ) call again later

## No answer ..... ( mm051na = 1 )go to END (refused)

\*) Programmer:

Store figure in variable **mm051**.

**FILT052** (Filter before question MM052)

If mm051 = 0: go to END (out of scope)

If mm051 = 1: go to MM053a

If mm051 > 1: go to MM052

**MM052**

Would you please tell me how many of these establishments have ...

10 to 19 employees .....

20 to 49 employees .....

50 to 249 employees .....

250 to 499 employees .....

500 or more employees.....

Total.....

Respondent has to investigate information ..... ( mm052na = 0 ) call again later

No answer ..... ( mm052na = 1 ) go to END (refused)

\*) Programmer:

Total (mm052f) has to be calculated automatically on the basis of the entries before.

*Programmer:*

Compare mm052f to figure indicated in MM051:

If mm052f not equal mm051 show the following text:

**“Interviewer: The sum in MM052 is not the same as the total given in the previous question MM051. Please check and correct!”**

**SEL053** (Random selection before MM053)

*Programmer:*

Step 1: Check entries for the five size classes in MM052 and select one size class as follows:

- a) If there are figures > 0 in one size class only: Select this size class and proceed with step 2.
- b) Otherwise: select at random one of the size classes where figures > 0 are entered and proceed with step 2.

Step 2:

- Compute: **<txt\_MM053>** = label of the size class selected in step 1a or 1b (example: if the selected size class is “20 – 49 employees” then <txt\_MM053> = “20 – 49 employees”).
- Compute: **<fig\_MM053>** = figure indicated in MM052 for the number of establishments in the size class selected in step 1a or 1b (example: if the selected size class is “20 – 49 employees” then <fig\_MM053> = mm052b)

Step 3:

- If the figure entered in MM052 for the size class selected in step 1a/b = 1 (i.e. if **<fig\_MM053>** = 1): Go to MM053b.
- If the figure entered in MM052 for the size class selected in step 1a/b > 1 (i.e. if **<fig\_MM053>** > 1): Go to MM053c.

Note:

MM053a, MM053b and MM053c are basically identical. Only the text of the question and – if applicable – the random selection mode vary depending on the answers given in MM051, MM052 or the outcome of SEL053 (cf. step 3 in SEL053 and instructions before each of the following questions).

*Programmer:*

*MM053a is asked if there is only 1 establishment with 10 or more employees in MM051 (i.e. if mm051 = 1).*

**MM053a**

**In this case the right unit for the interview would be the establishment with 10 or more employees**

**Would you please give me the telephone number of that establishment and – if possible – the name of the most senior person who is in charge of personnel in that establishment.**

Direct telephone number (including city code): \_\_\_\_\_

Name: \_\_\_\_\_

- The respondent is this person ..... ( 1 ) go to MM099
- Information about new respondent obtained ..... ( 2 ) go to MM097
- Call the present number (switchboard) again later on ..... ( 3 ) go to MM096
- Refused ..... ( 4 ) go to END (refused)

\_\_\_\_\_

*Programmer:*

*MM053b is asked if there is only 1 establishment in the size class selected in SEL053, step 1a/b (i.e. if <fig\_MM053> = 1).*

**MM053b**

**In this case the right unit for the interview would be the establishment with <txt\_MM053>.**

**Would you please give me the telephone number of that establishment and – if possible – the name of the most senior person who is in charge of personnel in that establishment.**

Direct telephone number (including city code): \_\_\_\_\_

Name: \_\_\_\_\_

- The respondent is this person ..... ( 1 ) go to MM099
- Information about new respondent obtained ..... ( 2 ) go to MM097
- Call the present number (switchboard) again later on ..... ( 3 ) go to MM096
- Refused ..... ( 4 ) go to END (refused)

\_\_\_\_\_



*Programmer:*

MM053c is asked if there is more than 1 establishment in the size class selected in SEL053, step 1a/b (i.e. if <fig\_MM053> > 1).

**MM053c**

In this case I would like to conduct the interview for one of the establishments with <txt\_MM053>

For the random selection it would be helpful if you had a list of the <fig\_MM053> establishments with <txt\_MM053> in {country}.

Which of these establishments is located in a community the name of which starts with the letter "<?>\*)" or the letter which follows next in the alphabet.

Would you please give me the telephone number of that establishment and – if possible – the name of the most senior person who is in charge of personnel in that establishment.

*Interviewer:*

*If more than one establishment in this community:*

*And which of these establishments is located in a street the name of which starts with the letter "<?>\*)" or the letter which follows next in the alphabet?*

Direct telephone number (including city code): \_\_\_\_\_

Name: \_\_\_\_\_

- The respondent is this person ..... ( 1 ) go to MM099
- Information about new respondent obtained ..... ( 2 ) go to MM097
- Call the present number (switchboard) again later on ..... ( 3 ) go to MM096
- Refused ..... ( 4 ) go to END (refused)

*\*) Programmer:*

*Make a random selection of one letter between A and Z and show this letter here.*

*Note for the programmer:*

*You may use another way of random selection in SEL053 and/or MM053c if this should be more convenient for programming and handling in the interview. However, all changes of the procedure have to be agreed with TNS Infratest, Munich, beforehand.*

*Programmer:*

*MM096 is asked only if "Call the present number (switchboard) again later on" is ticked in MM053a, MM053b or MM053c.*

**MM096**

**Thank you very much. Good bye.**

*Interviewer / Programmer:*

*Quit interview and call again later at agreed time.  
Start interview with MM053 then.*

*Programmer:*

*Make sure that information collected so far is stored and will be available for second call and for final data file. Add a suitable entry for the second call and begin with the appropriate version of MM053 (i.e. MM053a, b or c).*

*Programmer:*

*MM097 is asked only if "Information about new respondent obtained" is ticked in MM053a, MM053b or MM053c.*

**MM097 (equivalent to MM101 in countries without screener)**

**Is the selected establishment the headquarters or is it a subsidiary site?**

- Headquarters ..... ( 1 )
- Subsidiary site ..... ( 2 )
- ## No answer ..... ( 3 )

**MM098**

**Thank you very much.**

*Interviewer / Programmer:*

*Quit interview. Call telephone number given in MM053a, b or c and ask for the person named there (or for most senior person who is in charge of personnel in that establishment).  
Start interview with MM001 and then directly go to MM102 after contact phase.*

*Programmer:*

*Make sure that information collected so far is stored and will be available for second call and for final data file.*

*Programmer:*

*MM099 is asked only if "The respondent is this person" is ticked in MM053a, MM053b or MM053c.*

**MM099 (equivalent to MM101 in countries without screener)**

**Is the establishment at this address the headquarters or is it a subsidiary site?**

- Headquarters ..... ( 1 ) go to MM102
- Subsidiary site ..... ( 2 ) go to MM102
- ## No answer ..... ( 3 ) go to MM102

## BACKGROUND INFORMATION

[Asked to all]

**MM100** (= ESWT MM100; =MM050 in countries with screener)

**May I first of all check: Is the establishment at this address a single independent company or organization with no further branch-offices, production units or sales units elsewhere in {country}\*?**

**Or is it one of a number of establishments at different locations in {country} belonging to the same company or organization?**

A single independent company or organization ..... ( 1 ) go to MM102  
 One of a number of different establishments ..... ( 2 )  
 ## No answer ..... ( 3 ) go to MM102

*\*)Translator:*

*Insert country name in national language.*

[If MM100 = 2]

**MM101** (= ESWT MM101; = MM097/MM099 in countries with screener)

**Is it the headquarters or is it a subsidiary site?**

Headquarters ..... ( 1 )  
 Subsidiary site ..... ( 2 )  
 ## No answer ..... ( 3 )

[If MM100=1]

**MM102a** (= ESWT MM102)

**Approximately how many employees are working in this establishment?**

[If MM100=2 or 3]

**MM102b**

**Approximately how many employees are working in this establishment?**

**Please refer to the local site only.**

*Interviewer:*

*Count the number of persons. Each employee is counted as one person, regardless whether they are working full-time or part-time (= headcount).*

W W. W W W

## No answer ..... ( 0 ) END (out of scope)

Codes: '99997' = 'refusal'; '99998' = 'don't know'; '99999' = 'no answer'

*Programmer:*

*If 1 - 9 employees: go to END (out of scope)*

[Asked to all]

**MM103 (= ESWT MM111)**

**Has the total number of employees in your establishment increased, decreased or stayed about the same over the past 3 years?**

- Increased ..... ( 1 )
- Decreased ..... ( 2 )
- Stayed about the same..... ( 3 )
- ## No answer ..... ( 4 )

[Asked to all]

**MM104 (= ESWT MM112)**

**Does this establishment belong to the public sector?**

- Yes ..... ( 1 ) go to MM157
- No ..... ( 2 ) go to MM106
- ## No answer ..... ( 3 ) go to MM106

[If MM104 = 2 or 3]

**MM106 (= ESWT MM113)**

**Is this establishment predominantly or exclusively...**

- In domestic ownership or..... ( 1 )
- In foreign ownership? ..... ( 2 )
- ## In about equal parts domestic and foreign ownership/there is no majority ownership..... ( 3 )
- ## No answer ..... ( 4 )

## CHALLENGES THE ESTABLISHMENT IS FACED WITH

[If MM104 = 2 or 3]

### MM150

Has your organisation been involved in any of the following changes in the last 3 years?

	yes	no	na
_01 The acquisition of another organisation .....	( 1 )	( 2 )	( 3 )
_02 A takeover by another organisation .....	( 1 )	( 2 )	( 3 )
_03 A merger.....	( 1 )	( 2 )	( 3 )
_04 A relocation .....	( 1 )	( 2 )	( 3 )
_05 A demerger.....	( 1 )	( 2 )	( 3 )

[Asked to all]

### MM157 (= ESWT MM107)

Does your establishment encounter any of the following problems related to personnel?

	yes	no	na
_01 High absenteeism and/or high sickness rate .....	( 1 )	( 2 )	( 3 )
_02 Difficulties in finding staff for skilled jobs.....	( 1 )	( 2 )	( 3 )
_03 Difficulties in finding staff for low skilled or unskilled jobs.....	( 1 )	( 2 )	( 3 )
_04 Difficulties in retaining staff .....	( 1 )	( 2 )	( 3 )
_05 A need to reduce staff levels.....	( 1 )	( 2 )	( 3 )
_06 Low motivation of staff .....	( 1 )	( 2 )	( 3 )
_07 Other problems.....	( 1 )	( 2 )	( 3 )

[Asked to all]

### MM158

Does your establishment normally have to cope with major variations of the workload ...

	yes	no	na
_01 within the same day.....	( 1 )	( 2 )	( 3 )
_02 from day to day within a normal working week .....	( 1 )	( 2 )	( 3 )
_03 within a year, e.g. seasonal variations .....	( 1 )	( 2 )	( 3 )

If MM158\_01 or MM158\_02 = 1: go to MM159

otherwise: go to MM200intro

[If MM158\_01 or MM158\_02 = 1]

### MM159 (= ESWT MM151)

Are these variations of the workload within a day or within a normal working week mostly foreseeable or not?

