

WORKING LIFE SURVEY 2021

SURVEY OF ENTERPRISES

TALLINN 2021

Dear Sir/Madam,

Your enterprise has been selected in the sample of the Working Life Survey conducted by Statistics Estonia. We hope that you will be able to participate in the survey and thereby make an important contribution to a better understanding of Estonia's economic and social situation.

The Working Life Survey is used to collect statistical information on employment relationships and working life in general. The survey will look into work organisation, working and rest time, employment relationships, employee involvement, collective employment relationships, occupational health and safety, remuneration, career opportunities at the workplace, job satisfaction and work-related values. The information collected with the Working Life Survey are used (1) for scientific analysis of working life; (2) analysis of working life policies.

The Working Life survey is commissioned by the Ministry of Social Affairs.

More information about the survey can be found on the website of Statistics Estonia at <https://www.stat.ee/et/esita-andmeid/andmete-esitamisest/isiku-uuringud#Toeluuuring-17>

Survey results will be published as anonymous data on the website of Statistics Estonia at www.stat.ee.

For more information on filling in the questionnaire, please contact Statistics Estonia's customer support by calling +372 625 9100 (Monday to Thursday 8:30am–04:30pm, Friday 8:30am–03:30pm) or send an e-mail to klienditugi@stat.ee.

WORKING IN THE ENTERPRISE

B01. Do you work for ... (name of enterprise/organisation) or are you an authorised person?

Yes → B02

No → B03

B02. Are you the manager, deputy manager or authorised person of the enterprise/organisation?

Yes → DETAILS OF THE RESPONDENT

No → B04

B03. If you do not work for this enterprise/organisation, we ask you to continue replying so that you can appoint the manager or deputy manager of the enterprise/organisation as the respondent on the authorisation page. For this, you need to know his/her personal identification code. Make sure to inform him/her about the survey and how to log in to the survey e-environment.

Will you continue to fill in the questionnaire to appoint another respondent?

Note: If you reply "No", the questionnaire will close and cannot be completed further.

Yes → AUTHORISATION

No → HX

B04. If you are not the manager or deputy manager of this enterprise/organisation, we ask you to continue replying so that you can appoint the manager or deputy manager of the enterprise/organisation as the respondent on the authorisation page. Make sure to inform him/her about the survey and how to log in to the survey e-environment.

Will you continue to fill in the questionnaire to appoint the manager or deputy manager of the enterprise/organisation as the respondent?

Note: If you reply "No", the questionnaire will close and cannot be completed further.

Yes → AUTHORISATION

No → HX

AUTHORISATION

Here you can assign the right to fill in the online questionnaire to the manager or deputy manager of the enterprise/organisation. To add the manager or deputy manager, click on the link "Lisa volitatus isik / Add the authorised person" below the table and enter the details of the authorised person (incl. the personal identification code). The right to respond is valid only until the end of the online survey period (23.02.2021). It is not possible for several persons to complete the same questionnaire at the same time.

The questionnaire is available on the website of Statistics Estonia at <https://www.stat.ee/en/submit-data/questionnaires/13612021>.

Note: Please inform the authorised person of the obligation to complete the Working Life Survey questionnaire and how to access the questionnaire.

DETAILS OF THE RESPONDENT

Please provide the following information about ... (name of enterprise/organisation).

Note: If you wish to appoint someone else to fill in the questionnaire, go to the review page "Koond / Summary" in the menu bar and click on the button "Volitused / Authorisations".

Name of enterprise/organisation: (pre-filled)

Registry code: (pre-filled)

Name of respondent: _____

Occupation of respondent: _____

Contact number(s) of respondent: _____

E-mail address of respondent: _____

EMPLOYEES OF ENTERPRISE/ORGANISATION

In the first part of the questionnaire, information about the number of employees in the enterprise is requested as at 1 January 2021. If necessary, use the help of a personnel specialist to complete this section.

C01A. Did five or more employees work for your enterprise as at 1 January 2021?

Yes

No

C06Ya. How many temporary agency workers worked for your enterprise/organisation as at 1 January 2021?

If there were no such employees, write "0".

Number of employees _____

C06B. How many workers worked for your enterprise/organisation as at 1 January 2021 on the basis of a contract for services?

If there were no such employees, write "0".

Number of employees _____

C06D. How many workers worked for your enterprise/organisation as at 1 January 2021 on the basis of an authorisation agreement?

