DEPARTMENT FOR BUSINESS
ENTERPRISE & REGULATORY REFORM

**EMPLOYMENT RELATIONS
OCCASIONAL PAPER**

The Third Work-Life Balance Employee Survey: Technical report

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JULY 2011

About EMAR

Employment Market Analysis and Research (EMAR) is a multi-disciplinary team of economists, social researchers and statisticians based in the Employment Relations Directorate of the Department for Business, Enterprise and Regulatory Reform (BERR).

Our role is to provide the evidence base for good policy making in employment relations, labour market and equality and discrimination at work. We do this through:

- Conducting periodic benchmark surveys.
- Commissioning external research reports.
- Conducting in-house research and analysis.
- Assessing the regulatory impact of new employment laws.
- Monitoring and evaluating the impact of government policies.

We publicly disseminate the results of this research through the BERR Employment Relations Research Series and other publications. For further details of EMAR's work, including PDF versions of all our publications, please see our web pages at:

http://www.bis.gov.uk/policies/employment-matters/research

About this publication

The project managers for this report were Harjinder Kaur and Wayne Diamond, Research Officers in the EMAR branch.

Electronic copies of this report and all other reports in our research series can be downloaded from the BIS website.

Please contact us at labourmarket.analysis@bis.gsi.gov.uk if you would like to receive regular email updates on our research, new publications and forthcoming events.

This document is provided to support users of the third Work-Life Balance Survey dataset. The dataset contains the main survey data, plus also the derived variables used either directly or indirectly in the production of the department of Business, Enterprise and Regulatory Reform Main findings document.

It briefly chronicles the development of the project from sample design and questionnaire development through fieldwork and on to post-survey work. It also provides an annotated copy of the questionnaire used together with a guide to the terms used within the questionnaire as used by the interviewers. A list of variables which have caveats attached is also provided for data users convenience along with a copy of the SPSS syntax used in the construction of all derived variables.

Throughout, variable names appear in bold type and correspond to the names used in the SPSS file that accompanies this document. In order for researchers to identify problematic variables easily, these have been flagged on the variable names (within the documentation) and on the variable labels (in the SPSS file) using the following conventions:

*   =   'Caveat attached'
#   =   'Derived variable affected by problems on a survey variable'

Details of the attached caveats are given in Appendix C. These are provided in an attempt to highlight problems obtained within the data.

Note:

Independent Communications & Marketing (ICM) and Institute for Employment Studies (IES) in conjunction with DTI were responsible for the design and implementation of the project whilst a Swansea University based team were brought in at the end of the project to provide validation and checking and in 2010 undertook a thorough data cleaning exercise. Some issues came to light within the data which the Swansea team have attempted to highlight and, where possible, remedy. Every care has been taken to ensure that as many issues as possible have been duly noted/corrected.

The main body of this report, together with Appendices B and D, are in large part, the documentation which was supplied to DTI by IES and not the work of the Swansea team. That team was responsible for the production and content of Appendices A, C and E.

Any queries regarding the data or documentation should, in the first instance be directed to BERR.

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1
Introduction

The Department of Trade and Industry (DTI) commissioned Independent Communications and Marketing (ICM) and the Institute for Employment Studies (IES) jointly to undertake the Third Work-life Balance Employee Survey (WLB3).

The first survey in this series of research was conducted by the Department for Education and Employment in 2000 and provided a baseline against which future surveys could be compared. However, major changes were made in the survey's methodology between the first survey and the Second Work-Life Balance Employee Survey conducted in 2003, when quotas were introduced at the start of the fieldwork.[1]

The main aims of the 2006 study were to:

- establish the extent to which employees perceive the provision of work-life balance practices as inclusive.

- ascertain the demand for work-life balance practices.

- assess take-up of work-life balance practices including reasons for non-take-up (e.g. impact on job security and promotion).

- ascertain employee views on the detrimental effects of flexible working.

- establish the extent to which work-life balance practices meet employee needs, including their views on the feasibility of their employer extending these arrangements.

- establish how, and to what extent, employees are informed of, and are involved in, the development and implementation of the various work-life balance arrangements, including whether there are procedures in place for taking their views into account.

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[1] See Terence Hogarth, et al (2001) 'Work-Life Balance 2000: results from the Baseline Study. Research Report', Research Report No 249. DfEE, London. http://www.dfes.gov.uk/research/data/uploadfiles/RR249.pdf and Jane Stevens, et al (2004) 'Second Work-Life Balance Study: Results from the employee's survey', Employment Relations Research Series No. 27, DTI, URN 04/740. This can be ordered or downloaded from www.berr.gov.uk/publications or http://www.berr.gov.uk/employment/research-evaluation/errs/page34741.html. Note there are two PDFs (the second is the appendices).

- ascertain employee views on the impact of work-life balance practices, including the impact on employee commitment, and the employment relations climate.

The survey also needed to collect a range of demographic data on respondents to enable monitoring of change since the earlier surveys.

The target number of interviews to be completed was 2000. Interviews were conducted with respondents aged 16 and over (1,096 interviews with men aged 16-64 years old and 985 interviews with women aged 16-59 years), living in Great Britain and working as employees in organisations employing five or more persons at the time of being interviewed.

The fieldwork was undertaken between 13 February 2006 and 16 March 2006. A total of 2,081 employee interviews were completed, with a response rate of 32 per cent (see Table 7).

2
Sample design

A sample strategy was designed that would be representative of people of working age (16-64 for men and 16-59 for women), who were current employees in organisations employing five or more people and who were living in private households in Great Britain.

Previous waves of this survey had suffered from under-representing key groups in the labour market – typically males and females under 24 years of age and those working in private sector organisations. In order to address this issue previous surveys were required to up-weight the data in a number of key areas. While weighting is a common practice in order to take into account the under-representation of key groups, up-weighting under-represented groups can affect the quality and reliability of the data.

The use of random probability sampling in particular has a tendency to under represent certain groups and in particular younger people in telephone surveys. For example, in the case of the 'last birthday rule', the interviewer can only substitute one person for another person in the household if the 'last birthday' contact falls outside the screening category for the study (e.g. if they were not working, were under the age of 16 and so on).

Younger people are less likely to answer the telephone and conduct an interview if there are older adults (e.g. their parents) in the household at the time of the call. As a result, those under 24 years of age are typically less likely to be interviewed and are replaced in the survey with individuals from other households who are easier to contact and therefore to interview (i.e. older people). For this reason the decision was taken to specifically interview the youngest person in each household who was over the age of 16 and in paid employment.

In addition, using random probability sampling can potentially skew the results of the data or require the data for under-represented groups to be up-weighted, which can significantly affect the quality of the data presented during analysis.

In order to avoid under-representing key segments of the labour market, interlocking quotas were introduced into WLB3 based on gender and age, to ensure that the study reflected the age and gender balance of Great Britain. Table 1 presents the interlocking quotas set for the 2006 survey based on the Summer 2005 Labour Force Survey.

To tackle the problem of under-representing private sector employees (as experienced in the 2003 WLB survey), a public and private sector quota was also applied across the entire sample so as similarly to correspond with the

Summer 2005 Labour Force Survey. The aim was to achieve 1,442 responses from employees working in private sector organisations and 558 responses from public sector employees.

In both cases – the interlocking age and gender quotas, as well as the public and private sector quota – ICM were expected to hit the targets by +/-3 per cent.

Table 1   Target interviews by age band and gender

Gender	16-24 years	25-34 Years	35-44 years	45-54 years	55-64 years	TOTAL
Male	151	236	283	234	163	1,067
Female	141	204	251	215	122	933
Total	292	440	534	449	285	2,000

Source: Third Work-Life Balance Employee Survey

Although data collected using quota sampling techniques cannot be tested for statistical significance or estimates of standard deviation utilised, there are a number of advantages to sampling in this way. Quota sampling allows fieldworkers to prioritise interviews with specific groups of people (in this case the younger age groups) early in the fieldwork period, so that these groups are represented in line with known population data. Projects using quota sampling are also cheaper to complete and can usually be conducted in less time than a project employing random probability sampling.

Sampling strategy
In order to ensure that the research was nationally representative and that each household (with a landline telephone) in Britain was eligible to take part in the survey, ICM undertook this work using Random Digit Dialling (RDD). By conducting the work in this way, all domestic telephone numbers were available to be selected, including those households that had signed-up to the Telephone Preference Service (TPS).[2]

At present, landline penetration is around 85-90 per cent in Great Britain. However, in some postcode sectors it is much lower – typically, in areas with high concentrations of young professionals, students, ethnic minorities and poorer households. The sampling strategy took into account this problem and ICM requested telephone numbers in proportion to household data based on the 2001 Census in postcode sectors, rather than the proportion of domestic landline telephone numbers in postcode sectors.

ICM Research, like most research companies in the United Kingdom, purchased telephone samples from the leading number specialists UK

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[2] The TPS is a Department of Trade and Industry administered scheme that allows households to place their telephone number on a register so their domestic number can not be called as part of a sales campaign. While TPS numbers cannot be called as part of a sales campaign, social and market research is exempt from TPS guidelines and TPS numbers can be used for research purposes. Of the 67,000 telephone numbers supplied to ICM by UK Changes in February 2006, almost 19,000 were TPS numbers.

Changes. Telephone numbers are derived from a database containing all listings for all BT, Cable & Wireless and cable subscribers and is updated around 40,000 - 50,000 times every day.

ICM requested 67,000 telephone numbers chosen in proportion to known population densities in Britain. UK Changes supplied the RDD sample in direct proportion to the household density of Britain. This is created through a complex mapping process that aligns telephone number data to locality information. The process involves mapping postcode sectors (for example, NE22 5) to telephone stubs (for example, 05670 822) and known population densities in the postcode sectors.

The samples produced are randomised from the selected 'seed' numbers using a process that randomly generates the last three digits of the telephone number. For example, if requesting 5 telephone numbers from postcode sector NE22 5, the beginning of the telephone number would be 05670 822. The remaining last three digits of the telephone number would be randomly generated so that all households in the NE22 5 postcode sector had an equal chance of being selected. In this case, the telephone numbers may have been 05670 822123, 05670 822456, 05670 822789, 05670 822228 and 05670 822925.

Connectivity rates are currently in the region of 75-80 per cent. This is due to all numbers being screened against various exception files including:

- Business Database: all records are screened against the full listed business subscriber telephone number database.

- Fax Database: all records are screened against our in-house fax number database.

- Non-Contact 'Dead' Number File: all records are screened versus the Direct Select in-house 'non-contact' number file. This file is gathered from RDD sample users on a regular basis and matching numbers are deleted.

The sample of random numbers is 'generated' rather than selected from a finite list. This means that the data is as random as can be possibly attained across a mix of socio-demographic groups. Inevitably it will include some ex-directory and TPS subscribers, some business lines and some lines that are not connected.

A drawback of sampling in this way is that, particularly in urban areas, the boundary for telephone exchanges do not match defined postal boundaries. It is therefore common that any given number that is believed to fall within one area, might well fall just inside the boundary of another. This is not too much a factor in rural areas, but in urban areas it can mean that some randomly generated telephone numbers are inaccurately labelled with respect to area.

3 Questionnaire development

The starting point for development of the questionnaire was a modified version of that used in the Second Work-Life Balance Employee Survey research conducted by MORI. The IES team, in consultation with BERR and ICM, re-worked the questionnaire to address the specific objectives of the 2006 survey.

The questionnaire was structured into nine sections:

- Section S: Screening section (to enable an interview to take place with the youngest member of the household who met the screening criteria).
- Section A: Additional background information (to collect information on responsibilities with regard to childcare).
- Section B: Hours of work (including questions on contracted hours and hours usually worked)
- Section C: Work-Life Balance Practices and Policies (including questions on requests to change the way respondents regularly worked, whether they worked flexibly or would like to, and the consequences of flexible working)
- Section D: Holidays and time off work (including questions about taking time off in an emergency, taking parental leave and paid holiday entitlement)
- Section E: Carers (collecting information about the caring responsibilities of respondents)
- Section G: About your employer (collecting employer characteristics)
- Section Y: About your job (collecting information about the respondent's job)
- Section Z: About you (collecting personal characteristics of the respondent)

A copy of the final questionnaire is shown in Appendix A.

Cognitive testing
Cognitive testing seeks to understand the thought processes that a respondent uses in trying to answer a survey question. The aim is to see whether the respondent understands both the question as a whole and any key specific words and phrases it might contain, what sort of information the respondent needs to retrieve in order to answer the question, and what decision making processes the respondent uses in coming to an answer.

Twelve cognitive interviews were carried out in a face-to-face situation on 19 and 20 January 2006. Interviewees were recruited for IES by fieldwork company Indefield, and interviews were conducted in IES's offices.

Interviewees were selected from different socio-demographic backgrounds, so that interviews included a mix of respondents in terms of variables such as sex, age, occupational groups and full and part-time workers. Information on the cognitive interviewing sample is provided in Table 2.

Table 2	Cognitive interview sample		
Gender	Age (years)	Working status	Occupation
Female	18	Part-time	Waitress
Female	21	Full-time	Hairdresser
Female	37	Full-time	Care worker
Female	39	Part-time	Travel consultant
Female	44	Part-time	Travel consultant
Female	60	Full-time	Accounts clerk
Male	25	-	Personal fitness trainer
Male	35	Full-time	Senior teacher
Male	38	Full-time	Catering
Male	40	Full-time	Project manager
Male	40	Full-time	Engineer
Male	45	Full-time	Product manager
Male	45	Full-time	Product manager

Source: Third Work-Life Balance Employee Survey

Recruits were given £35 of high street gift vouchers as an incentive to participate. The researcher probed the respondent about what they understood about specific aspects of a selection of questions taken from the survey and how they had composed their answers. While each researcher had a standard list of probes that were developed before interviews were conducted, they also asked questions based on issues raised in each particular interview.

On completion of the cognitive testing, IES submitted a short written and verbal report to BERR, comprising an annotated questionnaire and a covering note outlining the methodology, findings and recommendations for amendment of the questionnaire. This report is presented in Appendix B.

Pilot survey
As part of the pilot process, the questionnaire was tested using ICM's computer aided telephone interview (CATI) system to ensure that respondents were routed to relevant questions and sections later in the survey. The script was checked by ICM staff as well as IES and BERR staff before using the questionnaire live in the telephone centre.

Piloting in the telephone centre
Interviewers were briefed by ICM's telephone centre supervisors before starting the interviews. This involved taking all interviewers through the questionnaire in real-time, using the CATI system and giving interviewers dummy answers, a process that took almost 90 minutes.[3] Any queries raised by interviewers during this 'walk-through' were dealt with by IES.

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[3] Any additional interviewers added to the WLB3 survey team underwent this same training process.

Twenty-seven pilot interviews were conducted on 6 February 2006 after the cognitive interviews to:

- Help refine the content and structure of the questionnaire.

- Ensure that all questions were fully understood and presented in an order considered to be appropriate.

- Ensure that the vocabulary and question wording was appropriate.

- Verify the approximate length of time required to complete the questionnaire.

Researchers from ICM, IES and BERR attended and listened in on a selection of the interviews at both the pilot stage and throughout the fieldwork. No quotas were set during the pilot stage and Table 3 provides a breakdown of the profile of respondents taking part.

Table 3   Profile of respondents to WLB pilot, by quota targets and government office region

Quota targets	Completed interviews (number)	Government Office Region	Completed interviews (number)
Gender			
-Male	11	Scotland	2
-Female	16	North	2
Sector		North West	2
-Private sector	17	Yorks & the Humber	2
-Public sector	10	East Midlands	2
Age		West Midlands	3
-16-24 years of age	6	Wales	2
-25-34 years of age	5	East	2
-35-44 years of age	8	Greater London	4
-45-54 years of age	6	South East	4
-55 years and over	2	South West	2
Source: Third Work-Life Balance Employee Survey			

After the pilot interviews, the interviewers, their supervisor and members of the ICM, IES and BERR team held a debriefing session. This session was designed to find out, from the interviewers' perspective, what they felt were the key issues that needed to be dealt with in the script. The pilot did not suggest that there would be any problems achieving contact/cooperation for the main stage fieldwork, although it is important to note that no quotas were applied during the pilot.

The average interview length of the 27 pilot interviews was 32 minutes and following the debriefing session, a number of changes to the questionnaire were agreed and implemented for the main stage survey. These changes included:
- Adding 'don't know' responses to a variety of questions.
- Adding prompts for interviewers to explain key terms.
- Adding a question on the awareness of the right to flexible working.

- Adding questions on the consequences of working practices.
- Adding a question on awareness of the extension to the right to request flexible working to carers.
- Moving, re-wording and deleting some questions.

The resulting changes to the questionnaire successfully cut one minute from the initial timings of the survey. By the end of the survey period, the average interview length had fallen to 25 minutes[4]. A copy of the final questionnaire is presented in Appendix A.

Changes to the questionnaire during fieldwork
During the early stages of the fieldwork, data checks showed that two questions were producing anomalous results. The questions were:
- Question e01
- Question z01a.
-

Question e01: Caring for adults

The data from early fieldwork suggested that some respondents were confused by the original version of question e01. The question read:
> "May I check, are there any adults living with or not living with you who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity and are they living in your household?"

Interviewers then probed respondents to the following pre-codes:
- Yes - in this household
- Yes - in another household
- Yes - both in this household and in another household
- No

ICM's interviewers believed that the combination of an overly-long question and the pre-codes were confusing respondents. The question wording was amended and the question split into two parts. The first part of the question asked respondents if they had any caring responsibilities. Where respondents answered "yes", it was followed up with a question asking where they cared for these adults.

The amended wording of question e01 was:
- "May I check, are there any adults living with or not living with you who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity?"

Those answering "yes" (i.e. those with caring responsibilities to adults) were then asked at e01a:

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[4] ICM's CATI system is not able to collect the interview length of interviews started on one day and finished on another day. As a result, such interviews have been excluded from the average interview length calculation.

"Are they living in your household, in another household or in both this household and in another household?"
> Yes - in this household
> Yes - in another household
> Yes - both in this household and in another household
> No
> Not sure

Question z01: Civil partnerships

ICM asked respondents to give information on their marital status, using the following questions (z01):

"Are you currently living with a partner?"
Answer options: "Yes" and "No"

The question was followed-up with the following (z01a):
> "And what is your marital or civil partnership status?
> - Single
> - Married
> - In a civil partnership
> - Divorced
> - Widowed
> - Separated
> - Refused"

Interviewers were told to prompt, as necessary, where respondents queried the meaning of "civil partnerships" with the following wording:
> "Civil partnerships" are similar to marriage but are for same-sex couples."

However, data collected from question z01 suggested that some respondents were confused by the term "civil partnerships". It was assumed that some respondents were confusing "civil partnership" (a term used to describe a relationship similar to marriage, but for same-sex couples) with cohabitation (where a man and woman were living together, but were not married). In order to overcome this confusion, where respondents said they were in a "civil partnership", interviewers double-checked that respondents clearly understood the term "civil partnership" as presented below by asking the following question:

- "You said you are in a civil partnership. Can I just check - civil partnerships are similar to marriage but are for same-sex couples. Are you in a civil partnership?"

Unfortunately despite the changes made, several problems remained within the dataset which mean that some variables are not of a quality which might be hoped for in such a study. Appendix C gives details of all variables affected by caveats and/or routing problems.

