

Support Guide for ECs and PTLs

Employee Engagement Survey | Easy Read

About This Guide

This guide has been created for Employment Coaches, Production Team Leads and other team members who will be supporting our people to share their feedback by participating in Endeavour Foundation's Employee Engagement Survey - Easy Read. This guide is to be read in conjunction with the [Employee Engagement Survey Q&A's document](#) available on the intranet.

What Is the Employee Engagement Survey – Easy Read?

- The Employee Engagement Survey - Easy Read is a slightly shorter version of the Employee Engagement Survey available in Culture Amp.
- Each site has received two options for delivering the survey, via a paper copy, or a link to an online survey (via Microsoft Forms).
- Employees we support can choose whichever option is best for them, with the assistance of EC's and PTL's if required. Instructions for recording and submitting responses are within this guide.

Survey Timeline

The Employee Engagement Survey - Easy Read will be open from Monday 28th April and remain open for four weeks. Please assist employees to have their surveys completed by Friday 23rd May.

Encouraging Participation

This is a voluntary survey, and we would like to encourage as many of our people as possible to participate. This ensures we are getting a true, representative understanding of workplace experiences. It's important we respect the decision of any employee who chooses not to complete the survey.

Before Starting the Survey

Read the **Employee Survey Guide - Easy Read**. This guide is to support conversations on completing the survey for employees and their EC or PTL. You can refer to this anytime during the completion of the survey.

About the survey:

- The survey helps us understand how to make work better for them.
- We would like them to share their honest thoughts.
- All answers are confidential.
- Their answers will not affect their work shifts in any way.
- This survey is voluntary. If they are not comfortable completing the survey, or answering a particular question, they do not have to.

How to Support an Employee Completing the Survey

As we support our employees in completing the Employee Engagement Survey – Easy Read, we want to approach these discussions with an open mind. Please keep in mind the following:

- **Minimise personal biases:** As you support employees through the survey process, please ensure your guidance remains neutral. Try not to let your own opinions or views steer the conversation.
- **Utilise the provided guides:** You are encouraged to use the Employee Engagement Survey Guides to assist with explaining words used within the survey or to support with any questions.
- **Record employee responses accurately:** After discussing each question, please ensure that you accurately record the responses given by the employee. Their authentic feedback is crucial for accurately assessing employee engagement.
- **Discuss all survey questions:** Please make sure you are discussing or reading all survey questions including the optional demographic questions. This will provide our people with the opportunity to decide if they would like to answer each question.

Recording responses

If you are supporting the recording of answers, please ensure that you are providing all the relevant information to the employee and sharing all questions and response options (some questions will have multiple choice answers).

Paper Survey Instructions

- Print a copy of the paper survey. Consider printing back-to-back as the document is 15 pages long.
- Please ensure that completed paper surveys do not have employee names on them and are stored securely until they are submitted to maintain confidentiality.
- Once complete, paper surveys will need to be scanned and emailed back to the Culture & Inclusion team for data entry.
- Please email all completed paper survey forms to: tristan.clark@endeavour.com.au
- We suggest emailing every couple of days to keep both the scanning manageable and help us to manage data entry.

Online Survey Instructions

- Once the responses have been completed, press the **submit button** to ensure the survey responses are sent through.

Providing Extra Support During the Survey

- If an employee asks about specific survey questions, refer to the guides available on the intranet.
- If an employee doesn't understand a question: refer to the word list in **Employee Survey Guide - Easy Read** or rephrase using Easy Read wording.
- If an employee wants to skip a question: reassure them this is okay.
- You may also find information in the [Employee Engagement Survey Q&A](#) document helpful in answering questions, although please note this document is not in Easy Read format.

Self-Reporting Demographics

This year we are introducing the option to self-report demographic data (such as gender identity and cultural background). The question and response options have been informed by the Australian Bureau of Statistics Classification Standards.

This information will enhance our understanding of the diverse experiences within our workforce and help us foster a workplace where every individual feels respected and supported. By listening to all voices, we aim to cultivate a truly inclusive culture in which everyone can thrive.

Technical support

If you experience issues accessing the Microsoft Forms link, please email

tristan.clark@endeavour.com.au