If there were no such employees, write "0".

Number of employees _____

C06Yb. Did your enterprise/organisation recruit employees in the last 12 months through an employment services platform?

For example, GoWorkaBit, Wisestly, UpWork, Freelancer, etc.

- Yes
- No

C07. Are there employees in your enterprise/organisation whose contract includes a restriction of competition or an obligation of secrecy after the end of the employment relationship?

- Yes → C08
- No

C08. How many employees are there in your enterprise/organisation whose contract includes a restriction of competition or an obligation of secrecy after the end of the employment relationship?

If there are no such employees, write "0".

Number of employees subject to restrictions of competition: _____

Number of employees subject to secrecy obligations: _____

C09A. How are contracts usually concluded with employees in your enterprise/organisation?

- The standard contract terms have been developed according to the needs of the enterprise and the employee is expected to agree with them
- The standard contract terms have been developed according to the needs of the enterprise but the enterprise/organisation is ready to negotiate and change them
- Working conditions are mostly agreed on separately with each employee when concluding the contract

WORK ORGANISATION

E01. How important is it for your enterprise/organisation that employees are satisfied with their work and organisation?

- Not important at all
- Rather not important
- Neither important nor unimportant
- Rather important
- Very important

E05B. What are the main reasons for concluding fixed-term contracts with employees in your enterprise/organisation?

Please indicate all the main reasons.

- Seasonal work

- Short-term work, project work
- Temporary demand, financing
- Temporary increase in production volume
- Fixed-term replacement of permanent employees, e.g. during parental leave
- Employees' desire for a better work-life balance
- Legal obligation
- Other **Specify:** _____
- There are no fixed-term contracts

E11. Please estimate the number of employees in the enterprise/organisation whose work requires continuous movement between subunits, organisations, customers or cooperation partners?

- No one
- Few (up to 19%)
- Less than half (20% to 39%)
- About half (40% to 59%)
- More than half (60% to 79%)
- Most (80% to 99%)
- All

E06. Is there a form of work organisation in your enterprise/organisation where employees work part or all of their working hours outside the usual workplace, for example at home, at the library, at a teleworking office or elsewhere?

Note: Mobile work, which requires movement between different locations, customers or partners, is not included here.

- Yes → **E07**
- No → **E06a**

E06a. What is the main reason why such work organisation is not possible in your enterprise/organisation?

- The nature of the work does not allow for such work organisation
- Employees have not expressed a desire to telework
- Teleworking would have a negative impact on performance
- Other **Specify:** _____

After question E06a, proceed to question E12.

E07–E08. How many of the teleworking employees use this form of work organisation for ...

less than half of their working time?	more than half of their working time?	
<input type="checkbox"/>	<input type="checkbox"/>	No one
<input type="checkbox"/>	<input type="checkbox"/>	Few (up to 19 %)
<input type="checkbox"/>	<input type="checkbox"/>	Less than half (20 % to 39 %)
<input type="checkbox"/>	<input type="checkbox"/>	About half (40 % to 59 %)
<input type="checkbox"/>	<input type="checkbox"/>	More than half (60 % to 79 %)
<input type="checkbox"/>	<input type="checkbox"/>	Most (80 % to 99 %)
<input type="checkbox"/>	<input type="checkbox"/>	All

E09. What is the main reason why your enterprise/organisation offers the possibility to use this form of work organisation?

- Lack of suitable working spaces
- Better performance when working outside the premises
- Opportunity to save costs
- Distance of the workplace from the place of residence
- Employees' desire, e.g. for a better work-life balance
- The nature of work does not require constant presence at the workplace
- Other **Specify:** _____

E10. Do you provide safety instructions to employees working outside the usual premises and check that working is safe?

	Yes	No
E10A. You instruct how working would be safe for health	<input type="checkbox"/>	<input type="checkbox"/>
E10B. You check that employees comply with safety requirements	<input type="checkbox"/>	<input type="checkbox"/>

E12. Are the following measures taken at your enterprise/organisation to achieve good performance?