Within the dataset all affected variables are marked with a * in the variable label to denote a caveat is attached and the same symbol is used throughout the supporting documentation (including the copy of the questionnaire) in order to make it easy to identify those variables which need to be treated with additional care and consideration in use.

4
Fieldwork

Fieldwork for the main stage of the survey was carried out by ICM interviewers at their Kentish Town call centre between 13 February 2006 and 16 March 2006.

Training material and interviewer instructions

Prior to undertaking any fieldwork, ICM's interviewers undertake a programme of training. Unless specifically requested to by the client, ICM does not conduct any training that is specific to a given project.

Although the questionnaire was designed by IES and BERR, ICM provided input on the design to ensure that all questions could be clearly understood by the interviewee without any further explanation from the interviewer. This is an important aspect of any social research project, as the interviewer should play no part in assisting the interviewee to answer any question. Where participants are unclear about the question, ICM interviewers are trained to repeat the question and NOT rephrase or paraphrase the question.

Where unfamiliar words or phrases were used in the survey (for example, 'compressed working week') a full definition of the phrase was given to the interviewee the first time it was used. For subsequent referrals to the same phrase, the definition was inserted into the CATI script as an unprompted definition (it was not read out unless the respondent was unclear about the phrase). Finally, each interviewer was presented with a hard copy of the full and shorter definitions of these key terms and these are presented in Appendix D.

Contacting procedures

The Sample Management System allows for the monitoring of fieldwork throughout the whole process. This is especially important when it comes to calling back respondents. In the case of this survey, ICM aimed to call a number up to 10 times before subsequent numbers replaced it. This is becoming an increasingly important factor, as there is evidence to suggest that it is easier to get through to, and indeed interview, certain kinds of people compared to others.

Overall, ICM achieved completed interviews to within three per cent of the quotas set by BERR – that is, all minimum quotas were hit to within 3% of the targets set. However, meeting the quotas for males and females in the 16-24 year old age band was more difficult to achieve than those in older age groups. In the latter stages of the fieldwork, ICM was still short of respondents in the 16-24 year old categories and in order that ICM completed the 2,000 interviews it was contracted to by the deadline set by BERR, it was necessary for interviews to be conducted with older males and females in quotas already filled. This means that data tables could be produced on 2,000 respondents,

while ICM spent four more days trying to achieve interviews with younger males and females. As a result, the survey slightly over-represented males aged 35-44 years and 45-54 years, as well as females aged 25-43 years, 35-44 years and 45-54 years.

The targets for the interlocking quotas set and the actual number of interviews achieved is presented in Table 4.

Table 4	Achieved interviews by age band and gender					
Gender	**16-24 years** (number)	**25-34 Years** (number)	**35-44 years** (number)	**45-54 years** (number)	**55-64 years** (number)	**TOTAL** (number)
Males						
-Target	151	236	283	234	163	1,067
-Achieved	145	238	299	248	165	1,096[5]
-Difference	-6	+2	+16	+14	+2	+29
Female						
-Target	141	204	250	215	122	933
-Achieved	144	216	271	224	120	985[6]
-Difference	+3	+12	+21	+9	-2	+52
Total						
-Target	292	440	533	449	285	2,000
-Achieved	289	454	570	472	285	2,081
-Difference	-3	+14	+37	+23	-	+81
Source: Third Work-Life Balance Employee Survey						

In addition, ICM achieved 1,401 completed interviews with individuals working in private sector organisations (compared with a target of 1,442) and 669 responses with individuals working public sector organisations (compared with a target of 558).

Interviewing hard-to-reach people
As discussed previously, younger people, and especially males aged 16-24 years, are traditionally the most difficult respondents to interview and as a result their views are not always captured in telephone surveys. This was one of the main reasons that this survey used interlocking sex and age quotas and, as part of the screening process, sought to interview the youngest member of the household that met the screening criteria (i.e. an employee in an organisation with 5 or more employees).

An analysis of the data shows that younger people were more likely to complete the survey on a Wednesday and Friday (and to a lesser extent Thursday) when compared with those aged 25 years and over. In contrast, those aged 25 years and over were more likely to take part in the survey on Saturday, Sunday, Monday and Tuesday. However, this analysis does not take into account the number of interviewers on a given shift or day. Table 5 shows the proportion of interviews completed on a given day of each week of the fieldwork.

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[5] Includes one respondent aged between 16 and 64 who refused to give his age.

[6] Includes 10 interviews with females aged 16-59 who refused to give their actual age.

Table 5	Interview completions by day of the week, by age band							
Age band	**Proportion of interviews completed**							
	Mon (%)	**Tues (%)**	**Weds (%)**	**Thurs (%)**	**Fri (%)**	**Sat (%)**	**Sun (%)**	**Total (%)**
16-24 years	6.5	14.3	17.2	10.4	14.0	28.0	9.7	100.0
25 years & over	8.0	15.6	11.7	9.8	11.9	31.4	11.6	100.0
Total	7.8	15.5	12.5	9.9	12.2	31.0	11.4	100.0
Source: Third Work-Life Balance Employee Survey								

Analysis was also conducted of the time of day that interviews were completed. The data collected from the CATI system shows that a higher proportion of interviews were completed with 16-24 year olds during the period 10am to 1.59pm and between 6pm and 7.59pm compared to those with the older respondents. Again, some level of caution should be employed, as the analysis does not take into account the number of interviewers on a given time shift. Table 6 shows the interviews completed in a given time period throughout the fieldwork.

Table 6	Interview completions by time of the day, by age band						
Age band	**Proportion of interviews completed**						
	10am to 11.59am	12pm to 1.59pm	2pm to 3.59pm	4pm to 5.59pm	6pm to 7.59pm	8pm to 9.59pm	Total
16-24 years	10.8	12.2	11.1	10.4	38.0	17.6	100.0
25 years & over	10.2	10.1	15.3	17.2	30.2	17.0	100.0
Total	10.3	10.4	14.8	16.3	31.3	17.1	100.0
Source: Third Work-Life Balance Employee Survey							

Response rates
Table 7 shows the survey response rate and a detailed breakdown of all calls made during the fieldwork. The final overall response rate among eligible adults was 32 per cent. This was calculated by dividing the total number of interviews (2,081) by the total number of eligible adults identified (2,081), plus the number of those where eligibility was unknown, who were assumed to be eligible (4,489). The number of eligible adults was based on those known to be eligible through screening, plus a proportion of those unproductive cases where eligibility was unable to be established. The estimated eligibility in unknown cases was based on the eligibility rate among cases where eligibility was established.

Table 7   Response rate calculations

Sample description	TOTAL (number)	Proportion eligible for interview	Known ineligible for interview	Known eligible for interview	Presumed eligible for interview
Sample drawn	67,343				
Sample issued	51,029				
Sample not issued (not used during fieldwork)	16,314				
Total sample called during fieldwork period (of those issued)[7]	51,029				
Still active at the end of fieldwork (no contact made, but less than 10 calls made, therefore potential lead)	14,458				
Total used during fieldwork period	36,571				
No contact with respondents	6,773				
Incorrect telephone number/ Telephone number out of service	2,323				466
No response after 10 or more calls	4,450				894
Contacted	25,946				
Interview conducted	2,081			2,081	
Refused – eligibility unknown	15,582				3,129
Not eligible	8,234		8,234		
Out of quota	49		49		
All eligible/ineligible (presumed eligible)[8]		0.20	8,283	2,081	4,489
Valid/ presumed valid sample[9]	6,570				
Completed interviews	2,081				
Response rate[10]	32%				
Contact rate[11]		51%			
Co-operation rate[12]		40%			
Refusal rate[13]		60%			

Source: Third Work-Life Balance Employee Survey

Interviews started but not completed

For the WLB3 survey, a total number of 315 respondents began but did not complete the survey. These 315 'quits' happened at a variety of points during the survey as illustrated in **Error! Reference source not found.**. Overall:

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[7] This includes all calls made during the fieldwork period, including busy numbers; dialler general failure, barred, number out of order or resource bottleneck; duplicate numbers; fax or modem numbers; internal dialler error, interview terminated by signal, no answer/answer machine, not a residential household; and number unobtainable (dead).

[8] The proportion eligible for interview is calculated in the following way: Divide the number who are 'Known eligible for interview' (2,081) by the total of 'Known ineligible for interview' (8,283) + 'Known eligible for interview' (2,081).

[9] The valid / presumed valid sample is calculated by adding together those who are 'Presumed eligible for interview' (4,489) with those who are 'Known eligible for interview' (2,081).

[10] The response rate is calculated as the number of completed interviews as a percentage of those presumed valid.

[11] The contact rate is calculated as the number of people contacted as a percentage of the sample issued.

[12] The co-operation rate is calculated as the number of people who took part in the research plus those who were out of quota and those who were not eligible to take part as a percentage of those contacted.

[13] The refusal rate is calculated as the number of people who refused to participate as a percentage of those who were contacted.

- More than two in five (42.9 per cent) quit during the screener section of the survey (during the process to ascertain if these respondents were eligible for the survey)
- Three in 10 respondents (30.5 per cent) quit the survey during section C – the longest of the survey's sections and one where there is a great deal of questioning that can appear repetitive.

Table 8 Survey started but not completed by respondent

Point in survey (section)	Quit (number)	Quit (%)
Screener	135	42.9
Section A	10	3.2
Section B	49	15.6
Section C	96	30.5
Section D	8	2.5
Section F	1	0.3
Section G	8	2.5
Section Y	6	1.9
Section Z	2	0.6
TOTAL	**315**	**100.0**

Source: Third Work-Life Balance Employee Survey

Males (52.7 per cent) were more likely to start and not complete an interview than females (44.4 per cent), as were those working in private sector organisations (39 per cent) compared to those working in the public sector (18.7 per cent).[14] Those in the West Midlands, London, Eastern, South West and Scotland government office regions were most likely to quit when compared with those in the remaining regions. In addition, those quitting the survey were split across the various age bands, with those aged 35-44 years were the group most likely to start and not complete an interview. Table 9 shows the quit rates by age band.

Table 9 Quit rates by age band

Age band	%
16-24 years	10.8
25-34 years	10.5
35-44 years	15.9
45-54 years	14.0
55 years and over	7.6
Refused/not collected	41.3
Total	100.0

Source: Third Work-Life Balance Employee Survey

Finally, type of telephone number (for example, TPS number or non-TPS number) did not overly affect the quit levels in the survey. For example, while 37 per cent of all respondents refused to take part, 43 per cent of those with TPS telephone numbers and 34 per cent of those with non-TPS numbers refused to take part.

On reflection, some of the questions appearing early in the survey – particularly those asking respondents to detail the number and ages of their

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[14] The remaining quitters by gender (2.9 percent) and organisation type (42.3 percent) did not give this information before the interview was terminated.

children – may have been viewed as especially intrusive. This could be partially responsible for the high number of quits early in the survey.

Responses to these particular questions were, however, needed early in the survey as subsequent questions (and survey routing) were dependent on participants' responses to them. It was therefore felt that it would have been difficult to avoid and any substantial changes to the ordering of questions in a survey once the fieldwork has begun is never good practice. This issue should therefore be reviewed and if possible addressed for the next WLB survey.

5
Post-survey work

After the completion of fieldwork, ICM undertook a range of tasks in order to prepare the data for analysis.

Post-coding verbatim answers or 'other' answer categories
The survey contained several questions at which the interviewer could specify an 'other' answer, and where the exact answer would be recorded verbatim. ICM suggested coding frames for the open-ended responses as well as those questions with 'other – please state' responses. ICM created a document for IES and BERR containing all existing and new codes, with examples of verbatim answers from which the new codes were created. Where the 'other – please state' answers accounted for more than 10 per cent of the total number of responses, these were, where it was possible, 'back-coded' into the existing codes. Where it was not possible to do this, new codes were created. These frames were then reworked by BERR and IES and ICM coded all verbatim responses using the agreed coding frames.

In addition to the open-ended questions, respondents were asked to state the industry they worked in and their occupation. The industries that respondents worked in were coded using the Standard Industry Classification (SIC1992), while the occupations of respondents were coded using Standard Occupational Classification (SOC2000).

Tables
A comprehensive set of tables were produced at the end of fieldwork by ICM showing responses at each question against standard and special cross-breaks.

Weighting

Table 10	Weighting matrix 1 - Summary of weighting						
Given	303.79	121.52	364.55	141.77	303.79	627.83	141.77	76
Counts	302	55	294	110	384	760	100	76
Weights	1.006	2.209	1.24	1.289	0.791	0.826	1.418	1

Lowest weight: 0.791 Highest weight: 2.209 Ratio: 2.793
Effective Base 1929.193
Source: Quantum Weighting Program version 11.9

As interlocking quotas were applied for sex and age band and overlaid with a quota for public and private sector across the entire survey and after a comparison of the survey data alongside the Labour Force Survey (LFS) data, weights were only applied to the dataset for Standard Industry Classification. The weighted and unweighted profile together is presented in Table 11 and the weight can be identified in the dataset by the variable name 'weight'. SIC was the category where the main discrepancies between the two surveys

were most apparent, with the other categories all falling largely in line with LFS estimates.

Table 11   Demographic information of respondents

Characteristic	Unweighted (number)	Unweighted (%)	Weighted (%)
Gender			
Male	1,096	53	55
Female	985	47	45
Parental status			
Parent	512	25	24
Non-parent	1,569	75	76
Gender by parent or non-parent			
Male with dependent	234	11	12
Female with dependent	278	13	13
Male without dependent	862	41	43
Female without dependent	707	34	33
Parental/Marital status			
Coupled mother	187	9	8
Lone mother	89	4	4
Couple father	208	10	10
Lone father	25	1	1
Age of youngest child			
Under 2	40	2	2
2-5	117	6	5
6-11	186	9	9
12+	165	8	8
Age			
16-24	289	14	15
25-44	1,024	49	49
45-54	472	23	22
55+	285	14	14
Working status			
Full-time	1,302	63	63
Part-time	392	19	18
Working status by gender			
Male full-time	795	38	40
Female full-time	507	24	23
Male part-time	68	3	3
Female part-time	324	16	15
Standard occupation code			
Managers/ professional	878	42	39
Clerical/ skilled manual	426	20	21
Services / sales	332	16	16
Operatives /unskilled	345	17	19
Size of establishment			
5-24	582	28	29
25-99	537	26	26
100-249	338	16	16
250+ 546	594	29	27
Length of time with employer			
Up to 1 year	340	16	17
1 year to less than 5 years	662	32	33
5 years +	1,069	51	50
Gross annual household income			
Under £15,000	390	19	20
£15,000 - £24,999	358	17	18
£25,000 - £39,999	397	19	19
£40,000 and over	475	23	22

Managerial duties			
Yes	780	37	37
No	1,301	63	63
Region			
South east and south west	736	35	35
North	511	25	25
Midlands	546	26	26
Wales	104	5	5
Scotland	182	9	9

Source: Third Work-Life Balance Employee Survey

Statistical testing the data tables

Tests of statistical reliability are based on the assumption that each respondent has an equal probability of being selected in a research project. This is not the case with a quota sample survey as employed in this survey and as a result, it is not possible to estimate confidence intervals. However, the practice of testing for statistical reliability with a quota sample is common among social researchers and this was undertaken by ICM.[15]

Concerns about the reliability of the data

BERR were concerned by the high refusal rate and its impact on the reliability of findings. ICM, along with other telephone interview organisations, is experiencing falling response rates to telephone surveys and while the response rate in this case was low in comparison to government-sponsored in-home face-to-face interviews, it compares favourably when considered against other national telephone omnibus and political surveys and is a slight improvement on the 2003 study. As a result of these concerns, ICM undertook a range of tasks to ascertain the extent to which the socio-demographic data collected by ICM during the WLB3 survey matched data collected by other national surveys.

WLB3 and comparable Labour Force Survey data

An analysis was undertaken to compare the characteristics of respondents in the Autumn 2005 Labour Force Survey with (unweighted) characteristics of respondents in the third Work-Life Balance employee survey to see whether respondents were similar. This analysis, presented in Table 12, showed that the low response rate to this survey did not impact on the representativeness of WLB3 and as a result, the data for WLB3 was only weighted by Standard Industry Classification.

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[15] The remainder of this section is based on the assumption of a simple random sample and NOT the quota sample employed.

Table 12   Work-Life Balance Employee Survey versus Autumn 2005 Labour Force Survey

Common variable	Unweighted WLB3 Survey February and March 2006 (%)	Labour Force Survey Autumn 2005 (%)	Difference between LFS and WLB3 (percentage points)
Work status			
Full-time employee	77	77	0
Part-time employee	22	23	1
Government office region			
North East	5	4	-1
North West (inc Merseyside)	11	12	1
Yorkshire and Humberside	9	9	0
East Midlands	7	7	0
West Midlands	9	9	0
Eastern	10	9	-1
London	13	13	0
South East	14	14	0
South West	9	8	-1
Wales	5	5	0
Scotland	9	9	0
Managerial responsibilities			
Manager	25	25	0
Foreman or supervisor	12	13	1
Not manager or supervisor	63	60	-3
Standard occupation code			
Managers and Senior Officials	16	11	-5
Professional occupations	15	9	-6
Associate Professional and Technical	11	10	-1
Administrative and Secretarial	14	9	-5
Skilled Trades Occupations	7	8	1
Personal Service Occupations	8	6	-2
Sales and Customer Service Occupations	8	6	-2
Process, Plant and Machine Operatives	9	6	-4
Elementary Occupations	8	8	0
Standard industry code			
Manufacturing	15	15	0
Construction	3	6	3
Distribution, Hotels & Restaurants	14	18	4
Transport & Communications	5	7	2
Banking, Finance etc.	19	15	-4
Public Admin, Education, &Health	36	31	-5
Other Services	4	7	3

Source: Third Work-Life Balance Employee Survey

Analysis of those refusing to take part in the survey

Overall, 30.5 per cent of all telephone numbers called resulted in a refusal to take part in the survey. Households with TPS telephone numbers were most likely to refuse to take part in the survey when compared with other households. An analysis of the refusal and completion data shows that crude refusal rates[16] across the GB government office regions vary by +/-2

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[16] The crude refusal rate is the proportion of calls made where a potential respondent refused to be interviewed compared to all calls made where an interview was completed or refused.

percentage points, with the refusal rate being highest in the West Midlands (91 per cent) and lowest in Scotland (85.4 per cent). Table 13 illustrates crude refusal and completion rates as a percentage of all calls where the interviewee either refused to take part or completed the interview. This suggests that at a regional level, at least, no one region was overly under- or over-represented in the survey.

Table 13   Crude refusal and completion rates by Government Office Region

Region	Refused (%)	Completed (%)
West Midlands	91.0	9.0
North East	89.0	11.0
Wales	88.8	11.2
London	88.7	11.3
South West	88.6	11.4
South East	88.5	11.5
Yorkshire & the Humber	88.2	11.8
East	87.4	12.6
North West	87.1	12.9
East Midlands	85.8	14.2
Scotland	85.4	14.6
TOTAL	88.2	11.8
Source: Third Work-Life Balance Employee Survey		

Archiving the dataset
Datasets for the first and second Work-Life Balance Studies have been archived with the UK Data Archive at the University of Essex: http://www.data-archive.ac.uk

The dataset for the first study (2000) is deposited as SN 4465. The 2003 Employees' Survey is deposited as SN 5079. The 2003 Employers' Survey is SN 5080.

