

Danish Psychosocial Working Environment Questionnaire (DPQ): Workplace Questionnaire

Work environment and well-being in the workplace

Dear participant

This questionnaire has its focus work environment and well-being in the workplace.

The questionnaire deals with a wide range of different topics, such as collaboration, management, and demands at work. All these topics are important for the well-being of employees.

The results from the questionnaire survey can be used for inspiration and as a basis for dialogue on work environment and well-being in the workplace.

How to do it

It takes approx. 20 minutes to answer the questionnaire. You answer the questions by tick your answer in one of the response categories next to the questions.

Confidentiality

Your answers will be treated confidentially. Results will only be presented for the entire and for the individual departments. Your answers will not be recognizable when the results of the survey are presented.

Thank you for participating!

Psychosocial work environment

The following questions focus on the content and the organization of your work

1. *About influence and possibilities for development in your current job*

1. Do you have any influence on how you carry out your tasks at work?
2. Do you have sufficient authority to deal with the responsibilities you have in your work?
3. Is it possible for you to make important decisions about your work?
4. Do you have any influence on the order in which you carry out your work tasks?
5. Does your work provide you with opportunities for developing your skills?
6. Do your work tasks vary a lot?
7. Do you have possibilities to learn something new through your work?
8. Do you have good opportunities for further training and education?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent

2. *About the content of your current job*

1. Are there clear goals for your work tasks?
2. Do you know exactly what is expected of you at work?
3. Do you know when you have carried out your job well?
4. Do you know exactly what your responsibilities are?
5. Do you have to do things in your work that you feel should be done differently?
6. Are there any conflicting demands in your work?
7. Does your job involve tasks that conflict with your personal values?
8. Do you sometimes have to end a task even though you do not feel you have completed it?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent

3. *About your possibilities for performing your work tasks*

1. Do your working conditions allow you to carry out your work satisfactorily?
2. Do you have the tools you need (e.g. technical assistive devices, tools, machinery, IT solutions, etc.) for you to do your job satisfactorily?
3. Are there enough employees at work for you to do your job satisfactorily?
4. Can you perform your work tasks to a level of quality that you are satisfied with?
5. Do you spend time on work tasks that you have difficulty seeing the purpose with?
6. Are you placed in situations at work that are unnecessarily difficult to deal with?
7. Is your work made more difficult than necessary due to poor work procedures?
8. Do you have to do work tasks that you think are unnecessary?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent

4. *About the level of predictability in your current job*

1. Do you receive timely information about e.g. important decisions, changes and plans for the future at your place of work?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent.

2. Are you informed well in advance if changes are made to your work tasks?
3. Are you informed well in advance of changes to whom you will be working with?
4. Are you informed well in advance if there are changes to your working hours?

Response options: Response options: Always; Often; Sometimes; Rarely; Never/almost never.

The next questions focus on the demands in your work

5. *About work pace, deadlines and emotional demands at work*

1. How often is it the case that you do not have time to complete all your work tasks?
2. How often do you receive unscheduled work tasks that place you under time pressure?
3. How often do you have deadlines that are hard to meet?)
4. Do you get behind with your work?
5. Is the pace of work so fast that it affects the quality of your work?
6. Do you have to work very fast?
7. Are you placed in emotionally demanding situations at work?
8. As a result of your work, do you come into contact with people who oppose you or are aggressive towards you?
9. Do you have to deal with relationships at work that are emotionally challenging?