	Yes	No
E120. Strong supervision of employees	<input type="checkbox"/>	<input type="checkbox"/>
E121. Good working conditions	<input type="checkbox"/>	<input type="checkbox"/>
E122. Work organisation in accordance with the wishes of employees	<input type="checkbox"/>	<input type="checkbox"/>
E123. Interesting, developing work	<input type="checkbox"/>	<input type="checkbox"/>
E124. Motivating remuneration	<input type="checkbox"/>	<input type="checkbox"/>
E125. Giving employees independence, decision-making power	<input type="checkbox"/>	<input type="checkbox"/>
E126. Ensuring employees' confidence in employment security	<input type="checkbox"/>	<input type="checkbox"/>

E127. Regular recognition of employees	<input type="checkbox"/>	<input type="checkbox"/>
E128. Acknowledging senior employees	<input type="checkbox"/>	<input type="checkbox"/>
E129. Training employees and developing their skills	<input type="checkbox"/>	<input type="checkbox"/>

WORKING AND REST TIME

F01. How important is it for your enterprise/organisation to take into account the need of the employees for a good work-life balance?

- Not important at all
- Rather not important
- Neither important nor unimportant
- Rather important
- Very important

F02. Who usually determines the employees' working time in your enterprise/organisation?

- Working time is determined by the employer and employees cannot change it
- Employees can choose some of their working hours
- Employees can choose all of their working hours

F03. How many part-time employees are there in your enterprise/organisation?

If there are no such employees, write "0".

_____ *If F03 is greater than 0, then → F04.*

F04. What is the main reason for working part-time?

- Employees' request
- Employer's request
- Employees' and employer's requests equally

F05. Are there employees in your enterprise/organisation who work regularly ...

	Yes	No
F05A. between 6pm and 10pm?	<input type="checkbox"/>	<input type="checkbox"/>
F05B. between 10pm and 6am?	<input type="checkbox"/>	<input type="checkbox"/>
F05C. at weekends (on Saturday and Sunday)?	<input type="checkbox"/>	<input type="checkbox"/>

F06. Are there any shift workers in your enterprise/organisation?

- Yes → F07
- No → F08

F07. How many employees in your enterprise/organisation work shifts?

F08. Does your enterprise/organisation use total working time calculation?

- Yes
- No

F09. How many employees of your enterprise/organisation have worked overtime in the last 12 months?

- No one → EMPLOYMENT RELATIONSHIPS
- Few (up to 19 %)
- Less than half (20% to 39%)
- About half (40% to 59%)
- More than half (60% to 79%)
- Most (80% to 99%)
- All

F10. In your opinion, how do employees usually feel about overtime?

- Refuse because they cannot do it
- Refuse because they do not want to do it
- Accept against their will
- Accept

EMPLOYMENT RELATIONSHIPS

G01. How would you rate the relationships between managers and employees in your enterprise/organisation?

- Very bad
- Rather bad
- Neither good nor bad
- Rather good
- Very good

G02. In the last 12 months, have there been any conflicts with employees in your enterprise/organisation, which have led to a disruption of relations and work?

- Yes, often
- Yes, rarely
- No → **G04A**

G02a. What has been the main cause of these conflicts?

- Poor flow of information, lack of information
- Employee's absence from work
- Failure to comply with work-related agreements (e.g. non-payment of remuneration)
- Fraud, lying
- Unsuitable behaviour due to the character of the parties
- Hazardous working environment
- Other **Specify:** _____

G03. What practice has mainly been used in your enterprise/organisation to resolve conflicts?

- Discussion of the problem with the parties
- Reprimanding the employee
- Punishment by decree
- Imposing a fine
- Removal from work, transfer to another job
- Termination of employment
- Contacting the representative of employees
- Going to court
- Referral to the labour dispute committee
- Other **Specify:** _____

G04. Have there been any instances in your enterprise/organisation in the last 12 months where at work employees have been ...

	Yes	No	DK
G04A. offended, insulted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G04B. attacked, treated violently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G04C. maliciously obstructed, disturbed at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G04D. sexually harassed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of the G04 questions were answered "Yes", please also reply to question G05.

G05. How has your enterprise/organisation mainly dealt with such situations?

- Employees have resolved the situation themselves
- Managers have intervened to resolve the situation
- The situation has been resolved by an employee representative
- The situation has been settled by the authorities (court, police)
- The situation remains unsolved
- Other **Specify:** _____

COLLECTIVE EMPLOYMENT RELATIONSHIP

H01. Is there a trade union in your enterprise/organisation?

- Yes
- No → H05

H02VALIK. What trade unions are there in your enterprise/organisation?

There may be several answers.