The dataset for the Third Work-Life Balance Employee survey was provided by ICM to DTI and IES as an SPSS data file, containing derived variables created for the cross-breaks and the weighting. In addition to the data file, ICM provided DTI and IES with data tables produced using Quantum. The results obtained from the SPSS dataset may vary from the computer tables by small amounts. This is a result of the rounding differences that occur when the weighting of the data using Quantum and how these weights are applied in SPSS.

The dataset, computer tables and this technical report have now been deposited with the UK Data Archive. All data has been anonymised, so that no individuals or organisations are identifiable in the dataset.

Those interested in the survey should also refer to the main findings report, published in May 2007, revised in 2011 with amended figures. See Employment Relations Report Series No. 57 (URN 07/714X).[17]

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[17] See Hulya Hooker, Fiona Neathey, Jo Casebourne and Miranda Munro, 'The third work-life balance employee survey: main findings', ERRS No.58, URN 07/714. It can be ordered or downloaded from www.berr.gov.uk/publications or downloaded from http://www.berr.gov.uk/employment/research-evaluation/errs/page13419.html

Appendix A: Employee Questionnaire

SYMBOL	KEY
{…}	Filtering instructions. Assume questions are for intended for ALL unless otherwise filtered.
(…)	Reminder of nature of specified response (within filtering instructions)
[…]	Value assigned to the specified response.
ITALICS	All filtering instructions.
CAPS	Instructions to interviewer.
SMALL CAPS	Text infill
*	Caveat attached – see note
bold	Variable names

NOTE: THE QUESTIONNAIRE IS DIVIDED IN TO TEN SECTIONS AS LISTED BELOW. QUESTION NUMBERING HAS (IN SOME PLACES) BEEN AMENDED SINCE THE DATA WERE COLLECTED TO ENSURE THAT ALL QUESTIONS WITHIN ANY SECTION BEGIN WITH THE LETTER OF THAT SECTION AND TO ENABLE EASIER NAVIGATION OF BOTH THE QUESTIONNAIRE AND THE DATA . ALL REFERENCES TO ANY VARIABLE IS USING ITS REVISED NAME.

(THE ONLY EXCEPTIONS TO THIS ARE QUESTIONS Y03 and Y03A WHICH APPEAR IN SECTION S: SCREENING AS IT FORMS AN IMPORTANT PART OF THE SCREENING PROCESS).

Sections within the questionnaire

S   Screening questions

A   Additional background information

B   Hours of work

C   Work-life balance practices and policy

D   Holidays and time off work

E   Carers

F   Childcare

G   About your employer

Y   About your job

Z   About you

Standardised coding for non-response items

-7   Missing information.
Individual eligible to answer question – but no response given/recorded.

-8   Not applicable.
Individual not eligible to answer question.

-9   Don't know.

-3   Refused to answer question.

Variables important for quota sample or important to use of data

serial
Serial number allocated to respondent at time of interview.

weight
Weight to correct for sampling design, based on Standard Industrial Classification.

quota
Interlocking quotas used at sampling stage based upon sex, age and whether employee was employed in the public or private sector.

region
Region of country respondent currently living in.

INTRODUCTION

READ OUT:
Good morning/afternoon/evening (AS APPROPRIATE). I am calling on behalf of the Department of Trade and Industry which is a Government Department. We are conducting an important survey about employment and I am hoping you can answer some questions for us.

ADDITIONAL NOTE 1:
If they ask what the survey is about:
The survey is about your experience of work and it is important that we speak to as many different people across the country as possible. The answers you give will be entirely confidential and will help the government to make policy in an important area.

ADDITIONAL NOTE 2:
If they ask how long it will last
Around 25 minutes.

SECTION S: SCREENING

s01
NOTE:
Respondent is:

[1]   Male
[2]   Female

s02

Are you the youngest person in this house who is over 16 and in paid employment?

[1]   Yes   CONTINUE
[2]   No   SEEK TO ARRANGE INTERVIEW WITH YOUNGEST AVAILABLE PERSON

s03

Are you currently in paid employment?

[1]   Yes
[2]   No

{IF **s03** = 2 (No – not currently in paid employment)}
s03a

Are you currently on leave from your job?

[1]   Yes, sickness leave
[2]   Yes, maternity leave
[3]   Yes, other leave

s04

Are you self-employed or the proprietor or owner of the business where you work?

[1]   Yes
[2]   No

*{IF **s04** = 1 (Self-employed or owner of the business where they work)}*
INTERVIEWER TO ARRANGE INTERVIEW WITH YOUNGEST PERSON IN HOUSEHOLD
WHO IS OVER 16, IN PAID EMPLOYMENT AND NOT SELF-EMPLOYED/OWNER OF
BUSINESS WHERE THEY WORK.
OTHERWISE CLOSE.

*{IF **s04** = 2 (Not self-employed or owner of the business where they work)}*
s05

Including yourself, are there five or more employees at the place where you work?
IF NECESSARY TELL THOSE ON SICK/MATERNITY/OTHER LEAVE THAT WE WANT TO
DISCUSS THE WORK FROM WHICH THEY ARE CURRENTLY ON LEAVE.

[1]   Yes
[2]   No

*{IF **s05** = 2 (No – are not five or more employees at workplace)}*
INTERVIEWER TO ARRANGE INTERVIEW WITH YOUNGEST PERSON IN HOUSEHOLD
WHO IS OVER 16, IN PAID EMPLOYMENT AND NOT SELF-EMPLOYED/OWNER OF
BUSINESS WHERE THEY WORK.
OTHERWISE CLOSE.

y03

How many people are employed where you work? By this I mean the site where you work.

Enter number   (Later banded as y03a)

IF RESPONDENT UNSURE PROMPT INTO THE FOLLOWING BANDS
y03a

[1]   5-9
[2]   10-24
[3]   25-99
[4]   100-249
[5]   250-499
[6]   500-999
[7]   1000-4999
[8]   5000-9999
[9]   10000+
[-9]   Don't know

s06
What was your age last birthday?

            Enter number in years .... (Later banded)

IF REFUSED PROMPT INTO THE FOLLOWING BANDS
{IF s06 = -3 (Refused to give exact age)}
s06_01 – s06_14.

[1]   Under 16
[2]   16-17
[3]   18-19
[4]   20-24
[5]   25-29
[6]   30-34
[7]   35-39
[8]   40-44
[9]   45-49
[10]   50-54
[11]   55-60
[12]   61-65   IF FEMALE: THANK AND ASK TO SPEAK TO ANOTHER MEMBER OF HOUSEHOLD
[13]   66-99   IF MALE: THANK AND ASK TO SPEAK TO ANOTHER MEMBER OF HOUSEHOLD
[-3]   Refused

s07
Is your employer. . . .?

[1]   A private firm or business or a limited company
[2]   Some other kind of organisation

s08
What kind of non-private organisation is it?
PROMPT IF NECESSARY

[1]   A public limited company or PLC
[2]   A nationalised industry or state corporation
[3]   Central Government or Civil Service
[4]   Local government or council (including Police, Fire Service,
            Local authority controlled schools and colleges)
[5]   A University or other grant funded education establishment
[6]   A Health Authority or NHS Trust
[7]   A charity, voluntary organisation or trust
[8]   The armed forces
[9]   Another kind of organisation (specify)
[-9]   Don't know

SECTION A: ADDITIONAL BACKGROUND INFORMATION

a01
Do you have children living with you who are up to the age of 16, or 16-18 and in full-time education?

[1]   Yes
[2]   No   GO TO SECTION B

{IF a01 = 1 (Yes – there are children living with you who are up to the age of 16, or are 16-18 and in full-time education)}
a02
Can I just check that these are your children or children that you are responsible for – for example foster or adopted children or other children that you are the legal guardian of?

[1]   Yes
[2]   No   GO TO SECTION B

{IF a02 = 1 (Yes – these are my children or children that I am responsible for)}
a03
How many children do you have (including foster/adopted)?

          Enter number..

a04_01 – a04_06* Applies to all
What is the age of each child – in years?

GET EACH CHILDS EXACT AGE

a04_01*
Age of the first child
          Enter number..(Banded in a04_01band)

a04_02*
Age of the second child
          Enter number..(Banded in a04_02band)

a04_03*
Age of the third child
          Enter number..(Banded in a04_03band)

a04_04*
Age of the fourth child
Enter number .... (Banded in a04_04band)

a04_05
Age of the fifth child
Enter number ....(Banded in a04_05band)

a04_06
Age of the sixth child
Enter number ....(Banded in a04_06band)

*{IF any of **a04_01 - a04_06***= -7 (Missing data- i.e. refused or were uncertain)}*
a04_01band – a04_06band* Applies to all
What is the age of each child – banded?

Bands applied:

[1]   0 - <1 (<12 months)
[2]   1 to <2
[3]   2 to <3
[4]   3 to <4
[5]   4 to <5
[6]   5 to <6
[7]   6 to <8
[8]   8 to <10
[9]   10 to <12
[10]   12 to <14
[11]   14 to <16
[12]   16 to <19 in full-time education
[13]   Refused but under 16
[14]   Refused but 16 or over
[-3]   Refused

SECTION B: HOURS OF WORK

READ OUT:
I would like to ask you some questions about your work. I would like you to concentrate on your main paid job.

b00
How long have you worked for your current employer – in months?

        Enter number in months ....
 [-3]   Refused

b01
Do you have a written contract stating your terms and conditions of employment?

[1]   Yes
[2]   No
[-9]   Don't know

b02

Leaving aside your own personal circumstances is your job a permanent one or is there some way it is not permanent?
EMPLOYEES ON PROBATION TO BE TREATED AS PERMANENT.

[1]   Permanent
[2]   Not permanent
[-9]   Don't know

{IF b02 = 2 (Job is not permanent)}
b02a

Would you say that it is temporary, fixed term or some other non-permanent job?
PROMPT IF NECESSARY BY ASKING IF THEY HAVE AN AGREED END DATE?

[1]   Temporary (with no agreed end date)
[2]   Fixed term (with an agreed end date)
[3]   Other non-permanent job
[-9]   Don't know

b03

Do you have a set number of contracted hours of work – that is the hours (excluding paid and unpaid overtime) written into your contract of employment?
PROMPT IF NECESSARY – E.G. 40 HOURS A WEEK.

[1]   Yes
[2]   No
[-9]   Don't know

{IF b03 = 1 (Yes – have a set number of contracted hours of work excluding paid and unpaid overtime) written into contract of employment)}
b04*

What are you contracted hours per week, excluding paid and unpaid overtime?
RECORD ACTUAL NUMBER OF HOURS

         Hours per week ....
[-3]   Refused

Banded version of **b04*** produced at same time. Also those who refused at **b04*** asked to provide information within these bands.
b04band*

Contracted hours per week – banded.
[1]   Less than 10 hours
[2]   10 - <15 hours
[3]   15 - <20 hours
[4]   20 - <26 hours
[5]   26 - <31 hours
[6]   31 - <36 hours
[7]   36 - <41 hours
[8]   41 - <49 hours
[9]   49 - <51 hours
[10]   51 - <56 hours
[11]   56 - 60 hours
[12]   More than 60 hours
[13]   Varies from week to week

b05*

In your current job, how many hours a week do you usually work in an average week – excluding meal breaks, but including paid and unpaid overtime?
RECORD ACTUAL NUMBER OF HOURS

       Hours per week ....

[-3]   Refused

Banded version of **b05*** produced at same time. Also those who refused at **b05*** asked to provide information within these bands.

b05band*

Average actual hours worked per week – banded.
[1]   Less than 10 hours
[2]   10 - <15 hours
[3]   15 - <20 hours
[4]   20 - <26 hours
[5]   26 - <31 hours
[6]   31 - <36 hours
[7]   36 - <41 hours
[8]   41 - <49 hours
[9]   49 - <51 hours
[10]   51 - <56 hours
[11]   56 - 60 hours
[12]   More than 60 hours
[13]   Varies from week to week

b06

Do you ever do any work that you would regard as paid or unpaid overtime?

[1]   Yes
[2]   No

{IF b06 = 1 (Yes – do work that regard as paid or unpaid overtime)}
b06a

Is this paid, unpaid or both?

[1]   Paid only
[2]   Unpaid only
[3]   Both paid and unpaid
[-9]   Don't know

{IF b06a = 1 (Paid only overtime) OR b06a = 3 (Both paid and unpaid overtime)}
b07

How many hours of paid overtime do you usually work each week?

       Hours per week ....

{IF b06a = 2 (Unpaid only overtime) OR b06a = 3 (Both paid and unpaid overtime)}
b08

How many hours of unpaid overtime or extra hours do you usually work each week?

       Hours per week ....

*{IF **b06a** = 2 (Unpaid only overtime) OR **b06a** = 3 (Both paid and unpaid overtime)}*
b09
When you work unpaid overtime, are you given time off in lieu?
PROMPT IF NECESSARY. THIS MEANS WHERE AN EMPLOYEE TAKES TIME OFF TO
COMPENSATE FOR EXTRA HOURS THEY HAVE WORKED.

[1]   Yes, always
[2]   Yes, sometimes
[3]   Never
[-9]   Don't know

*{IF **b06a** = 1 (Paid only overtime) OR **b06a** = 2 (Unpaid only overtime) OR **b06a** = 3 (Both paid and unpaid overtime)}*
b10_01 – b10_15*
What is the main reason you work overtime?
Set as open response question and subsequently coded into **b10_01 – b10_15***
DO NOT READ OUT.

b10_01*
Work overtime to make more money.

[1]   Yes
[2]   No
[-9]   Don't know

b10_02*
Work overtime because my employer expects it.

[1]   Yes
[2]   No
[-9]   Don't know

b10_03*
Work overtime because I like my job.

[1]   Yes
[2]   No
[-9]   Don't know

b10_04*
Work overtime because my organisation encourages it.

[1]   Yes
[2]   No
[-9]   Don't know

b10_05*
Work overtime because I have too much work.

[1]   Yes
[2]   No
[-9]   Don't know

b10_06*

Work overtime because my colleagues all work more hours.

[1]   Yes
[2]   No
[-9]   Don't know

b10_07*

Work overtime because I don't want to let colleagues down.

[1]   Yes
[2]   No
[-9]   Don't know

b10_08*

Work overtime because it's the nature of the business.

[1]   Yes
[2]   No
[-9]   Don't know

b10_09*

Work overtime because of staff shortages.

[1]   Yes
[2]   No
[-9]   Don't know

b10_10*

Work overtime to meet deadlines/finish job.

[1]   Yes
[2]   No
[-9]   Don't know

b10_11*

Work overtime because of meetings/training/events.

[1]   Yes
[2]   No
[-9]   Don't know

b10_12*

Work overtime due to pressure from work.

[1]   Yes
[2]   No
[-9]   Don't know

b10_13*

Work overtime because of business travel.

[1]   Yes
[2]   No
[-9]   Don't know

b10_14*

Work overtime for other reasons.

[1]   Yes
[2]   No
[-9]   Don't know

b10_15*

Work overtime – don't know.

[1]   Yes
[2]   No

b11

Taking into account both weekends and weekdays, do you get at least two days off every fortnight?

[1]   Yes
[2]   No
[-9]   Don't know

Applies to **b14a – b14d**
READ OUT:
I will now read out a number of statements about aspects of your job and I'd like you to tell me how satisfied or dissatisfied you are with each.

b14a

The work itself – are you?

[1]   Very satisfied
[2]   Satisfied
[3]   Neither satisfied nor dissatisfied
[4]   Dissatisfied
[5]   Very dissatisfied

b14b

Your job security – are you?

[1]   Very satisfied
[2]   Satisfied
[3]   Neither satisfied nor dissatisfied
[4]   Dissatisfied
[5]   Very dissatisfied

b14c

The amount of pay you receive - are you?

[1]   Very satisfied
[2]   Satisfied
[3]   Neither satisfied nor dissatisfied
[4]   Dissatisfied
[5]   Very dissatisfied

b14d

The hours you work – are you?

[1]   Very satisfied
[2]   Satisfied
[3]   Neither satisfied nor dissatisfied
[4]   Dissatisfied
[5]   Very dissatisfied

b15

Thinking about the number of hours you work, including regular overtime, would you prefer a job where you worked more hours per week, fewer hours per week or are you content with the number of hours you work at present?

[1]   More hours per week
[2]   Content with the number of hours currently worked
[3]   Fewer hours per week

{IF b15 = 3 (Would prefer to work fewer hours per week)}
b16

Would you still prefer to work fewer hours if it meant earning less money as a result?

[1]   Yes
[2]   No
[3]   Depends

READ OUT:
In April 2003, the government introduced a new right for parents of children under the age of 6, or disabled children under 18, to request a flexible working arrangement. Employers have a statutory duty to consider such requests seriously.

b17

Are you aware of the right to request flexible working arrangements which was introduced in April 2003?

[1]   Yes
[2]   No
[-9]   Don't know

SECTION C: WORK-LIFE BALANCE PRACTICES AND POLICIES

READ OUT:
Thinking about your paid employment, I now want to ask you about your working arrangements. By working arrangements I mean the amount of ours you work, as well as when and where you work those hours.

c01

How satisfied are you with your current working arrangements?
Interviewer to read out.

[1]   Very satisfied
[2]   Satisfied
[3]   Neither satisfied nor dissatisfied
[4]   Dissatisfied
[5]   Very dissatisfied

{IF c01 = 4 (Dissatisfied with current working arrangements) OR c01 = 5 (Very dissatisfied with current working arrangements)}
Applies to **c02_01 – c02_19**
What are the main reasons you are dissatisfied with your current working arrangements?
Set as open response question and subsequently coded into **c02_02 – c02_19**

c02_01
Work too many hours - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_02
Work long shifts/hours - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_03
Unhappy with shift pattern - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_04
Inflexible with hours/shifts - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_05
Unpaid overtime/expected to work late - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_06
Reduced home/social life - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_07
Short/under staffed - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_08

Heavy workload/ more assistance needed - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_09

Poor salary - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_10

Poor/unpleasant working environment - main reasons dissatisfied with your current working arrangements

[[1]   Yes
[2]   No
[-9]   Don't know

c02_11

Poor standard of facilities/equipment - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_12

Unsupportive staff/management - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_13

Poor organisation/management - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_14

Pressure of work - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_15
Have to travel away on business - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_16
Work too far away from home - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_17
Would like a full-time/permanent position/job security - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_18
Other - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No
[-9]   Don't know

c02_19
Don't know - main reasons dissatisfied with your current working arrangements

[1]   Yes
[2]   No

c03
QUESTION WORDING IS DEPENDENT UPON RESPONSE AT **b00**.
{IF **b00** = <2 years (Working for current employer for less than 2 years)}
Since starting your current job, have you approached your current employer to make a request to change how you regularly work for a sustained period of time?
{IF **b00** = >2 years (Working for current employer for more than 2 years)}
Over the last two years, have you approached your employer to make a request to change how you regularly work for a sustained period of time?

[1]   Yes
[2]   No

*{IF **c03** = 2 (No – have not approached current employer to make a request to change how regularly work for a sustained period of time)}*
Applies to **c04_01 – c04_16**
Why have you not made a request to change your working arrangements with your current employer (over the last two years)?

c04_01

Content with current work arrangements - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_02

Job does not allow it - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_03

Too much work to do - reason not made a request to change working arrangements with current employer (over last two years).

