

Employee Survey Guide

Employee Engagement Survey | Easy Read



Endeavour Foundation wrote this Easy Read.

When you see the word 'we', it means Endeavour Foundation.

Bold
Not bold

We have put hard words in **bold**. We explain what these words mean.



This Easy Read is about the Employee Engagement Survey.



It will tell you more about the survey and how you can complete it.

What is the Engagement Survey



This is a survey about your job and how you feel at work.



The survey helps us understand what is working well, and what can be better.



What you tell us, helps us to make things better for everyone at work.

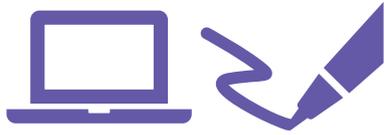


You can choose if you want to do the survey - yes or no.



If you choose to do the survey, you do not have to answer all the questions.

How to complete the survey



You can complete the survey online or on paper.



Read each question carefully.



Choose the answer that feels right for you.



Most questions have choices like

- No
- I don't know
- Yes

If you need help with the survey



An Employment Coach is available to help you.



You can ask them to

- Read the questions with you
- Help you understand what they mean
- Help you fill in your answers

Your privacy



This survey is **confidential**.

Confidential means that what you tell us will be private.



We will not know that it is you that made the comments.



You can skip any question you don't want to answer.

Questions about you



We are asking some question in the survey that are about you.



Some questions ask about:

- **Cultural background**
- **Disability**
- **Gender or sexual orientation**
- The language you speak



You can choose if you want to answer these questions.

You don't have to answer them.



We ask these questions so we can:

- Make sure everyone feels they belong
- Make the workplace fair and supportive for all



Your answers help us create a better and more **inclusive** workplace.

If you have more questions



If you have a question or something is worrying you

- Talk to your Employment Coach
- Speak with your Site Manager



Or talk to someone you trust at work

Word List



Inclusive means how you behave to show that you respect other people



Belong means feeling like you are part of a group.

You feel accepted and like you fit in.



Wellbeing is how you feel in your body and mind.



Your wellbeing is good when you feel happy safe and healthy.



If your wellbeing is not good you can feel sad worried or sick.



A **Career** is a job or type of work that you do for a long time.

It is something you want to keep getting better at.



Disability can be physical, sensory, or intellectual.

This means they can impact a person's ability to move, hear, see, learn, or think.



Gender is the way a person feels about being a male, a female, both, or none of these.



Non-binary Someone whose gender is not male or female.



Straight (Heterosexual) means people who have sexual feelings for people of the opposite gender.



Gay means people who have sexual feelings for people of the same gender.



Lesbian means women who have sexual feelings for other women.



Bisexual means people who have sexual feelings for men, women and non-binary people.



Cultural / Ethnic background means the culture, language, practices or beliefs that shape who you are.



Your **cultural or ethnic background** can come from

- The country where you were born.
- The backgrounds / culture of your parents or grandparents.