Response options: Always; Often; Sometimes; Rarely; Never/almost never

The next questions focus on the leadership and cooperation in your workplace

6. *About cooperation with your closest colleagues in your workplace*

1. Do you and your colleagues help each other if someone has too much to do?
2. Is there a sense of community and cohesion between you and your colleagues?
3. Do you and your colleagues agree on what is most important in your work tasks?
4. Do you and your colleagues work well together when problems emerge which require cooperation among you?
5. Do you and your colleagues keep each other informed about things that are important for you to do your job well?
6. Do you trust the ability of your colleagues to do their job well?
7. Can you express your views and feelings to your closest colleagues?
8. In general, do you and your colleagues trust one another?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent

7. *About your immediate supervisor*

1. Is the relationship between your immediate supervisor and you and your co-workers characterized by mutual respect and recognition?
2. Does your immediate supervisor have a clear understanding of the work tasks that you and your co-workers perform?
3. Does your immediate supervisor take the needs and views of you and your co-workers into consideration when making decisions?
4. Does your immediate supervisor contribute to solving everyday problems?
5. Does your immediate supervisor give high priority to the wellbeing of employees in the workplace?
6. Is your immediate supervisor good at communicating clear goals for work?
7. Is your immediate supervisor good at resolving conflicts?
8. Is your immediate supervisor good at motivating the employees?
9. Can you talk with your immediate supervisor about difficulties you experience at work?
10. Can you get advice and guidance from your immediate supervisor if you need it?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent

8. *About trust, justice and cooperation in your workplace*

1. Are conflicts resolved in a fair way?
2. Can one get a clear reason when important decisions are made in your workplace?
3. Does the management at your workplace respect you?
4. Does the management at your workplace treat you fairly?
5. Does the management encourage you and your colleagues to come up with ideas for improvements?
6. Do employees and managers work well together to improve work procedures?
7. Are suggestions for improvements treated seriously by the management in the workplace?
8. Are your efforts recognized and appreciated at your place of work?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a very low extent

The next questions focus on conflicts in the workplace

9.1. *Have you been exposed to work-related threats during the last 12 months?*

('Threats' denotes verbal or written threats or threatening behaviour)

Response options: Yes, daily or almost daily; Yes, weekly; Yes, monthly; Yes, occasionally; No.

If yes, who were you threatened by?

Response options: Overall management/Business owner; Immediate supervisor; Colleagues; Subordinates; Customers; clients, patients, pupils, relatives (with 'relatives' we think of relatives to pupils, clients or patients); The threat has/threats have been put forward anonymously

9.2. *Have you been exposed to work-related physical violence during the last 12 months?*

Response options: Yes, daily or almost daily; Yes, weekly; Yes, monthly; Yes, occasionally; No.

If yes, who was violent towards you?

Response options: Overall management/Business owner; Immediate supervisor; Colleagues; Subordinates; Customers; clients, patients, pupils, relatives (with 'relatives' we think of relatives to pupils, clients or patients)

9.3. *Have you been exposed to bullying in your current job during the last 12 months?
(Bullying takes place when a person repeatedly and over an extended period of time is exposed to unpleasant or degrading treatment. For bullying to take place the person who is bullied must find it difficult to defend him- or herself.)*

Response options: Yes, daily or almost daily; Yes, weekly; Yes, monthly; Yes, occasionally; No.

If yes, who were you bullied by?

Response options: Overall management/Business owner; Immediate supervisor; Colleagues; Subordinates; Customers; clients, patients, pupils, relatives (with 'relatives' we think of relatives to pupils, clients or patients)

9.4. *Have you been exposed to sexual harrassment in your workplace during the last 12 months?*

Response options: Yes, daily or almost daily; Yes, weekly; Yes, monthly; Yes, occasionally; No.

If yes, who were you sexually harrassed by?

Response options: Overall management/Business owner; Immediate supervisor; Colleagues; Subordinates; Customers; clients, patients, pupils, relatives (with 'relatives' we think of relatives to pupils, clients or patients)

9.5. *Have you within the last 12 months experienced discrimination or been treated poorly due to e.g. your sex, age, ethnicity, religion, health or sexual orientation?*

Response options: Yes, daily or almost daily; Yes, weekly; Yes, monthly; Yes, occasionally; No.

If yes, who discriminated or treated you poorly?