Mostly foreseeable .....	( 1 )
Mostly not foreseeable .....	( 2 )
## Both of equal importance.....	( 3 )
## No answer .....	( 4 )

## WORKING TIME ARRANGEMENTS

### MM200intro

**The following couple of questions are dealing with different working time practices in your establishment. First of all...**

*[Asked to all]*

**MM200 (=ESWT MM250 items a to c)**

**Are there any employees in your establishment who are regularly required to work ...**

	yes	no	na
_01 at night between 11 p.m. and 6 a.m. ....	( 1 )	( 2 )	( 3 )
_02 on Saturdays .....	( 1 )	( 2 )	( 3 )
_03 on Sundays .....	( 1 )	( 2 )	( 3 )

*[Asked to all]*

**MM201**

**Do any of your employees work in a shift system or a comparable working time regime?**

Yes .....	( 1 )
No .....	( 2 )
## No answer .....	( 3 )

*[Asked to all]*

**MM250 (= ESWT MM200)**

**Approximately what proportion of your employees work part-time?**

*Interviewer: "Part-time work" comprises all working-time arrangements below the usual full-time level.*

\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM250 = 998 or 999]

**MM250x**

**Could you please give me a rough estimate by means of the following categories:**

None at all .....	( 1 )
Less than 20% .....	( 2 )
20% to less than 40% .....	( 3 )
40% to less than 60% .....	( 4 )
60% to less than 80% .....	( 5 )
80% to less than 100% .....	( 6 )
All .....	( 7 )
## No answer .....	( 8 )

*If MM250=0 or 997 or MM250x=1 or 8: go to MM300*

[if MM250 > 0 < 101 or (MM250x > 1 < 8)]

**MM252 (ESWT MM201)**

**There are different ways of organizing part-time work. Please tell me which of the following patterns of part-time work are practised in your establishment.**

	yes	no	dk
_01 Some <u>fixed</u> hours every day.....	( 1 )	( 2 )	( 3 )
_02 Other <u>fixed</u> cycles, e.g. some fixed days of the week in full-time, the other days off.....	( 1 )	( 2 )	( 3 )
_03 <u>Flexible</u> working hours which are fixed a few days or hours in advance according to the establishment's needs .....	( 1 )	( 2 )	( 3 )
_04 Other forms of part-time work .....	( 1 )	( 2 )	( 3 )

[if MM250 > 0 < 101 or (MM250x > 1 < 8)]

**MM254 (new!!!)**

**Do any of your part-time workers usually work less than 15 hours per week?**

Yes .....	( 1 )
No .....	( 2 )
## No answer .....	( 3 )

[if MM250 > 0 < 101 or MM250x > 1 < 8]

**MM256**

**Are any of your staff in highly qualified positions or in positions with a supervisory role working part-time?**

Yes .....	( 1 )	
No .....	( 2 )	go to MM300
## No answer .....	( 3 )	go to MM300

[if MM256 = 1]

**MM257**

**Are these very few exceptional cases only? Or are part-time arrangements at this workplace a common phenomenon in this type of positions?**

Exceptional case(s) .....	( 1 )
A common phenomenon .....	( 2 )
## Neither nor .....	( 3 )
## No answer .....	( 4 )

[Asked to all]

**MM300**

**Does your establishment offer employees the possibility to adapt - within certain limits - the time when they begin or finish their daily work according to their personal needs or wishes?**

Yes .....	( 1 )	
No .....	( 2 )	go to MM350
## No answer .....	( 3 )	go to MM350

[If MM300 = 1]

**MM301**

Interviewer: Read out and go to next question:

In the following questions I am going to refer to this working time arrangement as "flexible working hours".

[If MM300 = 1]

**MM302**

Roughly what proportion of the employees is entitled to make use of flexible working hours?

\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM302 = 998 or 999]

**MM302x**

**Could you please give me a rough estimate by means of the following categories:**

- Less than 20% ..... ( 1 )
- 20% to less than 40% ..... ( 2 )
- 40% to less than 60% ..... ( 3 )
- 60% to less than 80% ..... ( 4 )
- 80% to less than 100% ..... ( 5 )
- All ..... ( 6 )
- ## No answer ..... ( 7 )

[If MM300 = 1]

**MM303 (= ESWT MM305)**

Does this system of flexible working hours allow employees to accumulate hours, i.e. is it possible to work longer on some days and to compensate this later by working less on other days?

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM350
- ## No answer ..... ( 3 ) go to MM350

[If MM303 = 1]

**MM304 (= ESWT MM306a)**

Is it possible for employees to use accumulated hours for full days off?

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM350
- ## No answer ..... ( 3 ) go to MM350

[If MM304 = 1]



**MM305**

**Does your flexible working hours system allow employees to accumulate hours for periods of more than one year on a so-called long term time account?**

- Yes ..... ( 1 )
- No ..... ( 2 )
- ## No answer ..... ( 3 )

[Asked to all]

**MM350 (similar to ESWT MM350)**

**Roughly what proportion of your employees has worked any overtime in the past 12 months?**

[Show if MM303 = 1]

Interviewer:

For employees with the possibility of accumulating hours, overtime is defined as the time remaining on the working time account after the end of the agreed adjustment period.

\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM350 = 998 or 999]

**MM350x**

**Could you please give me a rough estimate by means of the following categories:**

- Nobody ..... ( 1 ) go to MM400intro
- Less than 20% ..... ( 2 )
- 20% to less than 40% ..... ( 3 )
- 40% to less than 60% ..... ( 4 )
- 60% to less than 80% ..... ( 5 )
- 80% to less than 100% ..... ( 6 )
- All ..... ( 7 )
- ## Don't know ..... ( 8 )
- ## No answer ..... ( 9 ) go to MM400intro

[if MM350 > 0 < 101 or MM350x > 1 < 9]

**MM351 (= ESWT MM358)**

**How is overtime work normally compensated: Is it paid for as a general rule, is it compensated with time off, are both alternatives offered or are overtime hours usually not at all compensated?**

- Paid for ..... ( 1 )
- Compensated with time off ..... ( 2 )
- Both – payment or compensation with time off ..... ( 3 )
- Not at all compensated ..... ( 4 )
- ## No answer ..... ( 5 )

## CONTRACTUAL FLEXIBILITY AND GEOGRAPHICAL MOBILITY OF EMPLOYEES

### MM400intro

The next section of questions is about the type of work contracts and the system of pay applied in your establishment

[Asked to all]

### MM400 (similar to ESWT MM106)

Have there been any of the following groups working in your establishment in the last 12 months?

Instruction 2.

	yes	no	dk
_01 Temporary agency workers.....	( 1 )	( 2 )	( 3 )
_02 Staff with fixed-term contracts.....	( 1 )	( 2 )	( 3 )
_03 Freelancers .....	( 1 )	( 2 )	( 3 )

If any of MM400\_01 to MM400\_03 = 1: go to FILT401

If none of MM400\_01 to MM400\_03 = 1: go to MM450

**FILT401** (Filter before question MM401).

If MM400\_01 = 1: Go to MM401.

Otherwise go to FILT402.

[If MM400\_01 = 1]

### MM401

About how many temporary agency workers are currently working in this establishment?

Number of temporary agency workers .....

Allow value "0"

Codes: '99997' = 'refusal'; '99998' = 'don't know'; '99999' = 'no answer'

[if MM401 = 99998 or 99999]

### MM401x

**Could you please give me a rough estimate by means of the following categories:**

None .....	( 1 )
Between 1 and 4 persons.....	( 2 )
Between 5 and 9 persons.....	( 3 )
Between 10 and 19 persons.....	( 4 )
Between 20 and 49 persons.....	( 5 )
50 or more persons .....	( 6 )
All .....	( 7 )
## No answer .....	( 8 )

**FILT402** (Filter before question MM402).

If MM400\_02 = 1: Go to MM402.

Otherwise go to MM450.

[If MM400\_02 = 1]

**MM402**

**About what proportion of your employees is holding a fixed-term contract?**

\_\_\_ %

Allow "0"!