- Trade union of the enterprise/organisation
- Trade union of the economic activity, profession, occupation
- Regional trade union of the economic activity, profession, occupation

H03. How many employees of your enterprise/organisation are members of trade union(s)?

- No one
- Few (up to 19%)
- Less than half (20% to 39%)
- About half (40% to 59%)
- More than half (60% to 79%)
- Most (80% to 99%)
- All
- Do not know

H04. How well does the trade union manage to represent employees' positions and negotiate with the employer?

- Very poorly
- Rather poorly
- Neither well nor poorly
- Rather well
- Very well

H05. Is your enterprise/organisation member of any organisations representing employers?

For example, Estonian Employers' Confederation, Estonian Association of Small and Medium Enterprises, Estonian Chamber of Commerce and Industry or association of employers in the sector.

Yes

No

H06. Have the working conditions of employees of your enterprise/organisation been agreed in a collective agreement? Note: Except for the national minimum wage agreement.

Yes

No → H09

H07VALIK. What collective agreements are used to agree on the working conditions of employees?

There may be several responses.

Agreement of the enterprise/organisation

Agreement of the economic activity, profession, occupation

Regional agreement of the economic activity, profession, occupation

H08. How many employees of your enterprise/organisation are subject to a collective agreement?

Number of employees _____

H09. How important is it for your enterprise/organisation to have collectively agreed working conditions for your employees?

Not important at all

Rather not important

Neither important nor unimportant

Rather important

Very important

INVOLVEMENT OF EMPLOYEES

I01. How important are the following categories for your enterprise/organisation?

Select one answer from each row.

	Not important at all	Rather not important	Neither important nor unimportant	Rather important	Very important
I01A. Employees must be informed of the work organisation and working conditions of the enterprise/organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I01B. Employees must be able to express their opinion on the work organisation and working conditions of the enterprise/organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I01C. Employees must be able to participate in decision-making on the work organisation and working conditions of the enterprise/organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I02. In your enterprise/organisation, are there ...

	Yes	No
I02A. any representatives of employees selected at the <u>general meeting of the employees</u>?	<input type="checkbox"/>	<input type="checkbox"/>
I02B. any representatives of employees selected by <u>trade union members</u>?	<input type="checkbox"/>	<input type="checkbox"/>

If either of the I02 questions was answered "Yes", then also answer I03 and I04.

I03. How well do the representatives manage to represent employees in their relationship with the employer?

- Very poorly
- Rather poorly
- Neither well nor poorly
- Rather well
- Very well

I04. In the last 12 months, have the representatives participated in any training provided by the employer to help them represent the employees?

- Yes
- No

I05. Is there a working environment representative in your enterprise/organisation?

- Yes
- No → I07A

I06. How well do the working environment representatives manage to represent employees in matters relating to health and safety at work?

- Very poorly
- Rather poorly
- Neither well nor poorly
- Rather well
- Very well

I07A. Has a working environment council been set up in your enterprise/organisation?

- Yes
- No

I07B. Is the European Works Council represented in your enterprise/organisation or is any of the employees' representatives a member of this council?

- Yes
- No

I09. Does your enterprise/organisation usually discuss with employees (except managers) issues concerning the work organisation and working conditions of the enterprise/organisation?

- Employees discuss with the manager
- Employees discuss with the representative of employees, working environment representative, etc.
- No discussion

I10. Are employees (except managers) in your enterprise/organisation involved in decision-making on the work organisation and working conditions of the enterprise/organisation?

- Constantly
- Often
- Rarely
- Not at all

OCCUPATIONAL HEALTH

J01. What is the main reason for paying attention to occupational health and safety in your enterprise/organisation?

Select only one most suitable answer.

- Maintaining the good reputation of the enterprise/organisation
- Increasing the performance of the enterprise/organisation by preventing and reducing health problems
- Compliance with legal requirements
- Maintaining the motivation of employees
- Maintaining the health of employees
- Other **Specify:** _____
- No attention is paid to occupational health and safety

J02. From the point of view of the enterprise/organisation, who should be responsible for preventing work-related health problems and maintaining work ability?

- Employee
- Rather the employee
- Employee and enterprise/organisation equally
- Rather the enterprise/organisation
- Enterprise/organisation

J03. Are the employees of your enterprise/organisation significantly exposed to the following health risks when working?

