

ABOUT TRUCKING HR CANADA

As a national, non-profit organization, **Trucking HR Canada** advances modern HR solutions for the trucking and logistics workforce.

One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

Visit truckinghr.com to find out more.

DISCLAIMER

The information contained within does not constitute legal advice. Trucking HR Canada, and all content contributors, bear no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the recommendations contained in this document.

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.

	mpany was to offer flexible workpla e most appealing for you [check all	ace practices, which of the following options that apply, examples below]:
a. Job Sha	ring	f. Part-Time
b. Compre	ssed work schedule	g. Gradual Retirement
c. Flexible	work hours	h. Other Options (please specify)
d. Hybrid w	vork model - from home/ in office	
e. Exclusiv	re remote work (work from home)	
	ould you anticipate are the benefits in Question #1] is implemented?	to you, and to the business, if [list example
	any, challenges would you anticipation of the contract of the	te for you and for the company if [list example

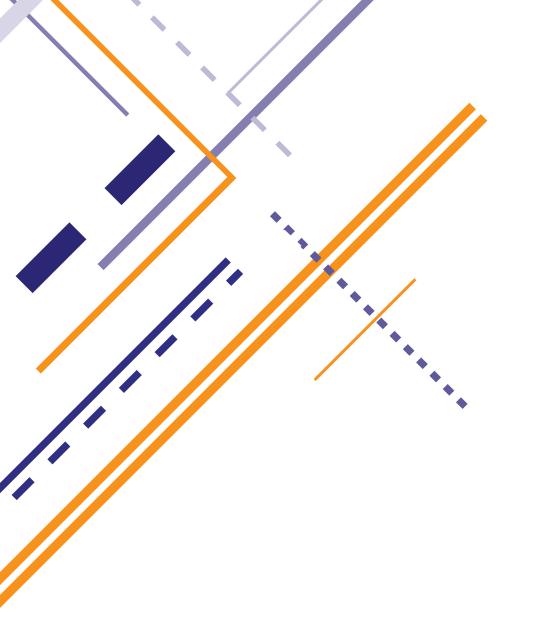




4	If a flexible option for you would include working from home, are you p do so, including:	roperly equi	pped to
Having	a private space in which to work?	Yes	No
Having	the proper internet connectivity and privacy?	Yes	No
Ensurir	ng an ergonomic set up?	Yes	No
5	If you're interested in Flexible Work Hours, what changes to your schemake?	dule would y	ou .
6	What timeframe would you require to ensure you are ready (both perso for a flexible workplace option?	nally and at	work)
7	If the company was to introduce a flexible workplace model as a trial of the best timeline to ensure full consideration of program?	ption, what	would be
	a. 3 months b. 6 months c. 9 months d.12 mo	onths	e. Other
8	What are some of the questions or concerns that you might have around introducing flexible workplace practices?	nd the comp	any







FLEXIBLE WORKPLACE PRACTICES: EMPLOYEE QUESTIONNAIRE

PREPARED BY:



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