[[1]   Yes
[2]   No
[-9]   Don't know

c04_04

Concerned about the extra workload for my colleagues - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_05

Concerned about my career - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_06

Concerned about my job security - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_07

Not convinced my employer would allow it - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_08

Do not feel confident enough to ask my employer - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_09

Could not afford any reduction in my income - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_10

Doesn't suit domestic/household arrangements - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_11

Not aware of new right - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_12

Already work flexibly - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_13

Not eligible to request flexible working - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_14

Happy with current work-life balance - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_15

Other - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No
[-9]   Don't know

c04_16

Don't know - reason not made a request to change working arrangements with current employer (over last two years).

[1]   Yes
[2]   No

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}

c05

Who dealt with your request to change how you regularly work?

[1]   Managing director/Owner/Director
[2]   Personnel/HR department
[3]   Head of department
[4]   Line manager/supervisor
[5]   Other
[-9]   Don't know

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}
Applies to **c06_01 – c06_10**
What did you request?

c06_01

Too reduce hours of work – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_02

Work part-time – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_03

Change to when I work including number of days I work – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_04

To increase hours I work including full-time – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_05
Time off/leave arrangements – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_06
Flexi-time – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_07
Work from home – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_08
Assistance with workload – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_09
Other – requested.

[1]   Yes
[2]   No
[-9]   Don't know

c06_10
Don't know – requested.

[1]   Yes
[2]   No

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}
Applies to **c07_01 – c07_06**
How did you make this request?
PROMPT IF REQUIRED
Did you send a letter or form, e-mail, raise it in a meeting or discussion or make a request over the 'phone.

c07_01
Letter or form – how request made.

[1]   Yes
[2]   No
[-9]   Don't know

c07_02

E-mail – how request made.

[1]   Yes
[2]   No
[-9]   Don't know

c07_03

Face-to-face – how request made.

[1]   Yes
[2]   No
[-9]   Don't know

c07_04

Telephone – how request made.

[1]   Yes
[2]   No
[-9]   Don't know

c07_05

Other – how request made.

[1]   Yes
[2]   No
[-9]   Don't know

c07_06

Don't know – how request made.

[1]   Yes
[2]   No

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}
c08

Was your request to change the way you regularly work agreed to?

[1]   Yes, fully
[2]   Yes, partially accepted/compromise
[3]   No, declined
[4]   Awaiting/pending decision
[-9]   Don't know

{IF c08 = 1 (Request to change way regularly work fully agreed to) OR C08 = 2 (Request to change way regularly work partially accepted/compromise)}
c09

Once your employer had considered your request, did they accept it or did you have to negotiate further or appeal?

[1]   Accepted
[2]   Negotiate/appeal
[-9]   Don't know

*{IF **c08** = 3 (Declined request to change the way you regularly work)}*
c10
How did your employer tell you that they were declining your request?

[1]   Letter or form
[2]   E-mail
[3]   Face-to-face meeting or discussion
[4]   Telephone
[5]   Other
[-9]   Don't know

*{IF **c08** = 3 (Declined request to change the way you regularly work)}*
c11
Did you appeal the decision of your employer?
IF REQUIRED THE DEFINITION OF AN EMPLOYER IS:
Everyone in your management chain, including HR department if you have one.

[1]   Yes
[2]   No

READ OUT:
I would like to ask you about working arrangements at your place of work. If you personally needed any of the following working arrangements, would they be available at your workplace?
Applies to **c12a – c12h**

c12a
Work part-time.

[1]   Yes
[2]   No
[-9]   Don't know

c12b
Work only during school term-time.

[1]   Yes
[2]   No
[-9]   Don't know

c12c
Job share – that is where a full-time job is divided between 2 or more people and they work at different times.

[1]   Yes
[2]   No
[-9]   Don't know

c12d
Work flexi-time – this is where an employee can vary their start and finish times but have an agreement to work a set number of hours per week or per month. This may be informally as well as formally agreed.

[1]   Yes
[2]   No
[-9]   Don't know

c12e
Work reduced hours for a limited period – this is where an employee has an arrangement to cut their hours for a set period of time such as a month or six months.

[1]   Yes
[2]   No
[-9]   Don't know

c12f
Work from home on a regular basis – this means an employee works all or some part of the time from home as part of their working hours.

[1]   Yes
[2]   No
[-9]   Don't know

c12g
Work a compressed week – this means working full-time hours over a fewer number of days.

[1]   Yes
[2]   No
[-9]   Don't know

c12h
Work annualised hours – this is where the number of hours an employee has to work is calculated over a full year rather than weekly/monthly.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12a = 1 (Work part-time is available to them)}
c13a
Do you currently, or have you worked part-time over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12b = 1 (Work only during school term-time is available to them)}
c13b
Do you currently, or have you worked only during school term-time over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12c = 1 (Job share is available to them)}
c13c
Do you currently, or have you worked job share over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12d = 1 (Work flexi-time is available to them)}
c13d
Do you currently, or have you worked flexi-time over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12e = 1 (Work reduced hours for a limited period is available to them)}
c13e
Do you currently, or have you worked reduced hours for a limited period over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12f = 1 (Work from home on a regular basis is available to them)}
c13f
Do you currently, or have you worked from home on a regular basis over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12g = 1 (Work a compressed working week is available to them)}
c13g
Do you currently, or have you worked a compressed working week over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12h = 1 (Work annualised hours is available to them)}
c13h
Do you currently, or have you worked annualised hours over the last 12 months and with your current employer?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c13a** = 1(Currently or have worked part-time) OR **c13b** = 1 (Currently or have worked only during school term-time) OR **c13c** = 1 (Currently or have worked job share) OR **c13d** = 1 (Currently or have worked flexi-time) OR **c13e** = 1 (Currently or have worked reduced hours for a limited period) OR **c13f** = 1 (Currently or have worked from home on a regular basis) OR **c13g** = 1 (Currently or have worked a compressed working week) OR **c13h** = 1 (Currently or have worked annualised hours)}*
Applies to **c13pc01 – c13pc20**
What have been the positive consequences of working in this/these ways?

c13pc01
Do not suffer from as much stress - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc02
Improved relationships at home - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc03
Improved health - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc04
More time to spend with family - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc05
Have more free time - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc06
Childcare arrangements - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc07
Convenient/suits me - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc08
Work the hours I want/flexible - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc09
Organise my life around work - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc10
Attend appointments – doctors/dentist/bank - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc11
Time to study/complete a course - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc12
More holiday time - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc13
Get more work done/more productive/less distraction - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc14
Less travelling/avoid rush hour - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc15
More money - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc16

Work-life balance improved - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc17

Enjoy work/happier - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc18

Other - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc19

Nothing/no positive consequences - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13pc20

Don't know - positive consequence.

[1]   Yes
[2]   No

{IF c13a = 1(Currently or have worked part-time) OR c13b = 1 (Currently or have worked only during school term-time) OR c13c = 1 (Currently or have worked job share) OR c13d = 1 (Currently or have worked flexi-time) OR c13e = 1 (Currently or have worked reduced hours for a limited period) OR c13f = 1 (Currently or have worked from home on a regular basis) OR c13g = 1 (Currently or have worked a compressed working week) OR c13h = 1 (Currently or have worked annualised hours)}
Applies to **c13nc01 – c13nc14**
What have been the negative consequences of working in this/these ways?

c13nc01

Receive lower pay/salary - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc02

Damaged career prospects - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc03

Negatively affected relationships with colleagues/manager - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc04

Increased stress levels - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc05

Intensified workload - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc06

Holidays become more expensive - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc07

Miss interaction with colleagues - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc08

No over time/set hours - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc09

No flexibility over holiday time - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc10

Tiring/working longer hours - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc11

Missing out on family time - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc12

Other - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc13

Nothing/no negative consequences - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c13nc14

Don't know - negative consequence.

[1]   Yes
[2]   No

{IF c12a = 1 (Work part-time is available to them)}
c14a

Do any of the people you work with most of the time work part-time?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12b = 1 (Work only during school term-time is available to them)}
c14b

Do any of the people you work with most of the time work only during school term-time?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12c = 1 (Job share is available to them)}
c14c

Do any of the people you work with most of the time job share?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12d = 1 (Work flexi-time is available to them)}
c14d

Do any of the people you work with most of the time work flexi-time?

[1]   Yes
[2]   No
[-9]   Don't know

c14e
Do any of the people you work with most of the time work reduced hours for a limited period?

[1]   Yes
[2]   No
[-9]   Don't know

c14f
Do any of the people you work with most of the time work from home on a regular basis?

[1]   Yes
[2]   No
[-9]   Don't know

c14g
Do any of the people you work with most of the time work a compressed working week?

[1]   Yes
[2]   No
[-9]   Don't know

c14h
Do any of the people you work with most of the time work annualised hours?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c14a = 1(Any people work with work part-time) OR c14b = 1 (Any people work with work only during school term-time) OR c14c = 1 (Any people work with job share) OR c14d = 1 (Any people work with work flexi-time) OR c14e = 1 (Any people work with work reduced hours for a limited period) OR c14f = 1 (Any people work with work from home on a regular basis) OR c14g = 1 (Any people work with work compressed working week) OR c14h = 1 (Any people work with work annualised hours)}
Applies to **c14pc01 – c14pc16**
What have been the positive consequences for you of your colleagues being able to working in this/these ways?

c14pc01
Staff happier/creates better working atmosphere - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc02
Allows business flexibility/ can cover hours needed - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc03
Having to cover colleagues work - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc04
Spend more time with their family - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc05
Can look after children/family commitments - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc06
Less stressful - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc07
Achieve other interests - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc08
More job satisfaction/work harder - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc09
More freedom/time - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc10
More time to do work - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc11

Keeps valued members of staff - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc12

Convenient - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc13

Other - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc14

Doesn't affect me - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc15

None/nothing - positive consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14pc16

Don't know - positive consequence.

[1]   Yes
[2]   No

{IF c14a = 1(Any people work with work part-time) OR c14b = 1 (Any people work with work only during school term-time) OR c14c = 1 (Any people work with job share) OR c14d = 1 (Any people work with work flexi-time) OR c14e = 1 (Any people work with work reduced hours for a limited period) OR c14f = 1 (Any people work with work from home on a regular basis) OR c14g = 1 (Any people work with work compressed working week) OR c14h = 1 (Any people work with work annualised hours)}
Applies to **c14nc01 – c14nc17**
What have been the negative consequences for you of your colleagues being able to working in this/these ways?

c14nc01

Having to cover colleagues work - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc02

Colleagues not available for 'phone calls/meetings - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc03

More/extra responsibilities on full-time staff/difficulties experienced when doing someone else's rôle - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc04

Work not completed due to lack of staff/delays in work being completed - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc05

Staff shortages/staff unwilling to provide cover - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc06

Restriction in holidays/time off - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc07

Stressful/puts more pressure on other people - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc08

Less productivity/less work gets done - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc09

Less money/reduced income - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc10

Continuity issues/don't get to finish things off - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc11

Increased workload/varied workload - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc12

Lack of interaction between staff/people not knowing what's happening - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc13

Communication issues - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc14

Lack of flexibility in the work hours/days - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc15

Other - negative consequence.

[1]   Yes
[2]   No
[-9]   Don't know

c14nc16

Nothing/no negative consequences - negative consequence

[1]   Yes
[2]   No
[-9]   Don't know

c14nc17

Don't know - negative consequence

[1]   Yes
[2]   No

c15

Are you able to negotiate your working arrangements with your manager?

[1]   Yes
[2]   No

{IF c13a = 1(Currently or have worked part-time) OR c13b = 1 (Currently or have worked only during school term-time) OR c13c = 1 (Currently or have worked job share) OR c13d = 1 (Currently or have worked flexi-time) OR c13e = 1 (Currently or have worked reduced hours for a limited period) OR c13f = 1 (Currently or have worked from home on a regular basis) OR c13g = 1 (Currently or have worked a compressed working week) OR c13h = 1 (Currently or have worked annualised hours)}
Applies to **c16_01 – c16_15**
You said that you work or have worked TEXT FILL HERE – RESPONSES **c13a – c14h**. What are the main reasons you work/worked in this/these way(s)?

c16_01

Childcare needs – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_02

Other caring needs for adults (relatives, friends or neighbours) (not childcare) – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_03

Demands of employer – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_04

Demands of job – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_05

Makes life easier/to get things done/be more efficient – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_06

Have more free time – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_07
The cost of paying for childcare – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_08
To spend more time with my family – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_09
It's the nature of my job/type of work – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_10
To be able to study – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_11
Reduces time/travel/costs – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_12
Health reasons – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_13
More money – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_14
Other – a main reason for working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c16_15

Don't know – a main reason for working in this/these way(s).

[1]   Yes
[2]   No

{IF c13a = 2 (Do not and have not worked part-time) OR c13b = 2 (Do not and have not worked only during school term-time) OR c13c = 2 (Do not and have not job shared)OR c13d = 2 (Do not and have not worked flexi-time) OR c13e = 2 (Do not and have not worked reduced hours for a limited period) OR c13f = 2 (Do not and have not worked from home on a regular basis) OR c13g = 2 (Do not and have not worked a compressed working week) OR c13h = 2 (Do not and have not worked annualised hours)}

Applies to **c17_01 – c17_18**

You said that you do not and have not made use of TEXT FILL HERE – RESPONSES **c13a – c13h**. What are the main reasons why?

Set as open response question and subsequently coded into **c17_01 – c17_17**

c17_01

Too much work to do – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_02

Concerned about colleagues workload – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_03

Concerned about career progression – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_04

Concerned about job security – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_05

Employer would not allow it – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_06

Financial reasons/cannot afford it – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_07

Doesn't suit domestic arrangements – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_08

Happy with current arrangements – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_09

Job doesn't allow it – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_10

No need/not necessary/not applicable – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_11

No children/no childcare needs – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_12

Hadn't thought of it/never been mentioned – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_13

On contract/fixed hours – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_14

Just don't want to – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_15

Want to work full-time – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_16

It's a part-time job/already do it/just applied – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_17

Other – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No
[-9]   Don't know

c17_18

Don't know – main reasons for not working in this/these way(s).

[1]   Yes
[2]   No

{IF c12a = 2 (Working part-time not available) OR c13a = 2 (Do not and have not worked part-time)}
c18a

In your current job would you like to work part-time?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12b = 2 (working only during school term-time not available) OR c13b = 2 (Do not and have not worked only during school term-time)}
c18b

In your current job would you like to work only during school term-time?

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12c = 2 (job share not available) OR c13c = 2 (Do not and have not job shared)}
c18c

In your current job would you like to job share? That is where a full-time job is divided between 2 or more people and they work at different times.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12d = 2 (flexi-time not available) OR c13d = 2 (Do not and have not worked flexi-time)}
c18d
In your current job would you like to work flexi-time? This is where an employee can vary their start and finish times but have an agreement to work a set number of hours per week or per month. This may be informally as well as formally agreed.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12e = 2 (working reduced hours for a limited period not available) OR c13e = 2 (Do not and have not worked reduced hours for a limited period)}
c18e
In your current job would you like to work reduced hours for a limited period? This is where an employee has an arrangement to cut their hours for a set period of time such as a month or six months.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12f = 2 (working from home on a regular basis not available) OR c13f = 2 (Do not and have not worked from home on a regular basis)}
c18f
In your current job would you like to work from home on a regular basis? This means an employee works all or some part of the time from home as part of their working hours.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12g = 2 (working a compressed working week not available) OR c13g = 2 (Do not and have not worked a compressed working week)}
c18g
In your current job would you like to work a compressed week? This means working full-time hours over a fewer number of days.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12h = 2 (working annualised hours not available) OR c13h = 2 (Do not and have not worked annualised hours)}
c18h
In your current job would you like to work annualised hours? This is where the number of hours an employee has to work is calculated over a full year rather than weekly/monthly.

[1]   Yes
[2]   No
[-9]   Don't know

{IF c12a = 2 (working part-time not available)}
c19a
Could the job you do be done by someone working part-time?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12b** = 2 (working only during school term-time not available)}*
c19b
Could the job you do be done by someone working only during school term-time?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12c** = 2 (job share not available)}*
c19c
Could the job you do be done by someone job sharing?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12d** = 2 (flexi-time not available)}*
c19d
Could the job you do be done by someone working flexi-time?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12e** = 2 (working reduced hours for a limited period not available)}*
c19e
Could the job you do be done by someone working reduced hours for a limited period?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12f** = 2 (working from home on a regular basis not available)}*
c19f
Could the job you do be done by someone working from home on a regular basis?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12g** = 2 (working a compressed working week not available)}*
c19g
Could the job you do be done by someone working a compressed working week?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **c12h** = 2 (working annualised hours not available)}*
c19h
Could the job you do be done by someone working annualised hours?

[1]   Yes
[2]   No
[-9]   Don't know

READ OUT:
I would now like to ask about how your experiences at work have changed over the last 12 months (or since you started your job if working in current job for less than 12 months).
Applies to **c20_01 – c20_06**

c20_01
Has how stressed you feel about work. . .?

[1] Increased
[2] Stayed about the same/No change
[3] Decreased
[-9] Don't know

c20_02
Has your status among your colleagues. . .?

[1] Increased
[2] Stayed about the same/No change
[3] Decreased
[-9] Don't know

c20_03
Has how satisfied you are with your job as a whole. . .?

[1] Increased
[2] Stayed about the same/No change
[3] Decreased
[-9] Don't know

c20_04
Has how hard you have to work each hour when you are at work. . .?

[1] Increased
[2] Stayed about the same/No change
[3] Decreased
[-9] Don't know

c20_05
Has the total amount of work you do in a typical week. . .?

[1] Increased
[2] Stayed about the same/No change
[3] Decreased
[-9] Don't know

c20_06
Has the amount of choice you have over when and where you work. . .?

[1] Increased
[2] Stayed about the same/No change
[3] Decreased
[-9] Don't know

READ OUT:
I am now going to ask you questions about your current employer.

c22*
In your opinion, does your employer treat people the same or does it favour certain types of people when considering requests to work flexibly?

[1]   Treats people the same
[2]   Favour certain types
[-9]   Don't know

{IF c22 = 2 (Employer favours certain types)}
Applies to **c23_01 – c23_11**
Which types of people does your employer treat favourably?
Set as open response question and subsequently coded into **c23_01 – c23_11**

c23_01
Treats senior staff favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_02
Treats women favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_03
Treats parents favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_04
Treats staff in lower grade jobs favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_05
Treats long term employees favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_06
Treats people who are friends with senior staff favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_07
Treats people who work hard/committed favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_08
Treats some members (unspecified) favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_09
Treats staff working for certain areas/departments/companies favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_10
Treats others favourably.

[1]   Yes
[2]   No
[-9]   Don't know

c23_11
Don't know who employer treats favourably.

[1]   Yes
[2]   No

{IF c22 = 2 (Employer favours certain types)}
Applies to **c24_01 – c24_10***
Which types of people does your employer treat unfavourably?
Set as open response question and subsequently coded into **c24_01 – c24_10***

c24_01*
Treats non-parents unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_02*
Treats outspoken members of staff unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_03*

Treats staff in lower grade jobs unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_04*

Treats staff who do not work as hard unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_05*

Treats staff who do not get on with the senior staff unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_06*

Treats staff working for certain areas/departments/companies unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_07*

Treats staff aren't treated unfavourably – but some are treated more flexible.

