



Participant Information Sheet

Study Title: Healthy Workplace Model Audit Tools for LSE's and SME's: An Evaluative Pilot Study of User Perceptions

Researchers: Benjamin Garfitt, Dr. Evelyn Kortum, Dr. Stavroula Leka.

Before you confirm to take part in this study, we would like you to understand why this research is being done and what it would involve for you. Members of the research team are available to answer any questions you may have (see end).

(i) Purpose of this pilot study:

The purpose of the study is to evaluate the World Health Organization's (WHO) Healthy Workplace Model (HWM) audit tools by assessing 'user perceptions' of the tools. This will be done using an evaluative questionnaire, designed by researchers at the WHO and University of Nottingham, which consists of 9 predetermined and predefined evidence-based criteria taken from the business and psychology literature: clarity, language, scoring system, content, comprehensiveness, satisfaction, value-in-use, goal shifting and user experience. The ultimate aim of this line of research is to develop effective and relevant audit tools that help a variety of organisations across the globe to improve their occupational health and safety and this evaluative pilot study forms the initial part of this process.

(ii) Participation:

Participation in this study is voluntary and entirely at your own discretion. If you decide to take part, **you are required to provide your consent via an email to the principle researcher.** You will be free to withdraw from the study at any time without providing a reason up to September the 1st 2014.

(iii) What are the next steps?

After reading this information sheet and providing your consent, the principle researcher will email you the appropriate version of the HWM audit tool and the link to the online evaluative questionnaire. A word.doc. copy of the questionnaire will also be attached but the online version is the preferred completion method.

You must **read through the Audit Tool document** and then **complete the Questionnaire.** The questionnaire should take less than 15 minutes to complete.

We would kindly ask that you **complete the questionnaire by Wednesday 30th of July 2014 at the latest.**

(iv) Confidentiality:

We will follow ethical and legal practice in conducting this study and all information about you and your organization will be handled in confidence. The study will comply with the Data Protection Act (1998) and the Ethical Codes of Conduct established by the British Psychological Society (BPS), the University of Nottingham, and the World Health Organization. Some aspects of the data collected may be looked at by authorised persons from the WHO and the University of Nottingham. All individuals who are given access to your data will have a duty of confidentiality to you as a research participant and we will do our best to meet this duty.

(v) Results:

The results from this study will be written up as part of an MSc qualification in Occupational Psychology. **No identifying information about your organisation or you as an expert or employee will be used in the write up of the study.** The results may also be published in a scientific journal or by the World Health Organization. If publication occurs, participants will be informed by email where they can access a copy of the published material.

(vi) Who has reviewed the study?

This research has been reviewed and approved by independent Research Ethics Committee in the Faculty of Medicine, University of Nottingham and by the technical expert at the World Health Organization, to protect your interests.

(vii) For any further information, please contact:

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