Response options: Overall management/Business owner; Immediate supervisor; Colleagues; Subordinates; Customers; clients, patients, pupils, relatives (with 'relatives' we think of relatives to pupils, clients or patients)

9.6 *Have you within the last 12 months experienced work-related harrassment by customers, clients, patients, pupils or relatives?*

(Harrassment occurs when a person is exposed to offensive acts, threats or persecution from persons that one is in contact with through one's job, e.g. customers, clients, patients, pupils or their relatives, but not colleagues, superiors or subordinates)

Response options: Yes, daily or almost daily; Yes, weekly; Yes, monthly; Yes, occasionally; No.

If yes, how/where did the harrassment occur?

Response options: At my workplace; Outside of my workplace, e.g. at home or in town;
Through social media; By telephone, SMS, email or letter; Other

The next questions focus on larger changes in your workplace

10. Have any major changes been implemented at your workplace during the past two years
(e.g. a restructuring of the workplace or layoffs)?

Response options: Yes; No

10.a. If major changes have been made in your workplace, please think about how the
changes have been dealt with.

(If you are a supervisor yourself, please think about how your managers have dealt with the
changes)

1. Did the management inform the employees sufficiently about the changes in the
workplace?
2. Have the employees been sufficiently involved in relation to the changes?
3. Are you generally satisfied with the way the management dealt with the changes?
4. Do you understand the management's reasons for implementing the changes?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a
very low extent

The last questions focus on your experience of your work situation

11. About your work and your workplace

1. Do you feel motivated and engaged in your work?
2. Are your work tasks meaningful?
3. Do you think that your work tasks are interesting and inspiring?
4. Does your work give you self-confidence and job satisfaction?
5. Would you recommend others to apply for a job at your workplace?
6. Do you tell your friends that your workplace is a good place to work?
7. Are you proud of working at your workplace?
8. Does your workplace inspire you to do your best?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a
very low extent

12. About the interplay between your work-life and your private life

1. Does your job demand so much of your energy that it has a negative effect on your
private life?
2. Does your job demand so much of your time that it has a negative effect on your
private life?

Response options: To a very large extent, To a large extent, Somewhat, To a low extent, To a
very low extent

About stress and well-being in your work-life

13. How often have you felt stressed within that last two weeks?

Response options: All the time; Often; Sometimes; Rarely; Never

If 'All the time', 'Often', 'Sometimes' or 'Rarely', the following questions should be asked:

13.a What was the most significant source of your stress?

Response options: Work; Private life; Both work and private life

14. Job satisfaction

1. Overall, how satisfied are you with your job?

Response options: A scale from 0 to 10, where 0 denotes the lowest possible level of job satisfaction and 10 denotes the highest possible level of job satisfaction.

Coding of items and multi-item scales

With the exception of the six dimensions measured within the domain *Conflicts in the workplace*, all dimensions (scales and single items) were measured by scales ranging from 0 to 100. Scale scores were calculated by recoding item scores from 0 to 100 and averaging the scores for items within each scale. For each scale, the score of 100 indicates the highest level of the measured dimension.

Response options for items with five-point Likert scales were scored as follows:

Response option	Score
To a very large extent // Always	100
To a large extent // Often	75
Somewhat // Sometimes	50
To a low extent // Rarely	25
To a very low extent // Never/almost never	0

Response options for items in the scale 'Work engagement' were scored as follows:

Response option	Score
Never	0.0
Almost never	16.7
Rarely	33.3
Sometimes	50.0
Often	66.7
Very often	83.3
Always	100.0

Response options for the two dimensions *Job satisfaction* and *Overall assessment of the psychosocial working environment* were scored on a scale from 0 to 10. To align scores on these two dimensions with a scale ranging from 0 to 100, responses on the original response scale were multiplied with 10.

In multi-item scales we added the score for the chosen response option for each item and divided the sum score with the number of items in the multi-item scale.