	Yes	No
J03A. Lifting, lowering, carrying, moving at least 5 kg weights	<input type="checkbox"/>	<input type="checkbox"/>
J03B. Monotonous movements or forced positions causing tiredness and pain	<input type="checkbox"/>	<input type="checkbox"/>
J03C. Noise so loud that you have to raise your voice to talk to co-workers	<input type="checkbox"/>	<input type="checkbox"/>
J03D. Vibration (caused by hand tools, machines, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J03E. Radiation (e.g. X-rays, radioactive radiation, welding light, laser radiation, electromagnetic radiation)	<input type="checkbox"/>	<input type="checkbox"/>
J03F. Exposure to chemical products and dangerous substances (e.g. cleaning agents, paints, varnishes, glues, wood dust, pesticides, diesel emissions, welding vapours, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J03G. Exposure to biological and infectious substances that may cause poisoning, signs of disease (bacteria, viruses, fungi, pollen, mould, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J03H. Poor, eye-tiring lighting; little or too much light, flashing light, dazzling light	<input type="checkbox"/>	<input type="checkbox"/>
J03I. Poor climate, incl. high, low temperature, humidity, draught, air shortage	<input type="checkbox"/>	<input type="checkbox"/>

J03J. Working with a display (incl. laptop, tablet)	<input type="checkbox"/>	<input type="checkbox"/>
J03K. Risk of falling (high or same level) or getting in the way of a collapse	<input type="checkbox"/>	<input type="checkbox"/>
J03L. Risk caused by moving parts of machinery or tools, risk of burning, risk of cold, risk of electric shock	<input type="checkbox"/>	<input type="checkbox"/>
J03M. Risk of burning or explosion caused by materials or substances (e.g. petrol, gas)	<input type="checkbox"/>	<input type="checkbox"/>
J03N. Exposure to mental health threats (e.g. risk of accident, unequal treatment, harassment, strained relationships, work that does not correspond to the employee's abilities, monotonous work, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

J04. Have there been any occupational accidents in your enterprise/organisation in the last 12 months?

Yes

No → J07

J05. How many occupational accidents have occurred in your enterprise/organisation in the last 12 months?

J06. How many sick leave days in total were taken due to these occupational accidents?

If none were taken, write "0".

J07. What measures are taken in your enterprise/organisation to prevent and mitigate health threats caused by the working environment and work organisation?

	Yes	No
J07A. Use of safe working methods	<input type="checkbox"/>	<input type="checkbox"/>
J07B. Use of collective means of protection (e.g. safety barriers, guards, safety signs)	<input type="checkbox"/>	<input type="checkbox"/>
J07C. Use of personal protective equipment (e.g. helmet)	<input type="checkbox"/>	<input type="checkbox"/>
J07D. Adapting work equipment, working environment and work organisation to the needs and capabilities of employees	<input type="checkbox"/>	<input type="checkbox"/>

J08. How dangerous is working in your enterprise/organisation?

Very dangerous

Rather dangerous

Neither safe nor dangerous

Rather safe

Totally safe

J09. Who deals with occupational safety and health issues in your enterprise/organisation?*There may be several answers.*

- Working environment specialist(s)
- Working environment council
- Manager(s)
- No one → J13

J10. How have the people who deal with occupational health and safety issues acquired new, relevant skills and knowledge in the last 12 months?

	Yes	No
J10A. Attended training, seminars, conferences	<input type="checkbox"/>	<input type="checkbox"/>
J10B. Exchanged experience with other enterprises, organisations (e.g. representative organisations)	<input type="checkbox"/>	<input type="checkbox"/>
J10C. Read literature, guidance materials	<input type="checkbox"/>	<input type="checkbox"/>
J10D. Acquainted with legislation	<input type="checkbox"/>	<input type="checkbox"/>
J10E. Received instructions from the labour inspectorate	<input type="checkbox"/>	<input type="checkbox"/>

J11. In your opinion, how good is the knowledge of the people who deal with occupational health and safety issues about occupational health and safety?

- Very poor
- Rather poor
- Neither good nor poor
- Rather good
- Very good

J12. In your opinion, how well do the people who deal with occupational health and safety issues perform occupational health and safety tasks?

- Very poorly
- Rather poorly
- Neither well nor poorly
- Rather well
- Very well

J13. Has your enterprise/organisation carried out assessment of work-related health risks in the following cases?

