



FLEXIBLE WORKPLACE PRACTICES: EMPLOYEE QUESTIONNAIRE

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WANT MORE?

To help fleet employers build flexible workplace practices, Trucking HR Canada wrote *Flexible Workplace Practices: The Growing Importance of New Ways of Working*. Help your company offer new ways of working by exploring the following topic areas:

- Why employers should consider offering flexible work options
- What are common flexible work options used today and their prevailing benefits
- Factors to consider before initiating flexible work practices
- Recommendations on how to effectively implement flexible work arrangements
- Guidelines for measuring success

To view this online resource visit THRC's **HR Resource Library**.



EMPLOYEE QUESTIONNAIRE

If you are considering introducing flexible workplace practices within your company, speaking with employees in advance can allow you to better understand their thoughts and desires to enable effective planning for implementation.

The questions below are examples of what can be asked to either a select group of employees or to everyone.

1 If the company was to offer flexible workplace practices, which of the following options would be most appealing for you *[check all that apply, examples below]*:

- | | |
|--|--|
| <input type="checkbox"/> a. Job Sharing | <input type="checkbox"/> f. Part-Time |
| <input type="checkbox"/> b. Compressed work schedule | <input type="checkbox"/> g. Gradual Retirement |
| <input type="checkbox"/> c. Flexible work hours | <input type="checkbox"/> h. Other Options (please specify) |
| <input type="checkbox"/> d. Hybrid work model - from home/ in office | _____ |
| <input type="checkbox"/> e. Exclusive remote work (work from home) | _____ |

2 What would you anticipate are the benefits to you, and to the business, if *[list example checked in Question #1]* is implemented?

3 What, if any, challenges would you anticipate for you and for the company if *[list example checked in Question #1]* was implemented.



4 If a flexible option for you would include working from home, are you properly equipped to do so, including:

Having a private space in which to work? Yes No

Having the proper internet connectivity and privacy? Yes No

Ensuring an ergonomic set up? Yes No

5 If you're interested in Flexible Work Hours, what changes to your schedule would you make?

6 What timeframe would you require to ensure you are ready (both personally and at work) for a flexible workplace option?

7 If the company was to introduce a flexible workplace model as a trial option, what would be the best timeline to ensure full consideration of program?

a. 3 months b. 6 months c. 9 months d. 12 months e. Other

8 What are some of the questions or concerns that you might have around the company introducing flexible workplace practices?





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