

APPENDICES

APPENDIX - A

Questionnaire for Workers

NORTH BENGAL UNIVERSITY, DARJEELING

DEPARTMENT OF COMMERCE

Questionnaire for Workers

(For academic research only and secrecy will be maintained strictly)

[In this questionnaire, 'employee report' means a special report prepared for the employees containing company financial and other information. The study intends to see the employees' attitudes towards 'employee reporting,' its impact, present practices and related issues. Please answer as frankly as you can.]

Name of your Company

Address

Your Age

Sex M F

Education

Your position

No. of years in this Company

1. Do you know the following information of your company ?

Year of establishment yes no

The products or services produced yes no

Profit earns each year yes no

The future plan of change yes no

Your legal rights yes no

2. Do you think that company should give you information about your company ? yes no

3. What type of information do you want:

a.

b.

c.

d.

e.

4. According to your opinion, what should be the method of providing the above information:

- Employee reports Notice boards Newsletter Audio-video aids
 Others (*please specify*)

5. According to your opinion, will employee reports improve: (please tick one or more as appropriate)

- | | | | |
|--|--|---------------------|--|
| Motivation | <input type="checkbox"/> yes <input type="checkbox"/> no | Industrial relation | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Productivity | <input type="checkbox"/> yes <input type="checkbox"/> no | Employee commitment | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job satisfaction | <input type="checkbox"/> yes <input type="checkbox"/> no | Cost consciousness | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Others (<i>please specify</i>) | | | |

6. Do you think that employee reporting will reduce:

- | | | | |
|---------------------|--|--|--|
| Employee turnover | <input type="checkbox"/> yes <input type="checkbox"/> no | Absenteeism | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Grievance | <input type="checkbox"/> yes <input type="checkbox"/> no | Resistance to change | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Industrial disputes | <input type="checkbox"/> yes <input type="checkbox"/> no | Others (<i>please specify</i>) | |

7. Do you think that legislative provision is required for employee reporting ? yes no

8. Do you get copy of annual report of your company ? yes no

9. If yes, does it cover all information you need ? yes no

10. Did you receive any report prepared for employees ? yes no

If no, what may be the reasons ? (*Please specify*)

If yes,

a) Do you think that information contained in the report is:

Very important A little important Not important at all

b) Do you think that information provided in the report is :

Always true Seldom true Never true

c) According to your opinion, why company issued the report: (*please tick one or more as appropriate*)

- Trade unions have demanded it
- The law states they must do so
- Employees have been asking for it
- To prevent demand for high wages
- It is part of company personnel policy
- To encourage people to work harder
- To involve employees more in the company
- To get the employees to accept the management policy
- Don't know
- Others (*please specify*)

d) Are you satisfied with the information provided in the report: yes no

e) Did you understand the information of the report ? Fully Partially Not at all

11. If employee report is provided, do you think that it will cause:

- Excessive costs yes no Misunderstanding of information yes no
- Waste of employee time yes no Information leakage to competitors yes no
- Others (*please specify*)

12. Do you think that distribution of employee reports at a discussion meeting would be more effective: yes no

13. How satisfied you are at your present job ?

Highly satisfied Satisfied Indifferent Dissatisfied Highly dissatisfied

15. If you have any comment or suggestion regarding employee reporting, please specify

Date of supplying this information/...../199..

Thank you very much for your kind co-operation

APPENDIX - B
Questionnaire for Trade Union Leaders

NORTH BENGAL UNIVERSITY, DARJEELING
 DEPARTMENT OF COMMERCE

Questionnaire for Trade union leaders

(For academic research only and secrecy will be maintained strictly)

[In this questionnaire, 'employee report' means a special report prepared for the employees containing company financial and other information. The study intends to see the trade union leaders' attitudes towards 'employee reporting,' its impact, present practices and related issues. Please answer as frankly as you can.]

Name of your Company

Address

No. of employees

Your Age

Sex M F

Education

Your position

No. of years in this Company

1. What is your present position in trade union ? *(Please specify)*

2. Do you think that the company should disclose information to trade union for collective bargaining ?

yes no

3. If yes, what type of information should be provided:

a.

b.

c.

d.

e.

4. Which method of reporting should be used ?

Employee reports Notice boards Newsletters Audio-visual aids

Others *(please specify)*

5. According to your opinion, will employee reporting improve: (please tick one or more as appropriate)

Motivation yes no

Industrial relation yes no

Productivity yes no

Employee commitment yes no

Job satisfaction yes no

Cost consciousness yes no

Others (*please specify*)

6. Do you think that employee reporting will reduce:

Employee turnover yes no

Absenteeism yes no

Grievance yes no

Resistance to change yes no

Industrial disputes yes no

Others (*please specify*)

7. Do you think that information should be given to: Trade unions only All employees

8. Do you think that legal provision is required for information disclosure to employees ?

yes no

9. Do you get copy of annual report ?

yes no

10. If yes, does it cover all information you need ?

yes no

11. Did you receive any report of information for employees ?

yes no

If no, what may be the reasons ? (*Please specify*)

If yes,

a) Do you think that information contained in the report is:

Very important A little important Not important at all

b) Do you think that information provided in the report is :

Always true Seldom true Never true

c) According to your opinion , why does your company issue the report ?

