

WAYS OF WORKING

SURVEY FORM

We want to make sure that you are treated as an individual so please feel free to tell us your preferences/personal circumstances so that we can support you in a way that best suits you.

We'd like to stress that providing this information is completely optional.

What is your preferred name?

1. Do you have any dietary preferences?

If so let us know and this will help us when we are planning companywide celebrations. We tend to only close for public holidays but if you have particular holidays that you celebrate then let us know and we can discuss how you might use quiet spaces, holidays and flexible working to ensure that you get the space and time off that you need.

2. Do you have a pronoun that you would prefer people use?

If so, please let us know and feel free to add this to your email signature if you'd like.

3. What do you love to do when you're not in work?

4. Do you have any medical conditions that you'd like to share that you might need support with?

Maybe you're breastfeeding, going through the menopause, managing anxiety or depression or recovering from a big operation. Whatever it may be, rest assured that we'll treat your situation with confidentiality and with compassion and tell you about any additional support that we can offer.

5. Do you have any personal circumstances that you'd like to share that you might need support with?

You might have a new baby and be getting zero sleep or house training a new pet which means you're getting zero sleep, perhaps you care for your elderly parents or your partner is unwell. If so, let us know so that we can make sure that you know about all of the different types of support available to you.

6. Is there anything else that you'd like us to know about you?

7. What working patterns work best for you?

8. Have you noticed that you work better if you're managed in a particular way or within a particular working environment?

You might like lots of autonomy or prefer to have more support when you're learning a new skill. Perhaps you work better if you have time to think about a subject before you attend a meeting on it or maybe you work best when you think on your feet. Maybe you prefer a reflective environment or a busy, noisy one. Let us know what works best for you. We can't promise that we can give you everything you ask for but hopefully we can reach a good compromise.

9. Do you have a particular way that you deal with stress?

We all manage stressful periods in different ways so if you let us know how you tend to react then we can talk through ways that we might help so you're ready if you start to feel overwhelmed.

10. How do you prefer to receive feedback?

We want everyone to have the opportunity to live their best work-life but this sometimes means that we need to give constructive feedback so that everyone continues to grow and develop. If you have found that a particular approach motivates or demotivates you then please let us know.

11. Is there anything that you need in order to do great work?

It might be certain equipment, a particular working pattern or something else but whatever it is let us know and we can discuss what is possible.