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM402 = 998 or 999]

**MM402x**

**Could you please give me a rough estimate by means of the following categories:**

- None ..... ( 1 )
- Less than 20% ..... ( 2 )
- 20% to less than 40% ..... ( 3 )
- 40% to less than 60% ..... ( 4 )
- 60% to less than 80% ..... ( 5 )
- 80% to less than 100% ..... ( 6 )
- All ..... ( 7 )
- ## No answer ..... ( 8 )

[If MM400\_02 = 1]

**MM403**

**How many of your temporary staff whose fixed-term contracts expired in the past 12 months got a further contract in the establishment immediately afterwards? Was that all, most, some or none of them?**

- All ..... ( 1 )
- Most ..... ( 2 )
- Some ..... ( 3 )
- None ..... ( 4 )
- ## No answer ..... ( 5 )

## VARIABLE ELEMENTS OF PAY

[Asked to all]

### MM450

**What proportion of your employees is covered by a collective wage agreement – be it on the level of the establishment or on any higher level?**

\_\_\_\_\_ %

Interviewer: explain if necessary

With higher level agreements we mean e.g. agreements on a national, regional or sectoral basis

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM450 = 998 or 999]

### MM450x

**Could you please give me a rough estimate by means of the following categories:**

- Nobody ..... ( 1 ) go to MM454
- Less than 20% ..... ( 2 )
- 20% to less than 40% ..... ( 3 )
- 40% to less than 60% ..... ( 4 )
- 60% to less than 80% ..... ( 5 )
- 80% to less than 100% ..... ( 6 )
- All ..... ( 7 )
- ## No answer ..... ( 8 ) go to MM454

[If MM450 > 0 < 101 or MM450x > 1 < 8]

### MM451

**Is this collective agreement negotiated at the establishment or company level or at a higher level than the company?**

Interviewer: explain if necessary

With higher level agreements we mean e.g. agreements on a national, regional or sectoral basis

- Establishment or company level ..... ( 1 ) go to MM454
- Higher level than company ..... ( 2 )
- ## Both types of agreements apply ..... ( 3 )
- ## No answer ..... ( 4 ) go to MM454

[if MM451 = 2 or 3]

### MM452

**Is it possible to derogate from this higher level collective agreement under certain circumstances in order to pay wages below the collectively agreed level?**

- Yes ..... ( 1 )
- No ..... ( 2 )

## No answer ..... ( 3 )

[Asked to all]

**MM454**

**Do any of your employees – except for those in the top management - receive specific elements of pay that depend on the performance of the individual, a working group or the department? These elements of pay can be either cash or in the form of shares of the company.**

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM460
- ## Don't know ..... ( 3 ) go to MM460
- ## No answer ..... ( 4 ) go to MM460

[If MM 454 = 1]

**MM455**

**Approximately what proportion of your workforce receives specific elements of pay that depend on the performance of the individual?**

\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM455 = 998 or 999]

**MM455x**

**Could you please give me a rough estimate by means of the following categories:**

- None ..... ( 1 )
- Less than 10% ..... ( 2 )
- Between 10% and less than 25% ..... ( 3 )
- Between 25% and less than 50% ..... ( 4 )
- More than 50% ..... ( 5 )
- All ..... ( 6 )
- ## No answer ..... ( 7 )

[If MM 454 = 1]

**MM456**

**Approximately what proportion of your workforce receives specific elements of pay that depend on the performance of the team, working group or department?**

\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

[if MM456 = 998 or 999]

**MM456x**

**Could you please give me a rough estimate by means of the following categories:**

- None ..... ( 1 )
- Less than 10% ..... ( 2 )
- Between 10% and less than 25% ..... ( 3 )
- Between 25% and less than 50% ..... ( 4 )
- More than 50% ..... ( 5 )
- All ..... ( 6 )
- ## No answer ..... ( 7 )

[Asked to all]

**MM460**

**Is there any profit sharing scheme offered in this establishment?**

Interviewer:  
 Explain if necessary:  
 Profit sharing schemes are specific elements of pay the amount of which depends on the company's success.

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM463
- ## No answer ..... ( 3 ) go to MM463

[If MM460 = 1]

**MM461**

**Is this offered to all employees of your regular workforce or is it offered to employees in specific positions only?**

- To all employees ..... ( 1 )
- To specific categories of employees only ..... ( 2 )
- ## Both types of schemes are offered in the establishment ..... ( 3 )
- ## No answer ..... ( 4 )

[If MM460 = 1]

**MM458**

**Are these profit sharing schemes determined by the management only or are they negotiated with the employee side, be it either with employees directly or with their representatives?**

- Determined by management only ..... ( 1 )
- Negotiated with employee side. .... ( 2 )
- ## Both applies, there are different schemes offered ..... ( 3 )
- ## No answer ..... ( 4 )

[If MM460 = 1]

**MM459**

**Why are you applying profit sharing schemes? Please tell me for each of the following potential motives whether they play a large role (1), some role (2) or hardly any role (3) for the application of the system. (No answer = code 4).**

- \_01 To increase productivity ..... ( 1 ) ( 2 ) ( 3 ) (4)
- \_02 To increase the motivation of our staff..... ( 1 ) ( 2 ) ( 3 ) (4)
- \_03 To attract and keep well qualified staff..... ( 1 ) ( 2 ) ( 3 ) (4)
- \_04 To increase active employee participation in the improvement of work processes or products ..... ( 1 ) ( 2 ) ( 3 ) (4)
- \_05 In order to reduce the wage costs in times of low order volume..... ( 1 ) ( 2 ) ( 3 ) (4)
- \_06 Or due to any other reasons ..... ( 1 ) ( 2 ) ( 3 ) (4)

[Asked to all]

**MM463 (new question!!!)**

**Is there any share ownership scheme offered in this establishment?**

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM550intro
- ## No answer ..... ( 3 ) go to MM550intro

[If MM463 = 1]

**MM464 (new question!!!)**

**Is this offered to all employees of your regular workforce or is it offered to employees in specific positions only?**

- To all employees ..... ( 1 )
- To specific categories of employees only..... ( 2 )
- ## No answer ..... ( 4 )

## HRM PRACTICE & FORMS OF WORK ORGANISATION

### MM550intro

The subsequent sections deal with the characteristics of your staff and with your personnel management practices.

*[Asked to all respondents]*

### MM550 (= ESWT MM103)

**About what proportion of your employees is female?**

\_\_\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'

*[if MM550 = 998 or 999]*

### MM550x

**Could you please give me a rough estimate by means of the following categories:**

- None at all ..... ( 1 )
- Less than 20% ..... ( 2 )
- 20% to less than 40% ..... ( 3 )
- 40% to less than 60% ..... ( 4 )
- 60% to less than 80% ..... ( 5 )
- 80% to less than 100% ..... ( 6 )
- All ..... ( 7 )
- ## No answer ..... ( 8 )

*[Asked to all respondents]*

### MM553 (= ESWT MM104)

**Approximately what proportion of your employees work in high-skilled jobs, i.e. jobs which usually require an academic degree or a comparable qualification?**

\_\_\_\_\_ %

Codes: '997' = 'refusal'; '998' = 'don't know'; '999' = 'no answer'



[if MM553 = 998 or 999]

**MM553x**

**Could you please give me a rough estimate by means of the following categories:**

- None at all ..... ( 1 )
- Less than 20% ..... ( 2 )
- 20% to less than 40% ..... ( 3 )
- 40% to less than 60% ..... ( 4 )
- 60% to less than 80% ..... ( 5 )
- 80% to less than 100% ..... ( 6 )
- All ..... ( 7 )
- ## No answer ..... ( 8 )

[Asked to all respondents]

**MM558**

**Is work in teams an important characteristic of the work organisation in your establishment?**

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM561
- ## No answer ..... ( 3 ) go to MM561

[if MM558 = 1]

**MM559**

**If you think about the tasks to be performed by the teams: Do the team members decide among themselves how and by whom the tasks are to be performed or is there usually a superior distributing the tasks within the team?**

- Team members decide among themselves ..... ( 1 )
- Tasks are distributed by a superior ..... ( 2 )
- ## No answer ..... ( 3 )

[Asked to all respondents]

**MM561**

**Is the need for further training periodically checked in a systematic way in your establishment?**

- Yes ..... ( 1 )
- No ..... ( 2 ) go to MM563
- ## No answer ..... ( 3 ) go to MM563

[f MM561 = 1]

**MM562**

**Please tell me for each of the following groups of employees whether or not their needs for further training are systematically checked in regular intervals.**

	yes	no	dk
_01 Permanent employees in skilled or high-skilled positions.....	( 1 )	( 2 )	( 3 )
_02 Permanent employees in low-skilled or unskilled positions .....	( 1 )	( 2 )	( 3 )
_03 Employees with fixed-term contracts .....	( 1 )	( 2 )	( 3 )
_04 Older employees .....	( 1 )	( 2 )	( 3 )

**MM563:**

**Have any of your employees been given time off from their normal duties in the past 12 months in order to undergo further training?**

Yes .....	( 1 )	
No .....	( 2 )	go to MM650
## No answer .....	( 3 )	go to MM650

[If MM563 = 1]

**MM564**

**Please tell me for each of the following potential motives of further training whether or not it was an important driver behind the application of these training measures?**

	yes	no	dk
_01 The vocational adjustment of new employees .....	( 1 )	( 2 )	( 3 )
_03 To prepare employees for new tasks .....	( 1 )	( 2 )	( 3 )
_05 Training after long absence.....	( 1 )	( 2 )	( 3 )

## SOCIAL DIALOGUE AND EMPLOYEE PARTICIPATION

[Asked to all respondents]

### MM650intro

The next few questions are dealing with the structures and practices of social dialogue at this establishment.