[1]   Yes
[2]   No
[-9]   Don't know

c24_08*

Treats others unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_09*

Treats nobody unfavourably.

[1]   Yes
[2]   No
[-9]   Don't know

c24_10*

Don't know who is treated unfavourably.

[1]   Yes
[2]   No

c25

Do you feel that your manager does enough to provide and promote flexible working arrangements?

[1]   Yes
[2]   No
[-9]   Don't know

c26

Has your employer ever consulted employees or their representative about adjusting working arrangements so they can strike a better work-life balance?

[1]   Yes
[2]   No
[-9]   Don't know

Applies to **c27_01-c27_23***
What single thing, if anything, could your employer reasonably provide for you personally to achieve a better work-life balance?
Set as open response question and subsequently coded into **c27_01 – c27_23***

c27_01*

Flexi-time to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_02*

Crèche to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_03*

Lighten workload/more staff to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_04*

Pay increase to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_05*

Work from home to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_06*

More annual leave to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_07*

Compressed working week to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_08*

Improved facilities/equipment to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_09*

Less overtime/recognised overtime to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_10*

Reduced work hours to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_11*

Increased work hours to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_12*

More training to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_13*

More breaks during the day to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_14*

Change work patterns/shifts to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_15*

More job security to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_16*

Less paperwork/bureaucracy to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_17*

Better work environment to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_18*

Better relationship with senior staff to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_19*

Better communication with senior staff to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_20*

More time to catch up/prepare work to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_21*

Other things to achieve a better work-life balance.

[1]   Yes
[2]   No
[-9]   Don't know

c27_22*

Nothing/ happy with work arrangements.
[1]   Yes
[2]   No
[-9]   Don't know

c27_23*

Don't know what employer could provide for you personally to achieve a better work-life balance

[1]   Yes
[2]   No

c28

How important was the availability of flexible working for you when initially deciding to work with your current employer?

[1]   Very important
[2]   Quite important
[3]   Not important
[-9]   Don't know

c29

How important is the availability of flexible working to you now?

[1]   Very important
[2]   Quite important
[3]   Not important
[-9]   Don't know

SECTION D: HOLIDAYS AND TIME OFF WORK

READ OUT:
I would now like to ask you about time off work.

d01

QUESTION WORDING IS DEPENDENT UPON RESPONSE AT **b00**.
{IF **b00** = <12 months (Working for current employer for less than 12 months)}
Since starting your current job, have you experienced and emergency which you had to deal with at short notice involving a dependant (e.g. child, other family members) during your working week?
{IF **b00** = >12 months (Working for current employer for more than 12 months)}
Over the last two years, have you experienced and emergency which you had to deal with at short notice involving a dependant (e.g. child, other family members) during your working week?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **d01** = 1 (Yes - have experienced an emergency to be dealt with at short notice during working week)}*

d02

Have you taken time off at short notice to deal with such an emergency?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **d02** = 1 (Yes - have taken time off to deal with such an emergency)}*

d03a and d03b

RECORD NUMBER OF WORKING DAYS OR HOURS
How many working days/hours have you taken off in total?

       d03a Number of days
       d03b Number of hours

*{IF **d2** = 1 (Yes – have taken time off to deal with such an emergency)}*
Applies to **d04_01 – d04_07**
Did you take this time off as. . . ?

d04_01

Fully paid leave – time taken off as.

[1]   Yes
[2]   No

d04_02

Partly paid leave – time taken off as.

[1]   Yes
[2]   No

d04_03

Leave without pay – time taken off as.

[1]   Yes
[2]   No

d04_04

Holiday – time taken off as.

[1]   Yes
[2]   No

d04_05

Sick leave – time taken off as.

[1]   Yes
[2]   No

d04_06

Time off but made it up later – time taken off as.

[1]   Yes
[2]   No

d04_07
Some other arrangement– time taken off as.

[1]   Yes
[2]   No

*{IF **d2** = 2 (No – have not taken time off to deal with such an emergency)}*
d05
What are the main reasons for not taking emergency time off to deal with a dependant?

[1]   Pressure of work/no one to cover
[2]   Family member can deal with/attend emergencies
[3]   I can take time off for emergencies
[4]   Haven't needed to
[5]   Other
[-9]   Don't know

READ OUT:
I will now read out a number of reasons why you might take time off at short notice and I'd like you to tell me how often, if at all, your employer would agree to his.
Applies to **d06a – d06d**

d06a
How often would your employer agree to you taking time off at short notice to care for a dependant?

[1]   Almost always
[2]   Sometimes
[3]   Never agree to this
[4]   Not relevant
[-9]   Don't know

d06b
How often would your employer agree to you taking time off at short notice to deal with a household emergency such as a flood?

[1]   Almost always
[2]   Sometimes
[3]   Never agree to this
[4]   Not relevant
[-9]   Don't know

d06c
How often would your employer agree to you taking time off at short notice to care for a sick pet?

[1]   Almost always
[2]   Sometimes
[3]   Never agree to this
[4]   Not relevant
[-9]   Don't know

d06d
How often would your employer agree to you taking time off at short notice to attend a hair or beauty appointment?

[1]   Almost always
[2]   Sometimes
[3]   Never agree to this
[4]   Not relevant
[-9]   Don't know

{IF **a01** = 1 (Have children living with them who are up to the age of 16, or 16-18 and in full-time education)}
d08
By law parents are entitled to take unpaid leave of up to 13 weeks to look after their child within the first 5 years following the birth. This is called parental leave. In the last 12 months and with your current employer, have you taken parental leave.

[1]   Yes
[2]   No

Set as open response question and subsequently coded into single variable **d09**
*{IF **d08** = 1 (Yes – have taken parental leave in the last 12 months and with my current employer)}*
d09
What did you use our parental leave for?

[1]   Look after child/ill child
[2]   Other
[3]   Don't know

READ OUT:
I would now like to ask you about paid holiday.

d10
How many days of paid holiday are you entitled to each year?

            Enter number of days ....

d13
In your last holiday leave year did you take all the holiday that you were entitled to?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **d13** = 2 (No – didn't take all the holiday entitled to)}*
Applies to **d14_01-d14_13**
Why did you not take all the holiday that you were entitled to?

d14_01
Demands of the child - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_02
Carry days over/accumulate longer holidays for following year - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_03
Too much work/too busy - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_04
Didn't use it before specified date - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_05
Pressure from work/wasn't allowed - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_06
Not eligible yet - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_07
Health reasons - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_08
Not entitled to holiday pay - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_09
Didn't need/want to - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_10

Can't afford to go on holiday/wanted to earn money instead - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_11

Didn't realise/wasn't told how much holiday was available - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_12

Other - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No
[-9]   Don't know

d14_13

Don't know - reason didn't take all holiday entitled to.

[1]   Yes
[2]   No

*{IF **d13** = 2 (No – didn't take all the holiday entitled to)}*
d15

In your last holiday year, were you compensated for the leave that you did not take. By compensate I mean were you paid for untaken leave or allowed to carry it over?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **d15** = 1 (Yes – was compensated for the leave that was not taken)}*
d16

How were you compensated for the leave you did not take?

[1]   Paid for all of it
[2]   Paid for some of it
[3]   Allowed to carry all of the days over to the nest year
[4]   Allowed to carry some, but not all, of the days over to the next year
[5]   Paid for some and allowed o carry the rest over
[6]   Other
[-9]   Don't know

SECTION E: CARERS

READ OUT:
I'd now like to talk to you about caring informally for others which is not part of your paid work. Some people have extra responsibilities because they look after someone who has long-term physical or mental ill-health or disability, or problems related to old age.

e01*
Are there any adults (living or not living with you) who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity?

[1]   Yes
[2]   No
[-9]   Don't know

{IF e01 = 1 (Yes – are adults who look after)
e01a*
Are they living in your household?
[1]   Yes – in own household
[2]   Yes – in another household
[3]   Yes – both in own household and in another household
[4]   No
[5]   Not sure
[-9]   Don't know

{IF e01a = 1 (Look after adult in own household) OR e01a = 3 (Look after adult in both own household and in another household)}
e02
How many people do you care for in your household?

            Enter number of people ....

{IF e01a = 2 (Look after adult in another household) OR e01a = 3 (Look after adult in both own household and in another household)}
e02a
How many people do you care for in another household?

            Enter number of people ....

{IF e02 >= 1 (Valid number of adults looked after in their own household) OR e02a >=1 (Valid number of adults looked after in another household)}
Applies to all **e03_01 – e03_12**
Who is it that you look after or help?
DO NOT READ OUT

e03_01
Spouse/partner – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_02
Parent – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_03

Parent-in-law – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_04

Grandparent – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_05

Brother/sister – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_06

Adult son/daughter – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_07

Adult son/daughter in law – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_08

Other relative – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_09

Friend or neighbour – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_10

Client of voluntary organisation – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_11
Other – person looked after/helped.

[1]   Yes
[2]   No
[-9]   Don't know

e03_12
Don't know – person looked after/helped.

[1]   Yes
[2]   No

{IF e01 = 1 (Yes – are adults who they look after or to whom give special help)}
e04
How many hours do you spend caring for the people you have mentioned in a typical week?

        Enter number of hours..

e05
Are you aware that the government wants to extend the right to request flexible working to carers of adults?

[1]   Yes
[2]   No
[-9]   Don't know

SECTION F: CHILDCARE

READ OUT:
I'd now like to ask you about support by employers for working parents.

Applies to **f01_01 – f01_17***
What would be the one main arrangement, if any, that employers could provide to support working parents?
Set as open response question and subsequently coded into single variable **f01_01 – f01_17***

f01_01*
Flexible hours/flexi-time - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_02*
Crèche/help with childcare - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_03*

Time off when child is sick/emergencies - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_04*

Allowed time off for school holidays - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_05*

Allow to work from home - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_06*

General awareness and understanding - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_07*

More money/higher salary - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_08*

Allow time for dropping off and picking up children from school - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_09*

Job share - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_10*

Allow more time off - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_11*

Term-time contracts - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_12*

Paternity leave - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_13*

Work part-time/shorter hours - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_14*

Flexibility (unspecified) - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_15*

Other - main arrangement employers could provide to support working parents.

[1]   Yes
[2]   No
[-9]   Don't know

f01_16*

None/nothing - main arrangement employers could provide to support working parents.

[[1]   Yes
[2]   No
[-9]   Don't know

f01_17*

Don't know - main arrangement employers could provide to support working parents.

[[1]   Yes
[2]   No
[-9]   Don't know

SECTION G: ABOUT YOUR EMPLOYER

g01
Thinking about the organisation you work for, what is your overall impression of them as an employer?

[1]   Very good
[2]   Good
[3]   Neither good nor bad
[4]   Bad
[5]   Very bad
[-9]   Don't know

g02
In general, how would you describe relations between managers and employees at the establishment where you work?

[1]   Very good
[2]   Good
[3]   Neither good nor bad
[4]   Bad
[5]   Very bad
[-9]   Don't know

g03
Thinking about the place where you work, are the people there mostly women, about half women and half men, or mostly men?

[1]   Mostly women
[2]   About half women and half men
[3]   Mostly men
[4]   Other
[-9]   Don't know

READ OUT:
Thinking about all the different possible working arrangements, can you tell me whether you strongly agree, agree, neither agree nor disagree, disagree or strongly disagree with the following statements? Applies to **g04a – g04l**

g04a
Everyone should be able to balance their work and home lives in the way they want.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04b
People work best when they can balance their work and the other aspects of their lives.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04c
Employees must not expect to be able to change their working pattern if to do so would disrupt the business.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04d
It's not the employer's responsibility to help people balance their work with other aspects of their life.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04e
People who work flexibly get more work done.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04f
Employees without children should have the same flexibility in working arrangements as parents.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04g
People who work flexibly create more work for others.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04h

Employers who offer flexible working value their staff more.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04i

Having more choice in working arrangements improves workplace morale.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04j

People who work flexibly need closer supervision.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04k

Employers should give all employees the same priority when considering requests to work flexibly.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

g04l

People who work flexibly are less likely to get promoted.

[1]   Strongly agree
[2]   Agree
[3]   Neither agree not disagree
[4]   Disagree
[5]   Strongly disagree
[-9]   Don't know

SECTION Y: ABOUT YOUR JOB

READ OUT:
I would now like to ask you a few more questions about your job.

y01
What does the organisation you work for mainly make or do at the place where you work?

[1]   Agriculture, hunting and forestry
[2]   Fishing
[3]   Mining, quarrying
[4]   Manufacturing
[5]   Electricity, gas and water supply
[6]   Construction
[7]   Wholesale, retail and motor trade
[8]   Hotels and restaurants
[9]   Transport, storage & communication
[10]   Financial intermediation
[11]   Real estate, renting and business activities
[12]   Public administration & defence
[13]   Education
[14]   Health & social work
[15]   Other community, social & personal
[16]   Private households with employed persons
[17]   Extra-territorial organisation
[-3]   Refused/insufficient information

y02
Does the organisation that you work for have a single workplace in the UK or more than one workplace in the UK?

[1]   Single workplace in the UK
[2]   More than one workplace in the UK
[-9]   Don't know

y04
In the organisation where you work, what is the main job that you do?
Set as open response question and subsequently coded into categories.

[1]   Managerial and senior officials
[2]   Professional occupations
[3]   Associate professional and technical
[4]   Administrative and secretarial
[5]   Skilled trades/occupations
[6]   Personal service occupations
[7]   Sales and customer service occupations
[8]   Process, plant and machine operatives
[9]   Elementary occupations
[-3]   Refused/insufficient information

y05
Who are you paid by?
READ OUT OPTIONS.

[1]   The organisation you do the work for
[2]   An employment agency
[-9]   Don't know

y06
In your job, do you have formal responsibility for supervising the work of other employees?

[1]   Yes
[2]   No

y07
Do you have any managerial duties?

[1]   Manager
[2]   Foreman/supervisor
[3]   Not manager/supervisor

y08
Are there any trade unions or staff associations at your workplace that someone doing your job can join?
Subsequently coded out into **y08_01 – y08_04.**

[1]   Yes – Trade Union
[2]   Yes – Staff Association
{3}   Yes – both Trade Union and Staff Association
[4]   No
[-9]   Don't know

*{IF **y08** = 1 (Yes – there is a Trade Union at workplace that someone doing my job can join OR **y08** = 3 (Yes – both Trade Unions and Staff Association)}*
y09_01
Is (are) the trade union(s) recognised by your employer for pay bargaining purposes?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **y08** = 2 (Yes – there is a staff association at workplace that someone doing my job can join OR **y08** = 3 (Yes – both Trade Unions and Staff Association)}*

y09_02
Is (are) the staff association(s) recognised by your employer for pay bargaining purposes?

[1]   Yes
[2]   No
[-9]   Don't know

*{IF **y08** = 1 (Yes – there is a Trade Union at workplace that someone doing my job can join OR **y08** = 2 (Yes – there is a staff association at workplace that someone doing my job can join) OR **y08** = 3 (Yes – both Trade Unions and Staff Association)}*
y11
Are you a member of a trade union of staff association there?

[1]   Yes
[2]   No, but have been in the past
[3]   No, have never been a member
[-9]   Don't know

SECTION Z: ABOUT YOU

READ OUT:
And finally a few questions about you.

z01
Are you currently living with a partner?

[1]   Yes
[2]   No

z01a*
What is your marital or civil partnership status?

[1]   Single
[2]   Married
[3]   In a civil partnership
[4]   Divorced
[5]   Widowed
[6]   Separated
[-3]   Refused

z02_01 – z02_47*
What is the highest level of examination or qualification that you now hold, including any that you may have gained since leaving school?
Set as open response question and subsequently coded as **z02_01-z02_47*.**

z02_01*
Highest educational qualification - GCSE A* - C grades

[1]   Yes
[2]   No
[-9]   Don't know

z02_02*
Highest educational qualification - O Level/GCSE DG grades

[1]   Yes
[2]   No
[-9]   Don't know

z02_03*
Highest educational qualification - 'O' Level

[1]   Yes
[2]   No
[-9]   Don't know

z02_04*
Highest educational qualification - 'A' Level

[1]   Yes
[2]   No
[-9]   Don't know

z02_05*
Highest educational qualification - First Degree (e.g. BA BSc)

[1]   Yes
[2]   No
[-9]   Don't know

z02_06*
Highest educational qualification - Professional qualifications at degree level (e.g. chartered accountant/surveyor)

[1]   Yes
[2]   No
[-9]   Don't know

z02_07*
Highest educational qualification - Ph.D. (Doctorate)

[1]   Yes
[2]   No
[-9]   Don't know

z02_08*
Highest educational qualification - Masters (e.g. M.Sc. MA)

[1]   Yes
[2]   No
[-9]   Don't know
z02_09*
Highest educational qualification - NVQ Level 5
[1]   Yes
[2]   No
[-9]   Don't know

z02_10*
Highest educational qualification - Postgraduate diploma/certificate (incl. Post Graduate Certificate of Education (PGCE))
[1]   Yes
[2]   No
[-9]   Don't know

z02_11*
Highest educational qualification - NVQ/SVQ Level 4
[1]   Yes
[2]   No
[-9]   Don't know

z02_12*
Highest educational qualification - Diploma in Higher Education
[1]   Yes
[2]   No
[-9]   Don't know

z02_13*

Highest educational qualification - HNC
[1]   Yes
[2]   No
[-9]   Don't know

z02_14*

Highest educational qualification - HND
[1]   Yes
[2]   No
[-9]   Don't know

z02_15*

Highest educational qualification - BTEC Higher
[1]   Yes
[2]   No
[-9]   Don't know

z02_16*

Highest educational qualification - Teaching qualifications for schools/further education (below degree level)
[1]   Yes
[2]   No
[-9]   Don't know

z02_17*

Highest educational qualification - Nursing/other medical qualification (below degree level)
[1]   Yes
[2]   No
[-9]   Don't know

z02_18*

Highest educational qualification - RSA Higher Diploma
[1]   Yes
[2]   No
[-9]   Don't know

z02_19*

Highest educational qualification - 'AS' Level
[1]   Yes
[2]   No
[-9]   Don't know

z02_20*

Highest educational qualification - SCE Higher
[1]   Yes
[2]   No
[-9]   Don't know

z02_21*

Highest educational qualification - Scottish Certificate 6th year studies
[1]   Yes
[2]   No
[-9]   Don't know

z02_22*
Highest educational qualification - NVQ/SVQ,GSVQ Level 3
[1]   Yes
[2]   No
[-9]   Don't know

z02_23*
Highest educational qualification - GNVQ Advanced
[1]   Yes
[2]   No
[-9]   Don't know

z02_24*
Highest educational qualification - ONC
[1]   Yes
[2]   No
[-9]   Don't know

z02_25*
Highest educational qualification - OND
[1]   Yes
[2]   No
[-9]   Don't know

z02_26*
Highest educational qualification - BTEC National
[1]   Yes
[2]   No
[-9]   Don't know

z02_27*
Highest educational qualification - City and Guilds Advanced Craft Final Level/Part III
[1]   Yes
[2]   No
[-9]   Don't know

z02_28*
Highest educational qualification - RSA Advanced Diploma
[1]   Yes
[2]   No
[-9]   Don't know

z02_29*
Highest educational qualification - NVQ Level 2
[1]   Yes
[2]   No
[-9]   Don't know

z02_30*
Highest educational qualification - SCE Standard/Ordinary grades 1-3
[1]   Yes
[2]   No
[-9]   Don't know

z02_31*

Highest educational qualification - CSE Grade 1
[1]   Yes
[2]   No
[-9]   Don't know

z02_32*

Highest educational qualification - NVQ/SVQ/GSVQ Level 2
[1]   Yes
[2]   No
[-9]   Don't know

z02_33*

Highest educational qualification - GNVQ Intermediate
[1]   Yes
[2]   No
[-9]   Don't know

z02_34*

Highest educational qualification - BTEC/SCOTVEC First/General Diploma
[1]   Yes
[2]   No
[-9]   Don't know

z02_35*

Highest educational qualification - City and Guilds/Ordinary Level/Part II
[1]   Yes
[2]   No
[-9]   Don't know

z02_36*

Highest educational qualification - RSA Diploma
[1]   Yes
[2]   No
[-9]   Don't know

z02_37*

Highest educational qualification - SCE Standard/Ordinary below grade 3
[1]   Yes
[2]   No
[-9]   Don't know

z02_38*

Highest educational qualification - CSE Grades 2-5
[1]   Yes
[2]   No
[-9]   Don't know

z02_39*

Highest educational qualification - NVQ/SVQ/GSVQ Level 1
[1]   Yes
[2]   No
[-9]   Don't know

z02_40*

Highest educational qualification - GNVQ Foundation
[1]   Yes
[2]   No
[-9]   Don't know

z02_41*

Highest educational qualification - BTEC/SCOTVEC First/General Certificate
[1]   Yes
[2]   No
[-9]   Don't know

z02_42*

Highest educational qualification - City and Guilds Part I
[1]   Yes
[2]   No
[-9]   Don't know

z02_43*

Highest educational qualification - RSA Stage I – III
[1]   Yes
[2]   No
[-9]   Don't know

z02_44*

Highest educational qualification - SCOTVEC Modules/Junior Certificate
[1]   Yes
[2]   No
[-9]   Don't know

z02_45*

Highest educational qualification - Other
[1]   Yes
[2]   No
[-9]   Don't know

z02_46*

Highest educational qualification - None
[1]   Yes
[2]   No
[-9]   Don't know

z02_47*

Highest educational qualification - Refused
[1]   Yes
[2]   No

z03

Do you have any long-term illness, health problem or disability? By long-term we mean that it can be expected to last for a year or more.