	Yes	No
J13A. On a regular basis, after a fixed period of time	<input type="checkbox"/>	<input type="checkbox"/>
J13B. In the event of change of duties	<input type="checkbox"/>	<input type="checkbox"/>
J13C. In the event of change of working environment and work organisation	<input type="checkbox"/>	<input type="checkbox"/>
J13D. In the event of creating new posts	<input type="checkbox"/>	<input type="checkbox"/>
J13E. In the event of introducing new tools	<input type="checkbox"/>	<input type="checkbox"/>
J13G. On occurrence of risk (e.g. after an occupational accident or occupational health problem)	<input type="checkbox"/>	<input type="checkbox"/>
J13F. Other cases If you answer YES, please specify: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

If in the case of J13, all answers are "No", go to question J15.

J14. Who organises an assessment of health risks associated with work in your enterprise/organisation?

- Employees who deal with occupational health issues of the enterprise/organisation
- Occupational health service provider
- Occupational health service provider in cooperation with employees who deal with occupational health issues of the enterprise/organisation
- Other **Specify:** _____

J15. In your opinion, did the risk assessment give a sufficiently good overview of the risks associated with work?

- Yes
- Rather yes
- Neither yes nor no
- Rather no
- No

J16. In the last three years, how many current employees of your enterprise/organisation have had their health checked by an occupational health specialist?

- No one → J18
- Few (up to 19%)
- Less than half (20% to 39%)
- About half (40% to 59%)
- More than half (60% to 79%)
- Most (80% to 99%)
- All

J17. Has the health check of employees provided sufficient feedback to improve the safety of the working environment and work organisation?

- Yes
- Rather yes
- Neither yes nor no
- Rather no
- No

J18. What health-promoting possibilities are offered to employees in your enterprise/organisation?

	Yes	No
J18A. Recreational sports (swimming, aerobics, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J18E. Health enhancing services (massage, water treatments, medical gymnastics, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J18B. Vaccination	<input type="checkbox"/>	<input type="checkbox"/>
J18C. Health training (first aid training, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J18F. Health events (sportive summer or winter days, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J18G. Activities supporting mental health (counselling, psychological services, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
J18D. Other health promoting possibilities If you answer YES, please specify: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>

REMUNERATION

Next, we ask how often different forms of remuneration are used in the remuneration system of your enterprise/organisation.

K01-K05. Does your enterprise/organisation ...

	Always	Often	Somet imes	Rarely	Never
K01. compensate for overtime financially?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K01b. compensate for overtime with free time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K02. pay additional remuneration for work done during weekends or holidays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K04. use additional benefits in the remuneration system (e.g. business car, mobile phone, free meals)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K05. take into account the individual, team or organisation's performance when determining the remuneration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K06a. In the last five years, have the employees of your enterprise been offered or allowed to acquire shares of the enterprise?

- Yes
 No

TRAINING

L01. How important is the development of the skills and knowledge of the employees in your enterprise/organisation?

- Not important at all
 Rather not important
 Neither important nor unimportant
 Rather important
 Very important

L02. How satisfied are you with the desire of the employees of the enterprise/organisation to acquire new skills and knowledge?

- Not satisfied at all
 Rather not satisfied
 Neither satisfied nor unsatisfied
 Rather satisfied
 Very satisfied

L03. Do you consider that the employees of the enterprise/organisation have sufficient skills and knowledge to work well?

- Yes
- Rather yes
- Neither yes nor no
- Rather no
- No

L04. What is the main way to bring the necessary skills and knowledge to the enterprise/organisation?

- Training current employees, providing them with opportunities to learn
- Recruitment of employees and then training them, providing them with opportunities to learn
- Recruitment of employees with the necessary skills and knowledge

L03a. Are you satisfied with the qualifications of new employees in the enterprise?

- Yes
- Rather yes
- Neither yes nor no
- Rather no
- No

Answering the next question is voluntary.

Please give an estimation of the time it took to complete this questionnaire, including the time spent on reading the instructions and preparing the data. Indicate the total time spent by all employees.

Hours _____

Minutes _____

HX. You have reached the end of the questionnaire.

To complete the form, please select "Lõpetatud / Complete" from the drop-down menu instead of the status "Pooleli / Incomplete". After this, click on the "Salvesta ja jätkka / Save and continue" button.

Note: The completed form cannot be reopened or edited.

If you want to check or correct the data now or in the future, keep the "Pooleli / Incomplete" status and then go back using the "Tagasi / Back" button.

The questionnaire has been completed. Thank you for your participation!