[Asked to all respondents]

### MM650

Which of the following forms of formal employee representation do currently exist in your establishment? Do you have ...

	yes	no	na
_01 {employee representation type 1} .....	( 1 )	( 2 )	( 3 )
_02 {employee representation type 2} .....	( 1 )	( 2 )	( 3 )
_03 {employee representation type 3} .....	( 1 )	( 2 )	( 3 )
_04 {employee representation type 4} .....	( 1 )	( 2 )	( 3 )
_05 {employee representation type 5} .....	( 1 )	( 2 )	( 3 )
_07 A person or committee in charge of representing the employees in issues related to safety and health at work .....	( 1 )	( 2 )	( 3 )

#### Attention:

- Items MM650\_01 to MM650\_05 are variable und differ from country to country
- Item MM650\_07 is fixed and is identical for each country
- The country specific composition of MM650 and the appropriate national terms can be found in **Annex 2.1** and have to be implemented in the correct grammatical form by the translator!
- **In some countries some of the items have to be filtered according to the answers in MM104. This is also specified in Annex 2.1**
- The exit filters after MM650 for each country are also listed in Annex 2.1

If [country = BG, HU, UK, SE, CY, MT, DK, FI, LT, PT, CZ, SI, SK, PL, LV, EE, IE, RO, EL, HR, TR, FYROM] and [MM650\_01 = 1]: ask MM651a

If [country = BE] and [MM650\_02 or MM650\_03 = 1]: ask MM651a

If [country = FR, NL] and [MM650\_02 = 2 or 3 and MM650\_01 = 1]: ask MM651a

If [country = IT, AT] and [MM650\_02 = 1]: ask MM651a

if [country = LU] and [MM650\_2 = 2 or 3 and MM650\_03 =1]: ask MM651a

### MM651a

Is there one {employee representation}\* body or are there several bodies representing different types of employees in your establishment?

One body .....	( 1 )
More than one body.....	( 2 )
## No answer .....	( 3 )

\*The respective text element to be inserted here can be found in **Annex 2.2** and has to be implemented in the correct grammatical form by the translator!

*if [country = EE, IE] and [MM650\_01 = 2 or 3 and MM650\_02 = 1]: ask MM651b*

*if [country = BE] and [(MM650\_02 and MM650\_03 = 2 or 3) and (MM650\_04 or MM650\_05 = 1)]: ask MM651b*

*if [country = IT] and [MM650\_02 = 2 or 3 and MM650\_03 = 1]: ask MM651b*

*if [country = AT] and [MM650\_03 = 1]: ask MM651b*

**MM651b**

**Is there one {employee representation}\* body or are there several bodies representing different types of employees in your establishment?**

- One body ..... ( 1 )
- More than one body..... ( 2 )
- ## No answer ..... ( 3 )

*\*The respective text element to be inserted here can be found in **Annex 2.2** and has to be implemented in the correct grammatical form by the translator!*

*if [country = BE] and [(MM650\_02 to MM650\_05 = 2 or 3) and MM650\_01 = 1]: ask MM651c*

*if [country = IT] and [(MM650\_02 and MM650\_03 = 2 or 3) and MM650\_01 = 1]: ask MM651c*

**MM651c**

**Is there one {employee representation}\* body or are there several bodies representing different types of employees in your establishment?**

- One body ..... ( 1 )
- More than one body..... ( 2 )
- ## No answer ..... ( 3 )

*\*The respective text element to be inserted here can be found in **Annex 2.2** and has to be implemented in the correct grammatical form by the translator!*

*if [country = CY, BG, CZ, DK, EE, IE, LT, PT, RO, SK, UK, HU, LV, HR, FYROM] and [MM 651a/b/c = 2]: ask MM652*

**MM652**

**And is there a joint committee?**

- Yes ..... ( 1 ) go to MM602
- No ..... ( 2 ) go to MM602
- ## No answer ..... ( 3 ) go to MM602

*If country = DE and [(MM650\_02 and MM650\_03 = 2 or 3) and MM650\_04 = 1]: ask MM653a*

*if country = UK and [MM650\_01 = 2 or 3 and MM650\_02 = 1]: ask MM653a*

**MM653a**

**Are the members of {employee representation}\* designated by the management or are they chosen by the employees?**

- Designated by management..... ( 1 ) go to MM602
- Chosen or elected by employees ..... ( 2 ) go to MM602
- ## Partly designated by management, partly chosen or elected by employees ..... ( 3 ) go to MM602
- ## No answer ..... ( 4 ) go to MM602

*\*The respective text element to be inserted here can be found in Annex 2.3 and has to be implemented in the correct grammatical form by the translator!*

*If country = DE and [MM650\_02, MM650\_03 and MM650\_04 = 2 or 3 and MM650\_05 = 1]: ask MM653b*

**MM653b**

**Are the members of {employee representation}\* designated by the management or are they chosen by the employees?**

- Designated by management..... ( 1 ) go to MM602
- Chosen or elected by employees ..... ( 2 ) go to MM602
- ## Partly designated by management, partly chosen or elected by employees ..... ( 3 ) go to MM602
- ## No answer ..... ( 4 ) go to MM602

*\*The respective text element to be inserted here can be found in Annex 2.3 and has to be implemented in the correct grammatical form by the translator!*

*[if MM650\_01 to MM650\_05 = 2 or 3 and MM100 = 2]*

**MM654**

**You said that this establishment is part of a larger multi-site company. Is there a {employee representation}\* at the company level which also represents the employees working on this site?**

- Yes ..... ( 1 ) go to MM602
- No ..... ( 4 ) go to MM657
- ## No answer ..... ( 5 ) go to MM657

*\*The respective text element to be inserted here can be found in Annex 2.4 and has to be implemented in the correct grammatical form by the translator!*

[if (MM650\_01 to MM650\_05 = 2 or 3 and MM100 = 1 or 3) or MM654 = 4 or 5]

**MM657**

You said that there is no formal employee representation in your establishment. Are there any ad hoc employee spokespersons, committees or round tables set up temporarily if major changes of the working conditions or the organisation of work are taking place?

- Yes ..... ( 1 )
- No ..... ( 2 )
- ## No answer ..... ( 3 )

**Programmer:**

**Computing of the variables needed for asking the ER address details at the end of the MM interview and for transmission to ER interview:**

**Definition ER resp type 0:**

If MM650\_01 to MM650\_05 = 2 or 3: **ER\_resp\_0 = 1**

**Definition ER resp type 1:**

If [country = CY, MT, SE, BG, CZ, DK, EE, FI, IE, LT, PT, RO, SI, SK, UK, EL, HU, FR, NL, LV, PL, HR, TR, FYROM] and [MM651a = 1 or 3] **ER\_resp\_1 = 1**

If [country = IT, BE] and [MM651c = 1 or 3] **ER\_resp\_1 = 1**

**Definition ER resp type 2:**

If [country = CY, BG, CZ, DK, EE, IE, LT, PT, RO, SK, UK, HU, LV, HR, FYROM] and [MM652 = 2 or 3]: **ER\_resp\_2 = 1**

If [country = MT, SE, FI, SI, EL, FR, PL, NL, TR] and [MM651a = 2]: **ER\_resp\_2 = 1**

If [country =IT, BE] and [MM651c = 2]: **ER\_resp\_2 = 1**

**Definition ER resp type 3:**

If [country = BG, CY, CZ, DK, EE, IE, LT, PT, RO, SK, UK, HU, LV, HR, FYROM] and [MM652 = 1]: **ER\_resp\_3 = 1**

**Definition ER resp type 4:**

if [country = ES, HU, DE, LU, FR, NL] and [MM650\_02 = 1]: **ER\_resp\_4 = 1**

if [country = AT, IT] and [MM651a = 1 or 3] **ER\_resp\_4 = 1**

if [country = EE, IE] and [MM651b = 1 or 3] **ER\_resp\_4 = 1**

if [country = BG, CZ, DK, FI, LT, PT, RO, SI, SK, EL, LV, PL, HR] and [MM650\_01 = 2 or 3 and MM650\_02 = 1] **ER\_resp\_4 = 1**

if [country = UK] and [MM653a = 2 or 3] **ER\_resp\_4 = 1**

if [country = BE] and [MM650\_02 = 1 and MM651a = 1 or 3] **ER\_resp\_4 = 1**

**Definition ER\_resp type5:**

if [country = ES, HU, DE] and [MM650\_03 = 1] **ER\_resp\_5 = 1**

if [country = AT, IT] and [MM651b = 1 or 3] **ER\_resp\_5 = 1**

if [country = LU] and [MM651a = 1 or 3] **ER\_resp\_5 = 1**

if [country = DK] and [MM650\_01 = 2 or 3 and MM650\_03 = 1] **ER\_resp\_5 = 1**

if [country = LV, PL, EE, HR] and [MM650\_01 and MM650\_02 = 2 or 3 and MM650\_03 = 1] **ER\_resp\_5 = 1**

if [country = BE] and [MM650\_03 = 1 and MM651a = 1 or 3] **ER\_resp\_5 = 1**

**Definition ER\_resp type6:**

if [country = AT, LU, IT] and [MM651a = 2] **ER\_resp\_6 = 1**

if [country = BE] and [MM650\_02 = 1 and MM651a = 2 and MM650\_01 = 2 or 3] **ER\_resp\_6 = 1**

**Definition ER\_resp type7:**

if [country = AT, EE, IE, IT] and [MM651b = 2] **ER\_resp\_7 = 1**

if [country = BE] and [MM650\_03 = 1 and MM651a = 2 and MM650\_01 = 2 or 3] **ER\_resp\_7 = 1**

**Definition ER\_resp type8:**

if [country = DE] and [MM653a = 2 or 3] **ER\_resp\_8 = 1**

if [country = BE] and [MM650\_04 = 1 and MM651b = 1 or 3] **ER\_resp\_8 = 1**

**Definition ER\_resp type9:**

if [country = DE] and [MM653b = 2 or 3] **ER\_resp\_9 = 1**

if [country = BE] and [MM650\_05 = 1 and MM651b = 1 or 3] **ER\_resp\_9 = 1**

**Definition ER\_resp type10:**

if [country = BE] and [MM650\_04 = 1 and MM651b = 2 and MM650\_01 = 2 or 3] **ER\_resp\_10 = 1**

**Definition ER resp type11:**

if [country = BE] and [MM650\_05 = 1 and MM651b = 2 and MM650\_01 = 2 or 3]  
**ER\_resp\_11 = 1**

**Definition ER resp type12:**

if [country = BE] and [MM650\_02 = 1 and MM651a = 2 and MM650\_01 = 1]  
**ER\_resp\_12 = 1**