[1]   Yes
[2]   No
[-3]   Refused

z04

To which of these ethnic groups do you consider you belong?
READ OUT OPTION.
IF NECESSARY ALSO: By this I mean your cultural background.

[1]   White
[2]   Mixed
[3]   Asian or Asian British
[4]   Black or Black British
[5]   Chinese
[6]   Other ethnic group
[-3]   Refused

z04a

And to which of these ethnic groups do you consider you belong?
READ OUT.
Options given vary according to response given at **z04**.

{IF **z04** = 1 {White)}
Options are:
[1]   White British
[2]   Another white background

{IF **z04** = 2 (Mixed)}
Options are:
[3]   White and Black Caribbean
[4]   White and Black African
[5]   White and Asian
[6]   Another mixed background

{IF **z04** = 3 {Asian or Asian British)}
Options are:
[7]   Indian
[8]   Pakistani
[9]   Bangladeshi
[10]   Another Asian background

{IF **z04** = 4 {Black or Black British)}
Options are:
[11]   Caribbean
[12]   African
[13]   Another Black background

{IF **z04** = 5 {Chinese)}
CODE AS
[14]   Chinese

{IF **z04** = 6 {Other Ethnic Group)}
CODE AS
[15]   Other ethnic group

{IF **z04** = -3 {Refused)}
CODE AS
[-3]   Refused

{IF z01 = 1 (Yes, currently living with a partner)}
z05
Is your partner/husband/wife in paid employment?

[1]   Yes
[2]   No

z07
How much are you paid before tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly?

[1]   Annually
[2]   Monthly
[3]   Weekly
[-3]   Refused

{IF z07= 1 (Amount paid annually)}
z07a
Annual salary is:

        Amount in pounds...

{IF z07= 2 (Amount paid weekly)}
z07b
Monthly salary is:

        Amount in pounds...

{IF z07= 1 (Amount paid weekly)}
z07c
Weekly salary is:

        Amount in pounds...

{IF z07 = 1 (Annual pay) OR z07 = 2 (Monthly pay) OR z07 = 3 (Weekly pay)}
z08
Can I just check, is that before Tax and National Insurance or after Tax and National Insurance?

[1]   Before Tax and National Insurance
[2]   After Tax and National Insurance
[-3]   Refused

{IF a01 = 1 (Yes – have children living with them up to age of 16 (or 16-19 in full-time education)) OR e01a = 1(Yes – look after adult in own household) OR e01a = 3 (Yes – look after adult in both own and another household) OR z01 = 1(Live with partner)}
z09
Approximately, what is the gross total income of your household before Tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly?

[1]   Annually
[2]   Monthly
[3]   Weekly
[-3]   Refused

{IF z09 = 1 (Household income annually)}
z09a
Annual household income is:

       Amount in pounds...

{IF z09 = 2 (Household income weekly)}
z09b
Annual household income is:

       Amount in pounds...

{IF z09= 3 (Household income weekly)}
z09c
Weekly household income is:

       Amount in pounds...

z12
Thank you very much for taking part in his survey. In case we or another research agency wanted to contact you again in relation to the issues we discussed, would you be willing to be contacted again?

[1]   Yes – willing to be recontacted
[2]   No – not willing o be recontacted

z13
If the Department of Trade and Industry wanted to do a follow-up to this study, would you be willing for us to pass you details to another research organisation like ourselves?

[1]   Yes – willing for details to be passed on
[2]   No – not willing for details to be passed on

{IF z12 = 1 (Willing to be recontacted)}
GET THE PERSONS NAME

{IF z13 = 1 (Willing for details to be passed on)}
GET THE PERSONS ADDRESS

READ OUT
On behalf of the DTI and ICM, I would like to thank you for the time and help you've given me today.
If you would like to ascertain that we are a *bone fida* research company, I can offer you a freephone number to call. Would you like it? {If yes – (number supplied}
I am (name inserted here) and if you have any questions about this research, I can give you a phone number to contact us on. Would you like it? {If yes – (Name and number of contact supplied}.

Appendix B: Results of IES's cognitive interviews

The following section details IES's report of their cognitive tests to the BERR.

---

c01 I now want to ask you about your paid working arrangements. By working arrangement I mean the amount of hours you are paid to work, as well as when and where you work those hours. How satisfied are you with your current working arrangements? Are you…
- Very satisfied
- Satisfied
- Neither satisfied nor dissatisfied
- Dissatisfied
- Very dissatisfied

c02 [Those dissatisfied or very dissatisfied with current working arrangement] What are the main reasons you are dissatisfied with your current working arrangement?

Findings and recommendations
We used these questions to introduce the survey. We explored the term 'working arrangements'. Generally this was well understood with or without the definition although in couple of cases there was a tendency to focus upon total hours rather than when and where worked and also for expressed satisfaction/dissatisfaction to be linked to pay –related issues.
Suggest that the definition is included in main body of the question and possibly that 'are paid' is deleted from definition.

---

c03 Have you approached your current employer to make a request to change any part of the way you work or the job you do in the last two years or since you have been with them?
- Yes
- No

c09 [If previous question yes] And once your employer had considered your request, did they accept it or did you have to negotiate further or appeal?
- Accepted
- Negotiate / Appeal

Findings and recommendations
We explored the words 'negotiate and 'appeal', particularly with the aim of understanding to what extent appeal is seen as a formal concept. We also examined understanding of the word 'employer'. Generally terms 'negotiate'

and 'appeal' were well understood – with appeal usually having formal connotations. One or two respondents wanted clarification on what was meant by 'employer' i.e. their immediate line manager or the organisation as a whole.

Suggest possibly include note re 'employer' for interviewer to use if needed?

---

c12 I would now like to ask you about working arrangements at your work place. Which of the following are available at the place you work?

Work part-time: this means working less than 30 hours a week
- Available or not?

Work only during school term-time
- Available or not?

Job-share: this means where a FT job is divided between 2 or more people and they work at different times.
- Available or not?

Work flexi-time: this means where an employee has no set start or finish time but an agreement to work a set number of hours per week or per month.
- Available or not?

Work a compressed working week: this means working your contracted hours over a fewer number of days.
- Available or not?

Work annualised hours: this means where the number of hours an employee has to work is calculated over a full year rather than a week or month, typically with more hours during busy periods and fewer in quiet periods.
- Available or not?

Work from home on a regular basis: this means an employee works all or some part of the time from home as part of their working hours.
- Available or not?

c14 Thinking about the people you work with most of the time, do any of them work in these ways?

Work part-time

Work only during school term-time

Job-share

Work flexi-time

Work a compressed working week

Work annualised hours

Work reduced hours for a limited period

Work from home on a regular basis

Findings and recommendations:

We were interested in finding out if the definitions for these arrangements were sufficient and also to consider response scale.
On the scale – there were a number of cases where the individual did not know the response so a 'don't know' option will be needed.
In question c14 we were in particular probing for their understanding of 'the people you work with most of the time'.

The following issues arose in relation to the individual concepts:
- On part-time work even though the 30-hour threshold was specified in definition, when respondents were asked to indicate who they were thinking about when they thought of part-timers a number used other definitions e.g. those working less than full-time; those working 2 or 3 days instead of 4/5
- Flexi-time – here there was some confusion as to whether we were talking about a formal system or more informal arrangements based on agreements between line managers and employees
- Even using the definition one or two respondents had a problem with the concept of 'compressed working week'
- Very few respondents understood what was meant by annualised hours –despite the definition. It was an unfamiliar concept to almost all of them. One or two respondents tried to fit informal variations in hours into the concept
- Work from home – despite the definition some people had a tendency to think in terms only of those working at home on a full-time basis

Suggest: definitions will generally need to be repeated wherever term is used and in some cases the more detailed definitions should perhaps be standard. To avoid guessing and the possible over recording especially of annualised hours perhaps question introduction should emphasise ok to say 'don't know'.

Re the 'people you work with most of the time' all respondents saw this as meaning work colleagues rather than e.g. customer; clients. For a number of respondents the phrase was taken as meaning those in the immediate working vicinity; or colleagues that they had most work contact with because they were most friendly with them; however other saw it as people doing similar jobs. One or two respondent extended the reference group that they were considering as we went through the list.

Suggest that this expression is defined.

c15 Which of these following two statements best describes how people's working arrangements are decided at your workplace.

- Everyone doing similar jobs has the same working arrangements
- People can negotiate their own working arrangements with their manager

Findings and recommendations

In particular we looked a whether there was a need to repeat the working arrangements definition; what respondents were thinking of when we said 'similar jobs' and again what did they understand by the term 'negotiate'?

There were few problems with this question. Understanding of working arrangement had generally continued from the first questions. 'similar job' was generally defined as those in the same occupation or doing 'similar tasks'. Negotiate was well understood on the whole.

Suggest: no changes to this question.

---

c20 I would now like to ask about your experience at work in the last 12 months or since you've been with your current employer.

Thinking back over the last 12 months, in what ways has your work with your current employer changed. For each aspect of your work I read out, please tell me if you think for you it has increased, decreased or stayed about the same.

How hard you have to work each hour when you are at work
- Increased
- Decreased
- Stayed About the Same / No change

The total amount of work you do in an average week
- Increased
- Decreased
- Stayed About the Same / No change

The amount of choice you have over when and where you work
- Increased
- Decreased
- Stayed About the Same / No change

How stressed you feel about work
- Increased
- Decreased
- Stayed About the Same / No change

Your status among your colleagues
- Increased
- Decreased
- Stayed About the Same / No change

Your sense of well-being at work
- Increased
- Decreased
- Stayed About the Same / No change

Findings and recommendations

Due to the number of items in this question we just tested those that had been newly devised. We focussed on understanding of each of these statements and also the time period considered in giving responses.

General points: some respondents said that their responses to these questions varied as at some points in the year the change had been upwards and at others downwards. A suggestion is to have an unprompted response of 'it varies' but the issues could also be addressed by inserting 'generally' before the response categories. Also time scale needs to be inserted in with each item? Some respondents forgot that they were asked about 12 months and talked about during the time they have been with employer. In some cases this was as long as 7 or 12 years.

Re specific statements:

A number were unproblematic e.g. people generally understood the first statement as being about intensity and some actually talked about work as becoming more intense.

Although the phrase 'the total amount of work you do in a week' was generally taken as referring to work load, one respondent working part-time with variable hours thought in terms of the total number of hours worked.

The term status was used differently by different respondents – some thought of it in terms of formal position in the organisational hierarchy; others saw the question as being about their respect/treatment by their colleagues.

Well-being also had differing meanings some respondents talked about happiness at work; others referred to health and safety.

---

c21 Earlier you said that some of your colleagues do some kind of flexible working. How much of the change you described was because of working flexibly?
- A lot
- Some
- None

Findings and recommendations:

This question is not in the draft questionnaire. It was introduced so that respondents referred back to their responses in C14 and C20. It was tested to see how easy it was for respondents to recall their responses to these two questions. It was also tested to see whether the scale used was appropriate. The results of the testing showed that the question was hard to answer, and, in terms of the actual wording, some respondents were not sure what was meant by the 'change you described'. We suggest that this could be expanded slightly to read 'the changes that you have just described in aspects of your job'.

---

c22 [Read out- I am now going to ask you questions about your current employer] In your opinion, does your employer treat people the same or does it favour certain types of people when considering requests to work flexibly?
- Treats people the same
- Favour certain types

c23 [If employees report that their employer favours certain types] Which types of people does your employer treat favourably?
- OPEN RESPONSE

c24 [And who/which types of people does your employer treat unfavourably?
- OPEN RESPONSE

Findings and recommendations:

We explored the concepts of 'treating people the same' and those of giving least/most options and treating more or less favourably. Treating people the same was generally understood as not differentiating between individuals/groups when making decisions [about flexible working].

The original wording for C23 and C24 seemed to produce more divergent findings than the revised wording: under the first good performers; longer serving staff; people working for a particular manager were mentioned by some respondents with others talking about men v women or grade. Grade and gender dominated responses to the second.

Suggest: consider the range of responses looking for in determining which approach to use.

---

c28 How important was the availability of flexible working for you when deciding to work with your current employer?
- Very important
- Quite Important
- Not important

Findings and recommendations:

We were particularly interested to see how easy it was for respondents to think back to when they first took up the position and whether they knew about the availability of the option when they decided to work for the employer. This was a well understood question although one respondent thought it over complicated for a simple issue. However in a few cases individuals were keen to talk about the importance of flexibility to them now – saying that although it wasn't an issue when they applied for their current employment, it would be now as their circumstances had changed.
Suggest one possible solution would be to include an 'Other – please specify' category to enable responses that this was not important when they took up the position but it is very important now or vice versa.

---

d01 In the last 12 months, have you experienced an emergency which you had to deal with at short notice involving a dependant (e.g., children, other family members) during your working week?
* Yes
* No

d07 [All who say they have NOT taken any emergency time off to deal with a dependant?] What are the main reasons for not taking emergency time off to deal with a dependent?
* OPEN RESPONSE

Findings and recommendations:

Here we wanted to make sure that respondents were clear about the reference period (12 months). We also checked understanding of 'emergency time off' 'dependents' and (in this and the following question) 'short notice'. We found some variation in understanding of short-notice, although most thought of time frames within one day. Emergency was generally well understood as was concept of dependents.

---

d06 I will now read out a number of reasons why you might take time off at short notice and I'd like you to tell me how often your employer would agree to this.
Taking time off to attend a beauty appointment
* Would your employer almost always, sometimes or never agree to this?

Taking time off to attend a dentist or doctor's appointment
* Would your employer almost always, sometimes or never agree to this?

Taking time off to care for a dependent
* Would your employer almost always, sometimes or never agree to this?

Taking time off to care for a sick pet
- Would your employer almost always, sometimes or never agree to this?

Taking time off to deal with a household emergency such as a flood
- Would your employer almost always, sometimes or never agree to this?

Taking time off to stay at home to wait for a delivery
- Would your employer almost always, sometimes or never agree to this?

Findings and recommendations:

We wanted to make sure that they continued to think about time off at short notice and also effectiveness of response categories.

In a number of cases it became clear the respondent in some or all cases in the list was thinking about longer notice. When asked to answer the questions again, with the interviewer specifying that in each case we were talking about short notice, they typically had different responses to some or all the questions.

Suggest: add 'at short notice' to each of the items.

Although respondents were generally able to use the response categories to answer the question some had responses that didn't fit – for example being allowed to work at home to receive a delivery; some wanted a don't know or 'it depends' category; one or two said that they would be allowed time-off if they gave a different reason for short- notice absence.

Male respondents found the 'time-off for a beauty appointment' particularly amusing.

---

d08 Some parents are entitled to take up to 13 weeks unpaid leave to look after their child within the first 5 years following the birth. This is called parental leave.
In the last 12 months and with your current employer, have you taken parental leave?
- Yes
- No

d08a [All parents who did not take parental leave] What are the main reasons for not taking parental leave?
- Please record answers

Probing: Here we particularly wanted to check understanding of parental leave and the unpaid aspect of this.

Despite the definition we found that this concept caused confusion for several respondents with e.g. some taking it to mean paternity leave; some thinking

that it was about time-off to look after children more generally. Clearly some had not absorbed the 'unpaid' bit of the definition.

Suggest: this needs more thought but perhaps definition should specify that this is a legal provision. Perhaps give the definition after the question?

d10 I would now like to ask you about paid holiday. How many days of paid holiday are you entitled to each year? Does this include Bank Holidays?
- Yes
- No
- Don't know

Findings and recommendations:

Here we wanted to explore how they decided on the number of days i.e. to what extent did it involve guess work. We also wanted to compare understanding of paid holiday and annual leave. Finally we wanted to find-out how Bank Holidays are treated and whether this caused any confusion particularly for those whose job normally involves working on Bank Holidays.

Generally the term paid holiday was better understood than annual leave. Some people were able to answer the questions easily, others were less sure. Some flexible workers in particular were hazy about their holiday entitlement, and in particular where they sometimes or always worked bank holidays, were not clear how to answer this aspect of the question.

Suggest: add a 'don't know' option to the question on number of days' holiday. The subsequent question on how sure they are about their responses will be important here.

---

g04 [Ask All] [READ OUT] I will read out a number of statements and I'd like you to tell me how much you agree or disagree.

People who work flexibly get less work done
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Employees without children should have the same flexibility in working arrangements as parents
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

People who work flexibly create more work for others
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Employers who offer flexible working value their staff more
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Having more choice in how you work improves workplace morale
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

People who work flexibly need closer supervision
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Employers should give all employees the same priority when considering requests to work flexibly
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

People who work flexibly are less likely to get promoted
- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Findings and recommendations:

Here we focussed on understanding the statements especially the terms, workplace morale, work flexibly, and supervision. We also tested response scales.

Although for most respondents these questions worked well in a minority of cases some issues emerged:

- Some respondents said that their response would depend on the kind of flexible working discussed (e.g. part-time v home-working).
- Other respondents only thought about certain kinds of flexible working when they were answering this question (e.g. just flexi-time).
- One respondent was confused by the introduction of the phrase 'how you work'.
- There were some differences in the definitions given for 'workplace morale' – some answered in terms of their own state of mind; others mentioned the general atmosphere at work.