(Please tick one or more as appropriate)

- Trade unions have demanded
- Legal requirements
- Employee has been asking for it
- To prevent demand for higher wages
- It is part of the company personnel policy
- To encourage people to work harder
- To involve employee more in the company
- To get employees to accept the management policy
- Others (please specify)

d) Are you satisfied with the information provided in the report

yes no

e) Did you understand the information of the report ?

Fully Partially Not at all

12. If employee report is provided, do you think that it will cause:

- Excessive costs yes no Misunderstanding of information yes no
- Waste of employee time yes no Information leakage to competitors yes no
- Others (please specify)

13. Do you think that distribution of employee reports at a discussion meeting would be more effective:

yes no

14. How satisfied you are at your present job ?

Highly satisfied Satisfied Indifferent Dissatisfied Highly dissatisfied

15. If you have any comment or suggestions regarding employee reports, please specify

Date of supplying this information / / 199..

Thank you very much for your kind co-operation

APPENDIX - C
Questionnaire for Managers

NORTH BENGAL UNIVERSITY, DARJEELING
DEPARTMENT OF COMMERCE

Questionnaire for Managers

(For academic research only and secrecy will be maintained strictly)

[In this questionnaire, 'employee report' means a special report prepared for the employees containing company financial and other information. The study intends to see the managers' attitudes towards 'employee reporting,' its impact, present practices and related issues. Please answer as frankly as you can.]

Name of your Company

Address

No. of employees

Your Age

Sex..... M F

Education

Your position

No. of years in this Company

1. Do you think that company considers efficient employees as valuable assets ? yes no

2. Do you think that company should disclose financial and other information to employees ?
 yes no

3. If yes, what type of information should be disclosed:

a.

b.

c.

d.

e.

4. Which method of reporting should be used ?

- Employee reports Notice boards Newsletter Audio-visual aids
 Others (*Please specify*)

5. Do you think that information disclosure to employees will improve the following ?

- | | | | |
|--|--|---------------------|--|
| Employee motivation | <input type="checkbox"/> yes <input type="checkbox"/> no | Industrial relation | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Productivity | <input type="checkbox"/> yes <input type="checkbox"/> no | Employee commitment | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job Satisfaction | <input type="checkbox"/> yes <input type="checkbox"/> no | Cost consciousness | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Others (<i>Please specify</i>) | | | |

6. Do you think that disclosure of information to your employees will reduce:

- | | | | |
|---------------------|--|---------------------------------------|--|
| Employee turnover | <input type="checkbox"/> yes <input type="checkbox"/> no | Absenteeism | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Grievance | <input type="checkbox"/> yes <input type="checkbox"/> no | Resistance to change | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Industrial disputes | <input type="checkbox"/> yes <input type="checkbox"/> no | Others (<i>Please specify</i>)..... | |

7. Do you think that legislative provisions are required for employee reporting ? yes no

8. Do you think that information to be given only to managers not to all employees? yes no
why (*Please specify*).....

9. Do you get copy of annual report ? yes no

10. If yes, does it cover all information you need? yes no

11. Did you get any employee report from your company ? yes no

If no, what may be the reasons (*Please specify*).....

If yes,

a) Do you think that information contained in the report is:

Very important	A little important	Not important at all
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b) Do you think that information provided in the report is :

Always true	Seldom true	Never true
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c) According to your opinion , why does your company issue the report ?

(Please tick one or more as appropriate)

- Trade unions have demanded
- Legal requirements
- Employee has been asking for it
- To prevent demand for higher wages
- It is part of the company personnel policy
- To encourage people to work harder
- To involve employee more in the company
- To get employees to accept the management policy
- Others (please specify)

d) Are you satisfied with the information provided in the report

yes no

e) Did you understand the information of the report ? Fully Partially Not at all

12. If employee report is provided, do you think that it will cause:

Excessive costs yes no Misunderstanding of information yes no

Waste of employee time yes no Information leakage to competitors yes no

Others (please specify)

13. Do you think that distribution of employee reports at a discussion meeting would be more effective: yes no

14. How satisfied you are at your present job ?

Highly satisfied Satisfied Indifferent Dissatisfied Highly dissatisfied

15. If you have any comment or suggestions regarding employee reports, please specify

Date of supplying this information/...../199..