**Definition ER resp type13:**

if [country = BE] and [MM650\_03 = 1 and MM651a = 2 and MM650\_01 = 1]  
**ER\_resp\_13 = 1**

**Definition ER resp type14:**

if [country = BE] and [MM650\_04 = 1 and MM651b = 2 and MM650\_01 = 1]  
**ER\_resp\_14 = 1**

**Definition ER resp type15:**

if [country = BE] and [MM650\_05 = 1 and MM651b = 2 and MM650\_01 = 1]  
**ER\_resp\_15 = 1**

**Definition of variable ER add:**

If only one of the items MM650\_01 to MM650\_05 ticked with yes (1): compute **ER\_add\_0** =1 (no additional type of employee representation)

If more than one of the items MM650\_01 to MM650\_05 ticked with yes (1): compute **ER\_add\_1** = 1 (one or more further types of employee representation)



## SOCIAL DIALOGUE PRACTICE

[Asked to all respondents]

### MM602

Please tell me for each of the following measures whether or not you have taken it in your establishment in the past 3 years.

	yes	no	na
_01 Major changes in the remuneration system .....	( 1 )	( 2 )	( 3 )
_03 Changes in the organisation of the work process .....	( 1 )	( 2 )	( 3 )
_04 Changes in the working time arrangements .....	( 1 )	( 2 )	( 3 )
_06 Restructuring measures .....	( 1 )	( 2 )	( 3 )

[If any of MM602\_01 to MM602\_06 = 1; ask only items that were ticked with "yes" (1) in question MM602]]

### MM700

Please tell me for each of the measures you introduced in the past 3 years whether or not you consulted the affected employees before deciding on the issue.

	yes	no	na
_01 Major changes in the remuneration system .....	( 1 )	( 2 )	( 3 )
_03 Changes in the organisation of the work process .....	( 1 )	( 2 )	( 3 )
_04 Changes in the working time arrangements .....	( 1 )	( 2 )	( 3 )
_06 Restructuring measures .....	( 1 )	( 2 )	( 3 )

[if any of MM650\_01 to MM650\_05 = 1]

### MM702

I will now read out a few statements describing general views on shopfloor employee representation. Please tell me - against the background of your experiences with the employee representation at your establishment - whether you strongly agree (1), agree (2), neither agree nor disagree (3), disagree (4) or strongly disagree (5) with each of the following statements.

	1	2	3	4	5	dk
_01 The employee representation helps us in a constructive manner to find ways to improve workplace performance .....	(1)	(2)	(3)	(4)	(5)	(6)
_03 The involvement of the employee representation often leads to considerable delays in important management decisions.....	(1)	(2)	(3)	(4)	(5)	(6)
_04 We would prefer to consult directly with our employees .....	(1)	(2)	(3)	(4)	(5)	(6)
_05 Consulting the employee representation in important changes leads to more commitment of the staff in the implementation of changes .....	(1)	(2)	(3)	(4)	(5)	(6)

## PERFORMANCE AND PRODUCTIVITY INDICATORS

MM701intro

To finish the interview, we now have a few general questions about the situation in your establishment.

*[Asked to all respondents]*

**MM701**

**How would you rate the current general work climate in your establishment? Is it very good, quite good, somewhat strained or very strained?**

Very good ..... ( 1 )  
 Quite good ..... ( 2 )  
 Somewhat strained ..... ( 3 )  
 Very strained ..... ( 4 )  
 ## No answer ..... ( 5 )

*[Asked to all]*

**MM500 (= ESWT MM110)**

**How would you rate the economic situation of this establishment? Is it very good, quite good, neither good nor bad, quite bad or very bad?**

Very good ..... ( 1 )  
 Quite good ..... ( 2 )  
 Neither good nor bad ..... ( 3 )  
 Quite bad ..... ( 4 )  
 Very bad ..... ( 5 )  
 ## Don't know ..... ( 6 )  
 ## No answer ..... ( 7 )

*[Asked to all]*

**MM501**

**Compared with other establishments in the same sector of activity, how would you assess the labour productivity in your establishment? Is it a lot better, somewhat better, about average or below average for this sector?**

A lot better ..... ( 1 )  
 Somewhat better ..... ( 2 )  
 About average for industry ..... ( 3 )  
 Below average ..... ( 4 )  
 ## Don't know/comparison not possible ..... ( 6 )  
 ## No answer ..... ( 7 )

[Asked to all]

**MM502**

**And if you compare your establishment's current labour productivity to the situation 3 years ago: Has it increased considerably, has it slightly increased, has it remained about the same or has it decreased since then?**

- Increased considerably..... ( 1 )
- Increased slightly..... ( 2 )
- Remained about the same ..... ( 3 )
- Decreased ..... ( 4 )
- ## Don't know/comparison not possible..... ( 5 )
- ## No answer ..... ( 6 )

## CONTACT FOR ER INTERVIEW

*Programmer: MM800 to MM806 are only asked if there is a formal employee representative body in the establishment according to MM650 (and where MM653a/b = 2 or 3).  
All other respondents directly go to MM807.*

*[if any of MM650\_01 to MM650\_05 = 1 or MM653a/b/c = 2 or 3]*

### **MM800 (= ESWT MM700)**

**For our research project it is very important to have the views of both, the employers as well as of the employee representatives.**

**Therefore I would also like to interview <txt\_MM800>\* in your establishment.**

**Would you please give me his or her full name and the extension?**

#### **Interviewer:**

**Try to motivate the respondent to agree in an interview with the employee representation.**

- **For this project it is very important to get the views of both sides, management and employee representatives.**
- **Stress confidentiality of information: Employee representative will not be given any information on the interview with the management (and vice versa).**

## Information (name and/or telephone number) is given ..... ( 1 ) go to MM801  
 ## Don't know, but OK to interview employee representative..... ( 2 ) go to MM807  
 ## Refused ..... ( 3 ) go to MM804

*\*The respective text element to be inserted here can be found in **Annex 2.5** and has to be implemented in the correct grammatical form by the translator!*

*[if MM800 = 1]*

### **MM801 (= ESWT MM701)**

Mr ( ) ..... Ms: ( )

Name: \_\_\_\_\_

Direct telephone number (including city code): \_\_\_\_\_

*[if MM800 = 3]*

### **MM804**

**May we ask the employee representative whether he or she is willing to give the interview from home, in the spare time?**

Yes, agrees ..... ( 1 )  
 No, does not agree ..... ( 2 ) go to MM807  
 ## No answer ..... ( 3 ) go to MM807

[If MM804 = 1]

**MM805**

**Would you please give me his or her full name and the extension in order to make an appointment with this person for the call at home?**

- ## Information (name and/or telephone number) is given ..... ( 1 )
- ## Information not given, but OK to contact employee representative  
in order to ask for the private address..... ( 2 ) go to MM807
- ## Refused ..... ( 3 ) go to MM807

[If MM805 = 1]

**MM806**

Mr ( ) ..... Ms: ( )  
 Name: \_\_\_\_\_  
 Direct telephone number (including city code): \_\_\_\_\_

[Asked to all]

**MM807 (= ESWT MM703)**

**May we contact you again later if we should have any additional questions?**

- Yes, agrees ..... ( 1 )
- No, does not agree ..... ( 2 )
- ## No answer ..... ( 3 )

[Asked to all]

**MM808**

**Now, the very last question is related to our plan to analyse the impact of flexibility practices on performance. Would you be content for the European Foundation and its contractors to link the data collected from you with other datasets to which we have authorised access? This linkage would be made with full respect to anonymity and confidentiality.**

- Yes, agrees ..... ( 1 )
- No, does not agree ..... ( 2 )
- ## No answer ..... ( 3 )

[Asked to all]

**MM809**

**Thank you very much for your cooperation.**

*Interviewer:*

*Quit MM interview.*

*If applicable: Try to get ER interview and start with information stored in ER\_TYPE respectively MM801 for identification of proper ER respondent.*

**Attention:**

*If contact details for the employee representative interview are given in MM806 only, then the employee representative can be contacted at this address only to the end of making an appointment for the interview in the ER's home! This procedure has to be strictly respected, even if the employee representative would be willing to give the interview at the workplace but not at his or her home!*

*Programmer:*

*Code the following variable for transmission of required information on the address availability into the ER interview:*

*If MM800= 1: **ER\_info\_1** (address details are given)*

*If MM800= 2: **ER\_info\_2** (interview can be carried out, but address details have to be investigated)*

*If MM805= 1: **ER\_info\_3** (address details are given, but interview can only be conducted at the employee representative's home address)*

*If MM805= 2: **ER\_info\_4** (interview can be carried out, but address details have to be investigated and interview can only be conducted at the employee representative's home address)*

*Please note:*

*The way how the information coded in the variable ER\_int is transmitted into the ER interview can be adapted to national standards respectively the requirements of your SMS system. But make sure to have this information available for the ER interview.*

**END of MM interview.**

## Annex 1: Country Codes

<i>Country</i>	<i>Code</i>	<i>Abbreviation</i>
Belgium.....	01.....	BE
Bulgaria.....	02.....	BG
Czech Republic .....	03.....	CZ
Croatia .....		HR
Denmark .....	04.....	DK
Germany .....	05.....	DE
Estonia.....	06.....	EE
Macedonia .....		FYROM
Greece .....	07.....	EL
Spain .....	08.....	ES
France .....	09.....	FR
Ireland .....	10.....	IE
Italy .....	11.....	IT
Cyprus .....	12.....	CY
Latvia .....	13.....	LV
Lithuania .....	14.....	LT
Luxembourg .....	15.....	LU
Hungary .....	16.....	HU
Malta.....	17.....	MT
Netherlands .....	18.....	NL
Austria .....	19.....	AT
Poland .....	20.....	PL
Portugal .....	21.....	PT
Romania .....	22.....	RO
Slovenia .....	23.....	SI
Slovakia .....	24.....	SK
Turkey.....		TR
Finland .....	25.....	FIN
Sweden .....	26.....	SE
United Kingdom .....	27.....	UK

## Annex 2: Country specific text elements

### Translator:

All text elements have to fit into a specific context, so please make sure that they are in the accordant grammatical form!!!