Appendix C: Caveats and routing problems

Section A

a04_01 – a04_04
Twelve cases, involving 17 children, are showing as missing data for these variables (i.e. coded as -7) but may not be, as suggested, those who gave no answer. May instead be those who refused to give a specific answer at a04_01 – a04_04. These 17 cases went on to give an answer to the question asking them to choose which band the value fell into.

a04_01band – a04_04band
There are 12 cases (17 responses) which have valid values at these variables but which did not give responses at a04_01 – a04_04 on which they are based. It is not now possible to tell which variable is correctly coded.

Section B

b04
It appears likely that some of the fractions of hours have been reported as percentages and some as minutes. For example 3.65 and 18.75 must be reported as percentages. 6.15 and 9.05 are probably reported as minutes as it appears unlikely that anyone would be so precise as to report their contracted hours per week as 6 hours 9 minutes or 9 hours 3 minutes. Great care therefore needs to be exercised in using this variable.

b04band
This is the banded version of b04 and the same caveat therefore applies.

b05
It appears likely that some of the fractions of hours have been reported as percentages and some as minutes. For example 3.65 and 18.75 must be reported as percentages. 6.15 and 9.05 are probably reported as minutes as it appears unlikely that anyone would be so precise as to report their contracted hours per week as 6 hours 9 minutes or 9 hours 3 minutes. Great care therefore needs to be exercised in using this variable.

b05band
This is the banded version of b05 and the same caveat therefore applies.

b10_01 – b10_15
A single response should have been recorded for each employee.
13 cases coded as multiple response and should not have been.
Combined variable available as **b10** at beginning of derived variables coding
the 13 cases involved as -5.

Section C

c22
There should have been a third answer option for those who thought that their
employer treated some types of people unfavourably.
This cannot now be rectified.

c24_01 – c24_10
Should have been asked of those cases who answered that their employer
treated some types of people unfavourably at **c22**. Because this option was
omitted **c24_01 – c24_10** was asked of 406 cases answering **c22** as
"employer treated some people favourably".

c27_01 – c27_23
A single response should have been recorded for each employee.
174 cases coded as multiple response and should not have been.
Combined variable available as **c27** at beginning of derived variables coding
the 174 cases involved as -5.

careresp
This variable is constructed using variable **e01a**. The caveat issues
discussed for **e01a** should therefore be considered when using **careresp**.

Section E

e01 and e01a
The wording of this question was amended once the fieldwork was underway.
Some respondents were confused by the original version of question which
read:
> "May I check, are there any adults living with or not living with you who
> are sick, disabled or elderly whom you look after or give special help to,
> other than in a professional capacity and are they living in your
> household?"

Interviewers then probed respondents to the following pre-codes:
- Yes - in this household
- Yes - in another household
- Yes - both in this household and in another household
- No

The amended wording of question e01 was:

- "May I check, are there any adults living with or not living with you who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity?"

Those answering "yes" (i.e. those with caring responsibilities to adults) were then asked an additional question **e01a**:
> "Are they living in your household, in another household or in both this household and in another household?"
>> Yes - in this household
>> Yes - in another household
>> Yes - both in this household and in another household
>> No
>> Not sure

Section F

f01_01 – f01_17
A single response should have been recorded for each employee.
228 cases coded as multiple response and should not have been.
Combined variable available as **f01** at beginning of derived variables coding the 228 cases involved as -5.

Section Z

z01a
This question appears to have initially caused some confusion and was changed once the fieldwork had begun. The confusion was felt to be due to the use of the term 'civil partnership'. Some respondents may have mistaken 'civil partnership' for 'cohabitation' as a large proportion gave the response civil partnership.

In order to overcome this confusion, where respondents said they were in a "civil partnership", interviewers double-checked that respondents clearly understood the term "civil partnership" as presented below by asking the following question:

- "You said you are in a civil partnership. Can I just check - civil partnerships are similar to marriage but are for same-sex couples. Are you in a civil partnership?"

However several problems remained with this variable.

z02_01 – z02_47
A single response should have been recorded for each employee.
2 cases coded as multiple response and should not have been.
Combined variable available as **z02** at beginning of derived variables coding the 2 cases involved as -5.

Derived variables

actualhours
This variable is constructed using variable **b05**. All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

b10
13 cases coded as multiple response at **b10_01 – b10_15** and should not have been. This variable combines responses from **b10_01 – b10_15** with the 13 cases coded as -5.

betterwlb
Derived from **c27** and therefore includes 174 cases coded as multiple response at **c17_01 – c27_23** which should not have been. However, 68 of these gave responses which fell into separate categories at **supportwp** and have therefore been included in the variable. The remaining 106 have been coded as –6.

c27
174 cases coded as multiple response at **c27_01 – c27_23** and should not have been. This variable combines responses from **b10_01 – b10_15** with the 174 cases coded as -5.

conthours
This variable is constructed using variable **b04**. All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

diffhours
This variable is constructed using both **b04** and **b05** (see caveats above). All figures reported after the decimal place have, in all cases, been treated as proportions of hours.

educband
This is a banded form of z02 which combines responses from **z02_01 – z02_47**. 2 cases coded as multiple response at **z02_01 – z02_47** and should not have been. These cases are coded as –5.

f01
228 cases coded as multiple response at **f01_01 – f01_17** and should not have been. This variable combines responses from **f01_01 – f01_17** with the 228 cases coded as -5.

hdiffband
This variable gives a banded form of **diffhours** and the same issues therefore apply.

hhinc
This variable gives a banded form of household income and is partly derived from **z09a1**, **z09b1** and **z09c1**.
Employees who refused to give their exact household income were also asked if they would provide their household income by choosing which band of income theirs fell into. The information collected from these individuals is also included in **hhinc**. The variables which contained this information are not however available in this dataset.
This variable was imported directly and not derived using this dataset – no syntax is therefore available for its derivation.

parental
This variable is derived from variables **youngest** which is based solely on the responses given at **a04_01** – **a04_06**. It does not, therefore, included the values given at **a04_01band** – **a04_04band** which had no corresponding values at **a04_01** – **a04_04**.

reasovertm
This variable is constructed using b10 which in turn is derived from **b10_01 – b10_15.** 13 cases were coded as multiple response at **b10_01 – b10_15** and should not have been which are coded as –6.

supportwp
Derived from **f01** and therefore includes 228 cases coded as multiple response at **f01_01 – f01_17** which should not have been. However, 112 of these gave responses which fell into separate categories at **supportwp** and have therefore been included in the variable. The remaining 116 have been coded as –6.

workgend
This variable is constructed using **workstatus** which in turn is derived from **b04.** All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

workstatus
This variable is constructed using variable **b04.** All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

youngchild
This variable is derived from variables **youngest** which is based solely on the responses given at **a04_01** – **a04_06**. It does not, therefore, included the values given at **a04_01band** – **a04_04band** which had no corresponding values at **a04_01** – **a04_04**.

youngest
This variable is based solely on the responses given at **a04_01** – **a04_06**. It does not, therefore, included the values given at **a04_01band** – **a04_04band** which had no corresponding values at **a04_01** – **a04_04**.

z02
2 cases coded as multiple response at **z02_01 – z02_47** and should not have
been. This variable combines responses from **z02_01 – z02_47** with the 2
cases coded as -5.

Appendix D: Guide to terms used for interviewers

Short definitions to use as standard prompts:
- Work part-time, this means working less than 30 hours a week.
- Work only during school term-time is where someone only works during school or college term-time.
- Job-share is where a full-time job is divided between 2 or more people and they work at different times.
- Flexi-time is where an employee can vary their start and finish times but have an agreement to work a set number of hours per week or per month. This may be informal as well as formally agreed.
- Work reduced hours for a limited period. This is where an employee has an agreement to cut their hours for a set period of time such as a month or six months.
- Work from home on a regular basis means an employee works all or some part of the time from home as part of their working hours.
- Work a compressed working week means working full-time hours over a fewer number of days.
- Work annualised hours is where the number of hours an employee has to work is calculated over a full year rather than a week or month. Longer hours are worked over certain parts of the year and shorter at other periods.

Longer definitions if a respondent needs prompting:
- Part-time work: Defined for this survey as working less than 30 hours a week.
- Work only during school term-time: This is where someone only works during school or college term-time. Unpaid leave is taken during the school holidays, although pay may be spread over the whole year.
- Job sharing: This is a type of part-time working. A full-time job is divided between, usually two people. The job sharers work at different times, although there may be a changeover period. Sharers each have their own contract of employment and share the pay and benefits of a full-time job on a pro rata basis.
- Flexi-time: This means situations where an employee has no set start or finish time but an agreement to work a set number of hours per week or per month. Also where there is a requirement to also work core hours, but outside of those hours, an employee can choose their start and finish time.

- Working reduced hours: This means where an employee has an agreement to cut their hours for a set period of time (e.g. a month, six months) and then return to their original working hours. This is sometimes known as V-time working.
An example of this could be where a relative is sick and you would like to work fewer hours to care for them; or where you may have had a n operation and you do not want to work your normal hours for a period of time.
- Working from home on a regular basis: This applies where an employee works all or part of the time from home as part of their working hours.
- Compressed working week: This means for example working a forty hour week over four days, or a nine-day fortnight, but this is NOT the same as shift-working. Both nine day fortnights and four and a half day weeks working arrangements involve the 5 day working week being compressed into fewer full days. Such arrangements refer to full-time working only.
- Annualised hours: This means where the number of hours an employee has to work is calculated over a full year. E.g. instead of say 40 hours a week employees are contracted to work say 1,900 hours per year (after allowing for leave and other entitlements). Longer hours are worked over certain parts of the year and shorter hours at other periods. Variations in hours are related to seasonal factors or fluctuation in demand for companies' goods or services.

Appendix E: Derived variables – syntax

The syntax given here is for the derived variables included with the dataset. To ease location, variable details are given here in alphabetical order rather than the order in which they appear in the dataset.

```
**********************************************************************
COMMENT        Variable ACTUALHOURS.
COMMENT        Actual hours worked per week - banded 2.
COMMENT        Banded for use in tables.
**************************************************************
```

```
RECODE
 b05
 (-7=Copy) (-8=Copy) (-9=Copy) (0 thru 30=1) (30.01 thru 35=2) (35.01 thru 40=3) (40.01
thru
```

VARIABLE LABELS actualhours 'actualhours: Actual hours worked per week - banded'.
EXECUTE.

IF ((actualhours = -7 | actualhours = -8 | actualhours = -9) & (b05band = 1 | b05band = 2 | b05band = 3 | b05band = 4 | b05band = 5)) actualhours = 1.
EXECUTE.
IF ((actualhours = - 7 | actualhours = - 8 | actualhours = - 9) & (b05band = 6)) actualhours = 2.
EXECUTE.
IF ((actualhours = - 7 | actualhours = - 8 | actualhours = - 9) & (b05band = 7)) actualhours = 3.
EXECUTE.
IF ((actualhours = - 7 | actualhours = - 8 | actualhours = - 9) & (b05band = 8)) actualhours = 4.
EXECUTE.
IF ((actualhours = - 7 | actualhours = - 8 | actualhours = - 9) & (b05band = 9 | b05band = 10 | b05band = 11 | b05band = 12)) actualhours = 5.
EXECUTE.

VARIABLE LABELS actualhours "actualhours#: Actual hours worked - banded".

```
VALUE LABELS
        actualhours
        1        "30 hours and less"
        2        ">30 - 35 hours"
        3        ">35 - 40 hours"
        4        ">40 - 48 hours"
        5        "More than 48 hours"
        -7       "Missing data"
        -9       "Don't know".
```

FORMATS actualhours (f3.0).

```
*****************************************************
COMMENT        Variable AGE.
COMMENT        Age at last birthday - banded.
*****************************************************
```

RECODE

120

quota
 (1=1) (6=1) (2=2) (7=2) (3=3) (8=3) (4=4) (9=4) (5=5) (10=5) (11 thru 12=-3) INTO
age.

VARIABLE LABELS age "age: Age banded for tables".

VALUE LABELS
        age
        1   "16-24"
        2   "25-34"
        3   "35-44"
        4   "45-54"
        5   "55-64"
        -3   "Refused".

FORMATS age (f3.0).

****
COMMENT   Variable **AGEBAND**.
COMMENT   Age banded - for use in tables.
****

RECODE
        age
        (1 = 1) (2 thru 3 = 2) (4 = 3) (5 = 4) (-3 = -3) INTO ageband.
EXECUTE.

VARIABLE LABELS   ageband "ageband: Age - banded for use in tables".

VALUE LABELS
        ageband
        1   "16-24"
        2   "25-44"
        3   "45-54"
        4   "55+"
        -3   "Refused".

FORMATS ageband (f3.0).

****
COMMENT   To produce new variable **b10** to combine all responses from **b10_01 -
              b10_15** into one variable.
COMMENT   **b10_01 -b10_15** to be left as dummy variables.
****

NUMERIC b10 (f3.0).

DO IF (b10_01=1).
RECODE
 b10 (SYSMIS =1).
END IF.
EXECUTE.

DO IF (b10_02=1).
RECODE
 b10 (SYSMIS =2).
END IF.
EXECUTE.

```
DO IF (b10_03=1).
RECODE
 b10 (SYSMIS =3).
END IF.
EXECUTE.

DO IF (b10_04=1).
RECODE
 b10 (SYSMIS =4).
END IF.
EXECUTE.

DO IF (b10_05=1).
RECODE
 b10 (SYSMIS =5).
END IF.
EXECUTE.

DO IF (b10_06=1).
RECODE
 b10 (SYSMIS =6).
END IF.
EXECUTE.

DO IF (b10_07=1).
RECODE
 b10 (SYSMIS =7).
END IF.
EXECUTE.

DO IF (b10_08=1).
RECODE
 b10 (SYSMIS =8).
END IF.
EXECUTE.

DO IF (b10_09=1).
RECODE
 b10 (SYSMIS =9).
END IF.
EXECUTE.

DO IF (b10_10=1).
RECODE
 b10 (SYSMIS =10).
END IF.
EXECUTE.

DO IF (b10_11=1).
RECODE
 b10 (SYSMIS =11).
END IF.
EXECUTE.

DO IF (b10_12=1).
RECODE
 b10 (SYSMIS =12).
END IF.
EXECUTE.
```

```
DO IF (b10_13=1).
RECODE
 b10 (SYSMIS =13).
END IF.
EXECUTE.

DO IF (b10_14=1).
RECODE
 b10 (SYSMIS =14).
END IF.
EXECUTE.

DO IF (b10_15=1).
RECODE
 b10 (SYSMIS =-9).
END IF.
EXECUTE.

DO IF (b10_01=-8).
RECODE
 b10 (SYSMIS =-8).
END IF.
EXECUTE.

DO IF (b10_02=1 & b10_05=1).
COMPUTE
 b10=15.
END IF.
EXECUTE.

DO IF (b10_11=1 & b10_13=1).
COMPUTE
 b10 =16.
END IF.
EXECUTE.

DO IF (serial = 2539 | serial = 2565 | serial = 6026 | serial = 7282 | serial = 8636 | serial =
8670
| serial = 9353 | serial = 12356 | serial = 14919 | serial = 18525 | serial = 20202 | serial =
22970 | serial = 23052).
COMPUTE
 b10 = -5.
END IF.
EXECUTE.

VARIABLE LABEL
        b10     "b10#: Main reason for working overtime".

VALUE LABELS
        b10
        1       "To make more money"
        2       "My employer expects it"
        3       "I like my job"
        4       "My organisation encourages it"
        5       "I have too much work to finish in normal working hours"
        6       "My colleagues all work more hours"
        7       "Don't want to let down the people I work with"
        8       "Nature of the business"
        9       "Staff shortages"
        10      "Meet deadlines/finish job"
```

11	"Meetings/training/events"
12	"Pressure from work"
13	"Business travel"
14	"Other reasons"
15	"Employer expects & too much work"
16	"Meetings/training & business travel"
-5	"Case allowed multiple response in error"
-8	"Not applicable"
-9	"Don't know".

```
*****************************************************************************
COMMENT       Variable BETTERWLB.
COMMENT       One arrangement employers could provide to improve WLB.
COMMENT       CARE: Selected responses (as listed) only for tables.
*****************************************************************************


*************************************************************************
COMMENT       FLEXIBILITY IN WORKING ARRANGEMENTS:
              Flexi-time
              Work from home
              Compressed working week
              Increase/reduce hours
              Change shifts
              Less overtime/recognized overtime
              More annual leave


COMMENT       BETTER RESOURCES & WORK ENVIRONMENT:
              Lighten workload/more staff
              More breaks during day
              Less paperwork/bureaucracy
              More training
              More time to catch up
              Better work environment
              Improve facilities
              Better relationship with Senior management
              Better communication with SM

COMMENT       PAY:
              Pay increase

COMMENT       NOTHING:
              Nothing/Happy with work arrangement

COMMENT       DON'T KNOW:
              Don't know

*************************************************************************


COMPUTE betterwlb = -5.
IF ((c27_01 = 1 | c27_05 = 1 | c27_06 = 1 | c27_07 = 1| c27_09 = 1 | c27_10 = 1 | c27_11 =
1| c27_14 = 1) & betterwlb = -5) betterwlb = 1.
IF ((c27_03 = 1 |  c27_08 = 1 | c27_12 = 1 | c27_13 = 1| c27_16 = 1  | c27_17 = 1 | c27_18 =
1 | c27_19 = 1 | c27_20 = 1) & betterwlb = -5) betterwlb = 2.
IF ((c27_04 = 1) & betterwlb = -5) betterwlb = 3.
IF ((c27_22 = 1) & betterwlb = -5) betterwlb = 4.
IF ((c27_01 = -9) & betterwlb = -5) betterwlb = -9.
EXECUTE.

IF (c27olap =2 | c27olap =3 | c27olap =4 | c27olap =5) betterwlb = -6.
```

EXECUTE.

VARIABLE LABELS betterwlb "betterwlb#: Single thing employers could provide to improve
WLB - selected".

VALUE LABELS
    betterwlb
    1   "Flexibility in working arrangements"
    2   "Better resources and working environment"
    3   "Pay"
    4   "Nothing"
    -5   "Excluded from selected responses"
    -6   "Case excluded - falls into more than one category"
    -9   "Don't know".

FORMATS betterwlb (f3.0).

****
COMMENT   Variable **C13NCFIN**.
COMMENT   Negative consequences of working flexible arrangements – financial
            detriment.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c13ncfin = -5.
IF (c13ncgroup = 1| c13ncgroup = 3) c13ncfin = 1.
EXECUTE.
IF ((c13ncgroup = 2 | c13ncgroup = 4) & c13ncfin = -5) c13ncfin = 2.
EXECUTE.

VARIABLE LABELS c13ncfin "c13ncfin: Negative consequences of flexible working - financial
detriment".

VALUE LABELS
    c13ncfin
    1   "Financial detriment"
    2   "Not financial detriment"
    -5   "Excluded from selected responses"

FORMATS c13ncfin (f3.0).