Thank you very much for your kind co-operation

APPENDIX - D

Questionnaire for Company Secretary

NORTH BENGAL UNIVERSITY, DARJEELING

DEPARTMENT OF COMMERCE

Questionnaire for Company Secretary

(For academic research only and secrecy will be maintained strictly)

[In this questionnaire, 'employee report' means a special report prepared for the employees containing company financial and other information. The study intends to see the company attitudes towards 'employee reporting,' its impact, present practices and related issues. Please answer as frankly as you can.]

Name of your Company

Address

1. How many employees are there in your enterprise (Total) ? *(please specify)*

2. What is the activity of your company ? *(please specify)*

3. Do you think, reporting of company information to employees is necessary ? yes no

Why *(please specify)*

5. What type of information should be given to your employees ?

a.

b.

c.

d.

e.

6. Which method of communication should be used ?

Employee report Notice Board Company newsletter Audio-visual aids

Others *(please specify)*

7. Do you think that information disclosure to your employees will improve the following ?

- | | | | |
|--|--|---------------------|--|
| Employee motivation | <input type="checkbox"/> yes <input type="checkbox"/> no | Industrial relation | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Productivity | <input type="checkbox"/> yes <input type="checkbox"/> no | Employee commitment | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Job Satisfaction | <input type="checkbox"/> yes <input type="checkbox"/> no | Cost consciousness | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Others (<i>please specify</i>) | | | |

8. Do you think that disclosure of information to your employees will reduce :

- | | | | |
|---------------------|--|----------------------------------|--|
| Employee turn over | <input type="checkbox"/> yes <input type="checkbox"/> no | Absenteeism | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Grievance | <input type="checkbox"/> yes <input type="checkbox"/> no | Resistance to change | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Industrial disputes | <input type="checkbox"/> yes <input type="checkbox"/> no | Others (<i>please specify</i>) | |

9. Do you think legislative provisions are required for employee reporting ? yes no

10. Is it practice of your company to give copy of annual report to employees ? yes no

11. If yes, does annual report satisfy employees information needs ? yes no

12. Do you calculate costs and benefits of Employee Reporting ? yes no

13. Kindly give the following information of the year 1995-96 :

No. of industrial disputes Employee turnover (rate).....

Section - B (For Companies Not Providing Employee Report)

1. The company does not issue employee reports because: (Please tick one or more)

- It would be too expensive
- Employees are not interested
- Financial information is the business of shareholders
- Confidential information would be involved
- Employees have no right to such information
- The information would be misunderstood
- It would be contrary to the company personnel policy
- No legal requirements
- Others (*please specify*)

2. Do you consider giving information to employees in the near future ? yes no
3. Is there any demand from employees for information disclosure in your company ? yes no
4. How trade union(s) in your company get information for collective bargaining ?
Please specify
5. If you have any comment and suggestion relating to employee reporting, *Please specify*

Section C (For Companies Providing Employee Reports)

1. When did you start to issue employee reports ? Year 19...
2. Why did you start giving employee reports ? (*Please tick one or more as appropriate*)
- | | | | |
|--------------------|--|--|--|
| Legal requirements | <input type="checkbox"/> yes <input type="checkbox"/> no | Trade union request | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Employee request | <input type="checkbox"/> yes <input type="checkbox"/> no | Other companies were producing reports | <input type="checkbox"/> yes <input type="checkbox"/> no |
| Own initiative | <input type="checkbox"/> yes <input type="checkbox"/> no | Other reasons (<i>please specify</i>)..... | |
3. What type of reports you prepare for your employees ?
- Annual Bi-annual Quarterly Others (*please specify*).....
4. How did you distribute your employee reports ?
- By post With wage package At work place At a special meeting
 Others (*please specify*).....
5. When did the last employee report come out ?
- year 199..... Total number of reports
6. What was the approximate cost per copy of the report ? (*Please specify*)

7. What were your prime objectives in producing employee reports ? *(Please tick one or more as appropriate)*

- To involve employees more in the company affairs
- To motivate employees towards higher productivity
- To moderate high wage demands
- To encourage sense of responsibility
- To enable the market situation to be better appreciated
- To discharge the responsibility of the company
- Other objectives *(please specify)*

8. Are shareholders also given a copy of employee report ?

yes no

9. Do you think that information should be given to: *(please tick one or more as appropriate)*

- All employees Managers Trade union leaders Supervisors clerks

10. In your opinion what is the reaction of employees towards employee reports:

- Positive Negative Others *(please specify)*

12. If you have any comment and suggestion relating to employee reports *(please specify)*....

Date of supplying this information / / 199..

Thank you very much for your kind co-operation