Text modules printed in red have to be translated!!!

### 2.1 Country specific composition of question MM650

#### AT (Austria)

	MM650	
	_01	
If MM104 = 2 or 3	_02	Betriebsrat
If MM104 = 1	_03	Personalvertretung
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 = 1:

go to MM651a

if MM650\_03 = 1:

go to MM651b

#### BE (Belgium)

	MM650	
If MM104 = 2 or 3	_01	Syndicale Delegatie Délégation Syndicale
If MM104 = 2 or 3	_02	Ondernemingsraad Comité d'Entreprise
If MM104 = 1	_03	Bijzonder Onderhandelingscomité of basisonderhandelingscomité Comité de négociation particulier ou de base
If MM104 = 2 or 3	_04	Comité voor Preventie en Bescherming op het Werk Comité pour la Prévention et la Protection au Travail
If MM104 = 1	_05	Bijzonder Overlegcomité of Basisoverlegcomité Comité de concertation particulier ou de base
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 or MM650\_03 = 1:

go to MM651a

if (MM650\_02 and MM650\_03 = 2 or 3) and (MM650\_04 or MM650\_05 = 1):

go to MM651b

if (MM650\_02 to MM650\_05 = 2 or 3) and MM650\_01 = 1:

go to MM651c



## BG (Bulgaria)

	MM650	
	_01	Синдикална организация
	_02	Представители за информирание и консултиране на работниците и служителите
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to

MM651a

if MM650\_01 = 2 or 3 and MM650\_02:

go to

MM602

## CY (Cyprus)

	MM650	
	_01	Συνδικαλιστική Εκπροσώπηση
	_02	
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to

MM651a

## CZ (Czech Republic)

	MM650	
	_01	odborová organizace
	_02	rada zaměstnanců
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to

MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to

MM602

## DE (Germany)

	MM650	
	_01	
if MM104 = 2 or 3	_02	Betriebsrat
If MM104 = 1	_03	Personalrat
	_04	Runder Tisch oder Betriebsausschuss
	_05	Belegschafts- oder Mitarbeitersprecher
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 or MM650\_03 = 1: go to MM602  
 if (MM650\_02 and MM650\_03 = 2 or 3) and MM650\_04 = 1: go to MM653a  
 if MM650\_02, MM650\_03 and MM650\_04 = 2 or 3 and MM650\_05 = 1: go to MM653b

## DK (Denmark)

	MM650	
	_01	Tillidsrepræsentant
if MM104 = 2 or 3	_02	Samarbejdsudvalg
If MM104 = 1	_03	MED-udvalg
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a  
 if MM650\_01 = 2 or 3 and MM650\_02 or MM650\_03 = 1: go to MM602

## EE (Estonia)

	MM650	
	_01	Ametiühing
	_02	Töötajate usaldusisik
	_03	Euroopa Töönõukogu
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a  
 if MM650\_01 = 2 or 3 and MM650\_02 = 1: go to MM651b  
 If MM650\_01 and MM650\_02 = 2 or 3 and MM650\_3 = 1 go to MM602

### EL (Greece)

	MM650	
	_01	Επιχειρησιακό σωματείο
	_02	Συμβούλιο εργαζομένων
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to MM602

### ES (Spain)

	MM650	
	_01	
if MM104 = 2 or 3	_02	"delegado de personal" <b>respectively</b> "comité de empresa"
if MM104 = 1	_03	"delegado de personal" <b>respectively</b> "junta de personal"
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 or MM650\_03 = 1:

go to MM602

### FI (Finland)

	MM650	
	_01	<u>Ammattiosasto</u>
	_02	YT-toimikunta
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to MM602

### FR (France)

	MM650	
	_01	Délégué syndical
	_02	"délégué du personnel" <i>respectively</i> "comité d'entreprise"
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 = 1:

go to

MM602

if MM650\_02 = 2 or 3 and MM650\_01 = 1

go to

MM651a

### FYROM (Former Yugoslav Republic of Macedonia)

	MM650	
	_01	Recognised shop floor trade union organisation
	_02	
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 = 1:

go to

MM651a

### HR (Croatia)

	MM650	
	_01	SINDIKAT
	_02	RADNIČKO VIJEĆE
	_03	PREDSTAVNIK RADNIKA U NADZORNEM ODBORU
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to

MM651a

if MM650\_01 = 2 or 3 and MM650\_02 or MM650\_03 = 1:

go to

MM602

## HU (Hungary)

	MM650	
	_01	Szakszervezet (bizalmi)
if MM104 = 2 or 3	_02	"Üzemi megbízott" <b>respectively</b> "Üzemi tanács"
if MM104 = 1	_03	"Közalkalmazotti képviselő" <b>respectively</b> "Közalkalmazotti Tanács"
	_04	
	_05	
	_07	<b>A person or committee in charge of representing the employees in issues related to safety and health at work</b>

if MM650\_01 = 1:

go to

MM651a

if MM650\_01 = 2 or 3 and MM650\_02 or MM650\_03 = 1:

go to

MM602

## IE (Ireland)

	MM650	
	_01	Workplace union representative
	_02	Statutory employee representative forum
	_03	
	_04	
	_05	
	_07	<b>A person or committee in charge of representing the employees in issues related to safety and health at work</b>

if MM650\_01 = 1:

go to

MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to

MM651b

## IT (Italy)

	MM650	
	_01	Organizzazione sindacale
	_02	Rappresentanza sindacale unitaria (RSU)
	_03	Rappresentanza sindacale aziendale (RSA)
	_04	
	_05	
	_07	<b>A person or committee in charge of representing the employees in issues related to safety and health at work</b>

if MM650\_02 = 1:

go to

MM651a

if MM650\_02 = 2 or 3 and MM650\_03 = 1:

go to

MM651b

if MM650\_02 and MM650\_03 = 2 or 3 and MM650\_01 = 1

go to

MM651c

## LT (Lithuania)

	MM650	
	_01	Profesinė sąjunga

	<b>_02</b>	Darbo taryba
	<b>_03</b>	
	<b>_04</b>	
	<b>_05</b>	
	<b>_07</b>	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to MM602

### LU (Luxembourg)

	<b>MM650</b>	
	<b>_01</b>	
	<b>_02</b>	Comité mixte de entreprise
	<b>_03</b>	délégation du personnel
	<b>_04</b>	
	<b>_05</b>	
	<b>_07</b>	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 = 1:

go to MM602

if MM650\_02 = 2 or 3 and MM650\_03 = 1:

go to MM651a

### LV (Latvia)

	<b>MM650</b>	
	<b>_01</b>	arodbiedrība профсоюз
	<b>_02</b>	Darbinieku pilnvarotie pārstāvji Уполномоченные представители рабочих
	<b>_03</b>	Darba padome Совет рабочих
	<b>_04</b>	
	<b>_05</b>	
	<b>_07</b>	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a

if MM650\_01 = 2 or 3 and MM650\_02 or MM650\_03 = 1:

go to MM602

### MT (Malta)

	MM650	
	_01	shop steward (recognized union representative) Maltese term?
	_02	
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a

### NL (Netherlands)

	MM650	
	_01	Bedrijfsledengroep
	_02	Personeelvertegenwoordiging <b>respectively</b> Ondernemingsraad
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_02 = 1: go to MM602  
if MM650\_02 = 2 or 3 and MM650\_01 = 1: go to MM651a

### PT (Portugal)

	MM650	
	_01	Comissão sindical or intersindical
	_02	Comissão de Trabalhadores (CT)
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a  
if MM650\_01 = 2 or 3 and MM650\_02 = 1: go to MM602

### PL (Poland)

	MM650	
	_01	zakładowa organizacja związkowa
	_02	Rady pracowników
	_03	Przedstawiciele załóg w radach nadzorczych
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a

if MM650\_01 = 2 or 3 and MM650\_02 or MM650\_03 = 1:

go to MM602

### RO (Romania)

	MM650	
	_01	Sindicat
	_02	Reprezentanții salariaților
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to MM602

### SE (Sweden)

	MM650	
	_01	facklig förtroendeman
	_02	
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to MM651a



### SI (Slovenia)

	MM650	
	_01	Sindikalni zaupnik
	_02	"Delavski zaupnik" <i>respectively</i> "Svet delavcev"
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a  
 if MM650\_01 = 2 or 3 and MM650\_02 = 1: go to MM602

### SK (Slovakia)

	MM650	
	_01	Základná organizácia odborového zväzu
	_02	"Zamestnanecký dôverník" <i>respectively</i> "Zamestnanecká rada"
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a  
 if MM650\_01 = 2 or 3 and MM650\_02 = 1: go to MM602

### TR (Turkey)

	MM650	
	_01	Sendika İşyeri Temsilciliği
	_02	
	_03	
	_04	
	_05	
	_07	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1: go to MM651a

**UK (United Kingdom)**

	<b>MM650</b>	
	<b>_01</b>	recognised shopfloor trade union representation
	<b>_02</b>	joint consultative committee, employee forum or equivalent body
	<b>_03</b>	
	<b>_04</b>	
	<b>_05</b>	
	<b>_07</b>	A person or committee in charge of representing the employees in issues related to safety and health at work

if MM650\_01 = 1:

go to

MM651a

if MM650\_01 = 2 or 3 and MM650\_02 = 1:

go to

MM653a

## 2.2 Text elements to be inserted in question MM651

### Text elements to be inserted in question MM651a:

#### AT (Austria):

{Betriebsrat}

#### BE (Belgium):

If MM650\_02 =1:

{Ondernemingsraad}

{Comité d'Entreprise}

If MM650\_03 =1:

{Bijzonder Onderhandelingscomité of basisonderhandelingscomité}

{Comité de negociation particulier ou de base}

#### BG (Bulgaria)

{Синдикална организация (секция)}

#### CY (Cyprus)

{Συνδικαλιστική Εκπροσώπηση}

#### CZ (Czech Republic)

{odborová organizace}

#### DK (Denmark)

{Tillidsrepræsentant}

#### EE (Estonia)

{Ametiühing}

#### EL (Greece)

{Επιχειρησιακό σωματείο}

#### FI (Finland)

{Ammattiosasto }

#### FR (France)

{Délégué syndical}

**FYROM (Former Yugoslav Republic of Macedonia)**

{Recognised shop floor trade union organisation}

**HR (Croatia)**

{Sindikát}

**HU (Hungary)**

{Szakszervezet (bizalmi)}

**IE (Ireland)**

{Workplace union representative}

**IT (Italy)**

{Rappresentanza sindacale unitaria (RSU)}

**LT (Lithuania)**

{Profesinė sąjunga}

**LU (Luxembourg)**

{délégation du personnel}

**LV (Latvia)**

{ Arodbiedrība }

{ профсоюз }

**MT (Malta)**

{shop steward (recognized union representative)}

{Maltese term ?}

**NL (Netherlands)**

{Bedrijfsledengroep}

**PT (Portugal)**

{Comissão sindical or intersindical}

**PL (Poland)**

{zakładowa organizacja związkowa}

**RO (Romania)**

{Sindicat}

**SE (Sweden)**

{facklig förtroendeman}

**SI (Slovenia)**

{Sindikalni zaupnik}

**SK (Slovakia)**

{Základná organizácia odborového zväzu}

**TR (Turkey)**

{ Sendika İşyeri Temsilciliği }

**UK (United Kingdom)**

{recognised shopfloor trade union representation}

**Text elements to be inserted in question MM651b:****AT (Austria)**

{Personalvertretung}

**BE (Belgium)**

If MM650\_04 = 1:

{Comité voor Preventie en Bescherming op het Werk}

{Comité pour la Prévention et la Protection au Travail}

If MM650\_05 = 1:

{Bijzonder Overlegcomité of Basisoverlegcomité}

{Comité de concertation particulier ou de base}

**EE (Estonia)**

{Töötajate usaldusisik}

**IE (Ireland)**

{Statutory employee representative forum}

**IT (Italy)**

{Rappresentanza sindacale aziendale (RSA)}

**Text elements to be inserted in question MM651c:****BE (Belgium)**

{Syndicale Delegatie}

{Délégation Syndicale}

**IT (Italy)**

{Organizzazione sindacale}

**2.3 Text elements to be inserted in question MM653****Text elements to be inserted in question MM653a:****DE (Germany)**

{Runder Tisch oder Betriebsausschuss}

**UK (United Kingdom)**

{joint consultative committee, employee forum or equivalent body}

**Text elements to be inserted in question MM653b:****DE (Germany)**

{Belegschafts- oder Mitarbeitersprecher}

## 2.4 Text elements to be inserted in question MM654

### AT (Austria)

{Betriebsrat **respectively** Personalvertretung}

### BE (Belgium)

If MM104 = 2 or 3:

{Syndicale Delegatie, Ondernemingsraad **or** Comité voor Preventie en Bescherming op het Werk}

{Délégation Syndicale, Comité d'Entreprise **or** Comité pour la Prévention et la Protection au Travail}

If MM104 = 1:

{Onderhandelingscomité **or** Overlegcomité}

{Comité de négociation ou comité de concertation}

### BG (Bulgaria)

{Синдикална организация **or** Представители за информиране и консултиране на работниците и служителите}

### CY (Cyprus)

{Συνδικαλιστική Εκπροσώπηση}

### CZ (Czech Republic)

{odborová organizace **or** rada zaměstnanců}

### DE (Germany)

{Betriebs- oder Personalrat}

### DK (Denmark)

{Tillidsrepræsentant **or** Samarbejdsudvalg **respectively** MED-udvalg}

### EE (Estonia)

{Ametiühing **or** Töötajate usaldusisik}

### EL (Greece)

{Επιχειρησιακό σωματείο **or** Συμβούλιο εργαζομένων}

**ES (Spain)**

{comité de empresa or junta de personal}

**FI (Finland)**

{Ammattiosasto or YT-toimikunta}

**FR (France)**

{comité d'entreprise or délégation syndical}

**FYROM (Former Yugoslav Republic of Macedonia)**

{recognised shop floor trade union organisation}

**HR (Croatia)**

{SINDIKAT or RADNIČKO VIJEĆE}

**HU (Hungary)**

{Üzemi or Közalkalmazotti Tanács or a Szakszervezet (bizalmi)}

**IE (Ireland)**

{Union representative or a Statutory employee representative forum}

**IT (Italy)**

{Rappresentanza Sindacale Unitaria or aziendale or organizzazione sindacale}

**LT (Lithuania)**

{Profesinė sąjunga or Darbo taryba}

**LU (Luxembourg)**

{Comité mixte de entreprise or délégation du personnel}

**LV (Latvia)**

{ Arodbiedrība or Darbinieku pilnvarotie pārstāvji }  
{ профсоюз or Уполномоченные представители рабочих }

**MT (Malta)**

{union representative}

{maltese term?}

**NL (Netherlands)**



{Bedrijfsledengroep or Ondernemingsraad }

**PT (Portugal)**

{Comissão sindical or intersindical or a Comissão de Trabalhadores}

**PL (Poland)**

{zakładowa organizacja związkowa or rady pracowników}

**RO (Romania)**

{Sindicat or Reprezentanții salariaților}

**SE (Sweden)**

{facklig förtroendeman}

**SI (Slovenia)**

{Sindikalni zaupnik or Svet delavcev}

**SK (Slovakia)**

{Základná organizácia odborového zväzu or a Zamestnanecká rada}

**TR (Turkey)**

{sendika temsilciliği}

**UK (United Kingdom)**

{trade union representation or a staff respectively company council}

## 2.5 Text elements to be inserted in question MM800 (<txt\_MM800>)

### Spokesperson of the chosen body of employee representation

#### Translator:

All text elements have to fit into a specific context, so please make sure that they are in the accordant grammatical form!!!

Text modules printed in red have to be translated!!!

#### AT (Austria)

ER\_resp\_4: Betriebsratsvorsitzende(r)

ER\_resp\_5: Vorsitzende(r) der Personalvertretung

ER\_resp\_6: Vorsitzender des Betriebsrats, der die größte Beschäftigtengruppe im Betrieb vertritt

ER\_resp\_7: Vorsitzender der Personalvertretung, der die größte Beschäftigtengruppe vertritt

#### BE (Belgium)

ER\_resp\_1: spokesperson of the délégation syndicale  
spokesperson of the Syndicale Delegatie

ER\_resp\_2: spokesperson of the largest délégation syndicale in this establishment;  
spokesperson of the largest Syndicale Delegatie in this establishment;

ER\_resp\_4: representative of the employees' side in the Comité d'Entreprise;  
representative of the employees' side in the Ondernemingsraad

ER\_resp\_5: representative of the employees' side in the Comité de negotiation particulier ou de base  
representative of the employees' side in the Bijzonder Onderhandelingscomité of basisonderhandelingscomité

ER\_resp\_6: spokesperson of the Comité d'Entreprise representing the largest group of employees;  
spokesperson of the Ondernemingsraad representing the largest group of employees;

ER\_resp\_7: spokesperson of the Comité de negotiation particulier ou de base representing the largest group of employees  
spokesperson of the Bijzonder Onderhandelingscomité of basisonderhandelingscomité representing the largest group of employees

ER\_resp\_8: representative of the employees' side in the Comité pour la Prévention et la Protection au Travail;  
representative of the employees' side in the Comité voor Preventie en Bescherming op het Werk

- ER\_resp\_9: **representative of the employees' side in the** Comité de concertation particulier ou de base  
**representative of the employees' side in the** Bijzonder Overlegcomité of Basisoverlegcomité
- ER\_resp\_10: **spokesperson of the** Comité pour la Prévention et la Protection au Travail  
**representing the largest group of employees;**  
**spokesperson of the** Comité voor Preventie en Bescherming op het Werk  
**representing the largest group of employees;**
- ER\_resp\_11: **spokesperson of the** Comité de concertation particulier ou de base **representing the largest group of employees**  
**spokesperson of the** Bijzonder Overlegcomité of Basisoverlegcomité **representing the largest group of employees**
- ER\_resp\_12: **spokesperson of the** Comité d'Entreprise **representing the largest trade union;**  
**spokesperson of the** Ondernemingsraad **representing the largest trade union;**
- ER\_resp\_13: **spokesperson of the** Comité de negociation particulier ou de base **representing the largest trade union**  
**spokesperson of the** Bijzonder Onderhandelingscomité of basisonderhandelingscomité **representing the largest trade union**
- ER\_resp\_14: **spokesperson of the** Comité pour la Prévention et la Protection au Travail  
**representing the largest trade union;**  
**spokesperson of the** Comité voor Preventie en Bescherming op het Werk  
**representing the largest trade union;**
- ER\_resp\_15: **spokesperson of the** Comité de concertation particulier ou de base **representing the largest trade union**  
**spokesperson of the** Bijzonder Overlegcomité of Basisoverlegcomité **representing the largest trade union**

## **BG (Bulgaria)**

- ER\_resp\_1: Говорител на синдикалната организация в предприятието
- ER\_resp\_2: Говорител на най-голямата синдикална организация в предприятието
- ER\_resp\_3: Говорител на общата синдикална делегация в предприятието
- ER\_resp\_4: Говорител на представителите на работниците и служителите по информиране и консултиране

## **CY (Cyprus)**

- ER\_resp\_1: Πρόεδρος της συνδικαλιστικής οργάνωσης
- ER\_resp\_2: Πρόεδρος της μεγαλύτερης συνδικαλιστικής οργάνωσης
- ER\_resp\_3: Πρόεδρος της μικτής επιτροπής των συνδικαλιστικών οργανώσεων

## **CZ (Czech Republic)**

- ER\_resp\_1: předseda základní odborová organizace
- ER\_resp\_2: předseda největší základní odborové organizace v tomto podniku
- ER\_resp\_3: předsedou vyjednávacího výboru základní odborové organizace v tomto podniku
- ER\_resp\_4: předseda rady zaměstnanců

## **DE (Germany)**

- ER\_resp\_4: Betriebsratsvorsitzende(r)
- ER\_resp\_5: Personalratsvorsitzende(r)
- ER\_resp\_8: Sprecher für die Arbeitnehmerseite am Runden Tisch bzw. im Betriebsausschuss
- ER\_resp\_9: Belegschafts- oder Mitarbeitersprecher

## **DK (Denmark)**

- ER\_resp\_1: tillidsrepræsentanten
- ER\_resp\_2: tillidsrepræsentanten på den største gruppe af ansatte på denne adresse
- ER\_resp\_3: fællestillidsrepræsentanten
- ER\_resp\_4: næstformanden for samarbejdsudvalget
- ER\_resp\_5: næstformanden for MED-udvalg

## **EE (Estonia)**

- ER\_resp\_1: Ametiühingu usaldusisik
- ER\_resp\_2: Ametiühingu usaldusisik **of the largest trade union in this establishment**
- ER\_resp\_3: **chairperson of the joint trade union representation**
- ER\_resp\_4: Töötajate usaldusisik
- ER\_resp\_5: Euroopa Töõnõukogu liige
- ER\_resp\_7: Töötajate peausaldusisik

## **EL (Greece)**

- ER\_resp\_1: Πρόεδρος της συνδικαλιστικής αντιπροσωπείας
- ER\_resp\_2: Πρόεδρος της συνδικαλιστικής αντιπροσωπείας του μεγαλύτερου συνδικάτου
- ER\_resp\_4: Πρόεδρος του συμβούλιο εργαζομένων

## ES (Spain)

- ER\_resp\_4: al Presidente o Secretario del Comité de Empresa. **If there is no Comité de Empresa in your establishment we would like to interview** al Delegado del Personal
- ER\_resp\_5: al Presidente o Secretario de la Junta de Personal. **If there is no Junta de Personal in your establishment we would like to interview** al Delegado del Personal

## FI (Finland)

- ER\_resp\_1: Luottamusmies
- ER\_resp\_2: Luottamusmies **of the largest trade union in this establishment**
- ER\_resp\_4: Henkilöstön edustaja

## FR (France)

- ER\_resp\_1: le délégué syndicale
- ER\_resp\_2: le délégué syndicale pour le syndicat le plus important dans cet établissement
- ER\_resp\_4: le secrétaire du comité d'entreprise. **If there is no comité d'entreprise in your establishment we would like to interview** le délégué du personnel

## FYROM (Former Yugoslav Republic of Macedonia)

- ER\_resp\_1: the shop steward of the recognised shop floor trade-union organisation
- ER\_resp\_2: the shop steward of the largest recognized shop floor trade-union organisation in this establishment
- ER\_resp\_3: the chairperson of the Joint Shop Stewards Committee

## HR (Croatia)

- ER\_resp\_1: SINDIKALNI POVJERENIK
- ER\_resp\_2: SINDIKALNI POVJERENIK **representing the largest SINDIKAT**
- ER\_resp\_3: ZAJEDNIČKI PREDSTAVNIK RADNIKA
- ER\_resp\_4: PREDSJEDNIK RADNIČKOG VIJEĆA
- ER\_resp\_5: PREDSTAVNIK RADNIKA U NADZORNEM ODBORU

## HU (Hungary)

- ER\_resp\_1: szakszervezeti titkárral vagy szakszervezeti elnökkel  
ER\_resp\_2: szakszervezeti titkárral vagy a munkahely legnagyobb szakszervezetének elnökével  
ER\_resp\_3: a szakszervezeti bizalmiak vagy szakszervezeti bizottságok közös tanácsának elnökével vagy titkárával  
ER\_resp\_4: üzemi tanács elnökével. **If there is no üzemi tanács in your establishment we would like to interview the** üzemi megbízottal  
ER\_resp\_5: **the spokesperson of** közalkalmazotti tanács. **If there is no közalkalmazotti tanács in your establishment we would like to interview the** Közalkalmazotti képviselő

## IE (Ireland)

- ER\_resp\_1: the shop steward of the trade-union  
ER\_resp\_2: the shop steward of the largest recognized trade-union in this establishment  
ER\_resp\_3: the chairperson of the Joint Shop Stewards Committee  
ER\_resp\_4: Spokesperson of the statutory employee representative forum  
ER\_resp\_7: Spokesperson of the statutory employee representative forum representing the largest group of employees

## IT (Italy)

- ER\_resp\_1: **secretary general of the** Organizzazione sindacale  
ER\_resp\_2: **secretary general of the largest** Organizzazione sindacale  
ER\_resp\_4: Il presidente della Rappresentanza Sindacale Unitaria  
ER\_resp\_5: Il presidente della Rappresentanza Sindacale aziendale  
ER\_resp\_6: Il presidente della Rappresentanza Sindacale Unitaria **representing the largest trade union**  
ER\_resp\_7: Il presidente della Rappresentanza Sindacale aziendale **representing the largest trade union**

## LT (Lithuania)

- ER\_resp\_1: darbo tarybos pirmininkas  
ER\_resp\_2: didžiausios įmonės profesinės sąjungos pirmininkas  
ER\_resp\_3: Jungtinės profesinių sąjungų atstovybės atstovas arba Jungtinę profesinių sąjungų atstovybę sudarančių profesinių sąjungų pirmininkai  
ER\_resp\_4: darbo tarybos pirmininkas

## LU (Luxembourg)

ER\_resp\_4: **secretary of the** comité mixte de entreprise

ER\_resp\_5: **president of the** délégation du personnel

ER\_resp\_6: **president of the** délégation du personnel **representing the largest group of employees**

## LV (Latvia)

ER\_resp\_1: Arodbiedrības priekšsēdētājs

*профсоюзным представителем на местном уровне*

ER\_resp\_2: Lielākās arodbiedrības priekšsēdētājs

*проффоргом самого крупного профсоюза на местном уровне*

ER\_resp\_3: Apvienotās arodbiedrību komitejas pārstāvis

*председателем объединённого комитета профоргов на местном уровне*

ER\_resp\_4: Darbinieku pilnvarotais pārstāvis **or** Darbinieku pilnvaroto pārstāvju vai darbiniekus pārstāvošas organizācijas pārstāvis

*Уполномоченные представители рабочих or Представитель (спикер)*

*уполномоченных представителей рабочих или организации представляющей рабочих*

ER\_resp\_5: Darba padomes priekšsēdētājs

*Председатель Совета рабочих*

## MT (Malta)

ER\_resp\_1: spokesperson of the trade union organisation at the establishment;

*il-kelliemi tat-trejdunjin fuq il-post tax-xogħol*

ER\_resp\_2: spokesperson of the largest trade union organisation at the establishment;

*il-kelliemi tal-ikbar trejdunjin fuq il-post tax-xogħol*

### NL (Netherlands)

- ER\_resp\_1: Voorzitter van de bedrijfsledengroep
- ER\_resp\_2: Voorzitter grootste Vakbond
- ER\_resp\_4: de voorzitter van de ondernemingsraad **respectively** de personeelsvertegenwoordiger

### PT (Portugal)

- ER\_resp\_1: delegado sindical **or** intersindical
- ER\_resp\_2: delegado sindical **or** intersindical **of the largest trade union in this establishment**
- ER\_resp\_3: coordenador **of the** Comissão sindical **or** intersindical
- ER\_resp\_4: Coordenador **of the** Comissão de Trabalhadores

### PL (Poland)

- ER\_resp\_1: przewodniczącym zakładowej organizacji związkowej
- ER\_resp\_2: przewodniczącym największej zakładowej organizacji związkowej
- ER\_resp\_4: Przewodniczący rady pracowników
- ER\_resp\_5: Przedstawiciele załóg w radach nadzorczych

### RO (Romania)

- ER\_resp\_1: purtatorul de cuvânt al organizației sindicale din unitate
- ER\_resp\_2: purtatorul de cuvânt al celui mai mare sindicat din unitate
- ER\_resp\_3: purtatorul de cuvânt al comisiei de negociere/de dialog social
- ER\_resp\_4: Reprezentanții salariaților **respectively the spokesperson of the** Reprezentanții salariaților

### SE (Sweden)

- ER\_resp\_1: den facklig förtroendeman
- ER\_resp\_2: den facklig förtroendeman för den största fackföreningen på den arbetsplatsen



### SI (Slovenia)

ER\_resp\_1: predsednikom sindikata podjetja

ER\_resp\_2: predsednikom največjega sindikata podjetja

ER\_resp\_4: Delavski zaupnik **respectively the** predsednikom sveta delavcev

### SK (Slovakia)

ER\_resp\_1: Predseda odborovej organizácie

ER\_resp\_2: Predseda odborovej organizácie **of the largest** Základná organizácia odborového zväzu

ER\_resp\_3: **chairperson of the joint trade union representation**

ER\_resp\_4: Zamestnanecký dôverník **respectively** Predseda zamestnaneckej rady

### TR (Turkey)

ER\_resp\_1: İşyeri sendika temsilcisi

ER\_resp\_2: İşyeri Sendika Temsilcisi **of the largest** sendika işyeri temsilciliği **in this establishment**

### UK (United Kingdom)

ER\_resp\_1: the shop steward of the trade-union

ER\_resp\_2: the shop steward of the largest recognized trade-union in this establishment

ER\_resp\_3: the chairperson of the Joint Shop Stewards Committee

ER\_resp\_4: employee representative on joint consultative committee, employee forum or equivalent body