****
COMMENT   Variable **C13NCGROUP**.
COMMENT   Negative consequences of flexible working arrangements.
COMMENT   CARE: Selected responses (as listed) only for tables.
****

****
COMMENT   FINANCIAL DETRIMENT:
            Lower pay-less money
            More expensive hols
            No overtime

COMMENT   REDUCED WLB:
            Intensified workload
            Damaged career prospect
            Increased stress
            Negatively affected relationships
            Tiring/work longer hours
            No flexibility over holiday time

Missing out on family time

COMMENT   NO NEGATIVE CONSEQUENCES:
           Nothing/no negative consequences

COMMENT   ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
****

COMPUTE c13ncgroup = -5.
IF (c13nc01 = 1 | c13nc06 = 1 | c13nc08 = 1) c13ncgroup = 1.
IF ((c13nc02 = 1 | c13nc03 = 1 | c13nc04 = 1 | c13nc05 = 1 | c13nc09 = 1 | c13nc10 = 1|
c13nc11 = 1) & c13ncgroup = -5) c13ncgroup = 2.
IF ((c13nc01 = 1 | c13nc06 = 1 | c13nc08 = 1) & (c13nc02 = 1 | c13nc03 = 1 | c13nc04 = 1 |
c13nc05 = 1 | c13nc09 = 1 | c13nc10 = 1| c13nc11 = 1)) c13ncgroup = 3.
IF (c13nc13 = 1) c13ncgroup = 4.
EXECUTE.

VARIABLE LABELS c13ncgroup "c13ncgroup: Negative consequences of flexible working
arrangements - grouped".

VALUE LABELS
       c13ncgroup
       1   "Financial detriment"
       2   "Reduced WLB"
       3   "Both financial detriment and reduced WLB"
       4   "No negative consequences"
       -5   "Excluded from selected responses".

FORMATS c13ncgroup (f3.0).

****
COMMENT   Variable **C13NCNO**.
COMMENT   Negative consequences of working flexible arrangements - none.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c13ncno = -5.
IF (c13ncgroup = 4) c13ncno = 1.
EXECUTE.
IF ((c13ncgroup = 1 | c13ncgroup = 2 | c13ncgroup = 3) & c13ncno = -5) c13ncno = 2.
EXECUTE.

VARIABLE LABELS c13ncno "c13ncno: Negative consequences of flexible working - none".

VALUE LABELS
       c13ncno
       1   "No negative consequences"
       2   "Not no negative consequences"
       -5   "Excluded from selected responses"

FORMATS c13ncno (f3.0).

****
COMMENT   Variable **C13NCWLB**.
COMMENT   Negative consequences of working flexible arrangements – reduced WLB.
COMMENT   CARE Selected responses (as listed) only for tables.
****

```
COMPUTE c13ncwlb = -5.
IF (c13ncgroup = 2| c13ncgroup = 3) c13ncwlb = 1.
EXECUTE.
IF ((c13ncgroup = 1 | c13ncgroup = 4) & c13ncwlb = -5) c13ncwlb = 2.
EXECUTE.
```

VARIABLE LABELS c13ncwlb "c13ncwlb: Negative consequences of flexible working -
reduced WLB".

VALUE LABELS
     c13ncwlb
     1   "Reduced WLB"
     2   "Not reduced WLB"
     -5   "Excluded from selected responses"

FORMATS c13ncwlb (f3.0).

```
****************************************************************************************************
COMMENT        Variables C13PCCON.
COMMENT        Positive consequences of working flexible arrangements - convenience.
COMMENT        CARE Selected responses (as listed) only for tables.
****************************************************************************************************
```

```
COMPUTE c13pccon = -5.
IF (c13pcgroup = 2| c13pcgroup = 5| c13pcgroup = 7 | c13pcgroup = 8) c13pccon = 1.
EXECUTE.

IF ((c13pcgroup = 1 | c13pcgroup = 3 | c13pcgroup = 4 | c13pcgroup = 6) & c13pccon = -5)
c13pccon = 2.
EXECUTE.
```

VARIABLE LABELS c13pccon "c13pccon: Positive consequences of flexible working -
convenience".

VALUE LABELS
     c13pccon
     1   "Convenience"
     2   "Not convenience"
     -5   "Excluded from selected responses"

FORMATS c13pccon (f3.0).

```
*********************************************************************************
COMMENT        Variable C13PCGROUP
COMMENT        positive consequences of working flexible arrangements.
COMMENT        CARE: Selected responses (as listed) only for tables.
*********************************************************************************


*********************************************************************
COMMENT        HAVING MORE TIME:
               Have more time
               More time to spend with family
               More time for holiday
               Time to study etc.

COMMENT        CONVENIENCE:
               Convenient-suits me
               Work the hours I want/flexible
               Suits childcare arrangements
               Less travelling-avoid rush time
```

Attend appointments

COMMENT   IMPROVED WLB:
Improved health
Improved relationships at home
Don't suffer from as much stress
WLB improved
Enjoy work/happier

COMMENT   NO POSITIVE CONSEQUENCES:
Nothing/no positive consequences

COMMENT   ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
****

COMPUTE c13pcgroup = -5.
IF (c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) c13pcgroup = 1.
IF ((c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1) & c13pcgroup = -5) c13pcgroup = 2.
IF ((c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1| c13pc16 = 1 | c13pc17 = 1) & c13pcgroup = -5) c13pcgroup = 3 .
IF (c13pc19 = 1) c13pcgroup = 4.
IF ((c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) & (c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1)) c13pcgroup = 5.
IF ((c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) & (c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1| c13pc16 = 1 | c13pc17 = 1)) c13pcgroup = 6.
IF ((c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1) & (c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1| c13pc16 = 1 | c13pc17 = 1)) c13pcgroup = 7.
IF ((c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) & (c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1) & (c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1| c13pc16 = 1 | c13pc17 = 1)) c13pcgroup = 8.
EXECUTE.

VARIABLE LABELS c13pcgroup "c13pcgroup: Positive consequences of working flexible arrangements - groups".

VALUE LABELS
      c13pcgroup
      1   "More time"
      2   "Convenience"
      3   "Improved WLB"
      4   "No positive consequences"
      5   "Time and convenience"
      6   "Time and improved WLB"
      7   "Convenience and improved WLB"
      8   "All three categories"
      -5   "Excluded from selected responses".

FORMATS c13pcgroup (f3.0).

****
COMMENT   Variables **C13PCNO**.
COMMENT   Positive consequences of working flexible arrangements - none.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c13pcno = -5.
IF (c13pcgroup = 4) c13pcno = 1.
EXECUTE.

IF ((c13pcgroup = 1 | c13pcgroup = 2 | c13pcgroup = 3 | c13pcgroup = 4 | c13pcgroup = 5 | c13pcgroup = 6 | c13pcgroup = 7 | c13pcgroup = 8) & c13pcno = -5) c13pcno = 2.
EXECUTE.

VARIABLE LABELS c13pcno "c13pcno: Positive consequences of flexible working - none".

VALUE LABELS
        c13pcno
        1   "No positive consequences"
        2   "Not no positive consequences"
        -5   "Excluded from selected responses"

FORMATS c13pcno (f3.0).

```
*********************************************************************************************
COMMENT        Variables C13PCTIME .
COMMENT        Positive consequences of working flexible arrangements – more time.
COMMENT        CARE Selected responses (as listed) only for tables.
*********************************************************************************************
```

COMPUTE c13pctime = -5.
IF (c13pcgroup = 1| c13pcgroup = 5| c13pcgroup = 6 | c13pcgroup = 8) c13pctime = 1.
EXECUTE.

IF ((c13pcgroup = 2 | c13pcgroup = 3 | c13pcgroup = 4 | c13pcgroup = 7) & c13pctime = -5)
c13pctime = 2.
EXECUTE.

VARIABLE LABELS c13pctime "c13pctime: Positive consequences of flexible working - time".

VALUE LABELS
        c13pctime
        1   "Having more time"
        2   "Not having more time"
        -5   "Excluded from selected responses"

FORMATS c13pctime (f3.0).

```
*********************************************************************************************
COMMENT        Variables C13PCWLB.
COMMENT        Positive consequences of working flexible arrangements – improved WLB.
COMMENT        CARE Selected responses (as listed) only for tables.
*********************************************************************************************
```

COMPUTE c13pcwlb = -5.
IF (c13pcgroup = 3| c13pcgroup = 6| c13pcgroup = 7 | c13pcgroup = 8) c13pcwlb = 1.
EXECUTE.

IF ((c13pcgroup = 1 | c13pcgroup = 2 | c13pcgroup = 4 | c13pcgroup = 5) & c13pcwlb = -5)
c13pcwlb = 2.
EXECUTE.

VARIABLE LABELS c13pcwlb "c13pcwlb: Positive consequences of flexible working - WLB
improved".

VALUE LABELS
        c13pcwlb
        1   "WLB improved"
        2   "Not WLB improved"
        -5   "Excluded from selected responses"

FORMATS c13pcwlb (f3.0).

```
******************************************************************************************
COMMENT       Variable C14NCGROUP.
COMMENT       Negative consequences of colleagues' flexible working arrangements.
COMMENT       CARE: Selected responses (as listed) only for tables.
******************************************************************************************


**********************************************************************
COMMENT       WORKLOAD RELATED CONSEQUENCES:
              Having to cover colleagues' work
              Increased workload
              More/extra responsibilities
              Staff shortages/staff unwilling to cover
              Work not completed
              Less productivity/less gets done

COMMENT       INDIVIDUAL CONSEQUENCES:
              Less money/reduced income
              Restriction in holidays/time off
              Lack of flexibility in work hours/days
              Stressful/puts more pressure on FT staff

COMMENT       COMMUNICATION RELATED CONSEQUENCES:
              Colleagues not available for meetings etc
              Lack of interaction/people not knowing what's going on
              Communication issues

COMMENT       NO NEGATIVE CONSEQUENCES:
              None/nothing

COMMENT       DON'T KNOW:
              Don't know

COMMENT       ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
******************************************************************************************
```

```
COMPUTE c14ncgroup = -5.
IF (c14nc01 = 1 | c14nc03 = 1 | c14nc04 = 1 | c14nc05 = 1 | c14nc08 = 1 | c14nc11 = 1)
c14ncgroup = 1.
IF ((c14nc06 = 1 | c14nc07 = 1 | c14nc09 = 1 | c14nc14 = 1) & (c14ncgroup = -5)) c14ncgroup
= 2.
IF ((c14nc02 = 1 | c14nc12 = 1 | c14nc13 = 1) & (c14ncgroup = -5)) c14ncgroup = 3.
IF ((c14nc01 = 1 |  c14nc03  = 1 | c14nc04 = 1 | c14nc05 = 1 | c14nc08 = 1 | c14nc11 = 1) &
(c14nc06 = 1 |  c14nc07  = 1 | c14nc09 = 1 | c14nc14 = 1 )) c14ncgroup = 4.
IF ((c14nc01 = 1 |  c14nc03  = 1 | c14nc04 = 1 | c14nc05 = 1 | c14nc08 = 1 | c14nc11 = 1) &
(c14nc02 = 1 |  c14nc12  = 1 | c14nc13 = 1)) c14ncgroup = 5.
IF ((c14nc06 = 1 |  c14nc07  = 1 | c14nc09 = 1 | c14nc14 = 1) & (c14nc02 = 1 |  c14nc12  = 1 |
c14nc13 = 1)) c14ncgroup = 6.
IF (c14nc16 = 1) c14ncgroup = 7.
IF (c14nc17 = 1) c14ncgroup = 8.
EXECUTE.

VARIABLE LABELS c14ncgroup "c14ncgroup: negative consequences colleagues' flexible
working arrangements - grouped".

VALUE LABELS
     c14ncgroup
     1          "Workload related"
```

2	"Individual consequences"
3	"Communication"
4	"Workload related and individual consequences"
5	"Workload related and communication"
6	"Individual consequences and communication"
7	"No negative consequences"
8	"Don't know"
-5	"Excluded from selected responses".

FORMATS c14ncgroup (f3.0).

```
*************************************************************************************************
```
COMMENT   Variables **C14NCCOM** .
COMMENT   Negative consequences of colleagues' flexible working arrangements -
             communication.
COMMENT   CARE Selected responses (as listed) only for tables.
```
*************************************************************************************************
```

COMPUTE c14nccom = -5.
IF (c14ncgroup = 3| c14ncgroup = 5| c14ncgroup = 6) c14nccom = 1.
EXECUTE.
IF (c14ncgroup = 1 | c14ncgroup = 2 | c14ncgroup = 4 | c14ncgroup = 7 | c14ncgroup = 8)
c14nccom = 2.
EXECUTE.

VARIABLE LABELS c14nccom "c14nccom: Negative consequences of colleagues' flexible
working - communication".

VALUE LABELS
        c14nccom
        1   "Communication"
        2   "Not communication"
        -5   "Excluded from selected responses".

FORMATS c14nccom (f3.0).

```
*************************************************************************************************
```
COMMENT   **C14NCDK**.
COMMENT   Negative consequences of colleagues' flexible working arrangements – don't
             know.
COMMENT   CARE Selected responses (as listed) only for tables.
```
*************************************************************************************************
```

COMPUTE c14ncdk = -5.
IF (c14ncgroup = 8) c14ncdk = 1.
EXECUTE.
IF (c14ncgroup = 1 | c14ncgroup = 2 | c14ncgroup = 3 | c14ncgroup = 4 | c14ncgroup = 5 |
c14ncgroup = 6 | c14ncgroup = 7) c14ncdk = 2.
EXECUTE.

VARIABLE LABELS c14ncdk   "c14ncdk: Negative consequences of colleagues' flexible
working - don't know".

VALUE LABELS
        c14ncdk
        1   "Don't know"
        2   "Not don't know"
        -5   "Excluded from selected responses".

FORMATS c14ncdk (f3.0).

```
*******************************************************************************************************
COMMENT        Variables C14NCIND .
COMMENT        Negative consequences of colleagues' flexible working arrangements –
               individual consequences.
COMMENT        CARE Selected responses (as listed) only for tables.
*******************************************************************************************************

COMPUTE c14ncind = -5.
IF (c14ncgroup = 2| c14ncgroup = 4| c14ncgroup = 6) c14ncind = 1.
EXECUTE.
IF (c14ncgroup = 1 | c14ncgroup = 3 | c14ncgroup = 5 | c14ncgroup = 7 | c14ncgroup = 8)
c14ncind = 2.
EXECUTE.

VARIABLE LABELS c14ncind "c14ncind: Negative consequences of colleagues' flexible
working - individual consequences".

VALUE LABELS
        c14ncind
        1       "Individual consequences"
        2       "Not individual consequences"
        -5      "Excluded from selected responses".

FORMATS c14ncind (f3.0).

*******************************************************************************************************
COMMENT        Variables C14NCNO .
COMMENT        Negative consequences of colleagues' flexible working arrangements - none.
COMMENT        CARE Selected responses (as listed) only for tables.
*******************************************************************************************************

COMPUTE c14ncno = -5.
IF (c14ncgroup = 7) c14ncno = 1.
EXECUTE.
IF (c14ncgroup = 1 | c14ncgroup = 2 | c14ncgroup = 3 | c14ncgroup = 4 | c14ncgroup = 5 |
c14ncgroup = 6 | c14ncgroup = 8) c14ncno = 2.
EXECUTE.

VARIABLE LABELS c14ncno "c14ncno: Negative consequences' of colleagues' flexible
working - no negative consequences".

VALUE LABELS
        c14ncno
        1       "No negative consequences"
        2       "Not no negative consequences"
        -5      "Excluded from selected responses".

FORMATS c14ncno (f3.0).

*******************************************************************************************************
COMMENT        Variables C14NCWORK.
COMMENT        Negative consequences of colleagues' flexible working arrangements – work
               related.
COMMENT        CARE Selected responses (as listed) only for tables.
*******************************************************************************************************

COMPUTE c14ncwork = -5.
IF (c14ncgroup = 1| c14ncgroup = 4| c14ncgroup = 5) c14ncwork = 1.
EXECUTE.
```

IF (c14ncgroup = 2 | c14ncgroup = 3 | c14ncgroup = 6 | c14ncgroup = 7 | c14ncgroup = 8)
c14ncwork = 2.
EXECUTE.

VARIABLE LABELS c14ncwork "c14ncwork: Negative consequences of colleagues' flexible
working - work related".

VALUE LABELS
        c14ncwork
        1   "Work related"
        2   "Not work related"
        -5   "Excluded from selected responses".

FORMATS c14ncwork (f3.0).

****
COMMENT   Variables **C14PCAFF** .
COMMENT   Positive consequences of colleagues' flexible working arrangements – no
               affect.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c14pcaff = -5.
IF (c14pcgroup = 8) c14pcaff = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup= 3 | c14pcgroup = 4 | c14pcgroup = 5 |
c14pcgroup = 6 | c14pcgroup = 7 | c14pcgroup = 9 | c14pcgroup = 10) c14pcaff = 2.
EXECUTE.

VARIABLE LABELS c14pcaff "c14pcaff: Positive consequences of colleagues' flexible
working - no affect".

VALUE LABELS
        c14pcaff
        1   "No affect"
        2   "Not no affect"
        -5   "Excluded from selected responses".

FORMATS c14pcaff (f3.0).

****
COMMENT   Variables **C14PCBUS** .
COMMENT   Positive consequences of colleagues' flexible working arrangements –
               business benefits.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c14pcbus = -5.
IF (c14pcgroup = 2| c14pcgroup = 4| c14pcgroup = 6 | c14pcgroup = 7) c14pcbus = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 3 | c14pcgroup = 5 | c14pcgroup = 8 | c14pcgroup = 9 |
c14pcgroup = 10) c14pcbus = 2.
EXECUTE.

VARIABLE LABELS c14pcbus "c14pcbus: Positive consequences of colleagues' flexible
working - business benefits".

VALUE LABELS
        c14pcbus
        1   "Business benefits"

133

2   "Not business benefits"
        -5   "Excluded from selected responses".

FORMATS c14pcbus (f3.0).

****
COMMENT   Variables **C14PCDK**.
COMMENT   Positive consequences of colleagues' flexible working arrangements – don't
               know.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c14pcdk = -5.
IF (c14pcgroup = 10) c14pcdk = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup= 3 | c14pcgroup = 4 | c14pcgroup = 5 |
c14pcgroup = 6 | c14pcgroup = 7 | c14pcgroup = 8 | c14pcgroup = 9) c14pcdk = 2.
EXECUTE.

VARIABLE LABELS c14pcdk "c14pcdk: Positive consequences of colleagues' flexible
working - don't know".

VALUE LABELS
        c14pcdk
        1   "Don't know"
        2   "Not don't know"
        -5   "Excluded from selected responses".

FORMATS c14pcdk (f3.0).

****
COMMENT   Variable **C14PCGROUP**.
COMMENT   Positive consequences of colleagues' flexible working arrangements.
COMMENT   CARE: Selected responses (as listed) only for tables.
****

****
COMMENT   WORK ENVIRONMENT BENFITS:
               Better/happier atmosphere
               More job satisfaction
               Less stressful
               More time to work

COMMENT   BUSINESS BENEFITS:
               Allows business flexibility
               Achieve other interests
               Keeps valued staff members

COMMENT   INDIVIDUAL BENEFITS:
               People can look after children-family
               Spend more time with family
               More freedom-time
               Convenience

COMMENT   DOESN'T AFFECT ME:
               It does not affect me

COMMENT   NO POSITIVE CONSEQUENCES:
               None/nothing

COMMENT   DON'T KNOW:
            Don't know

COMMENT   ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
****

COMPUTE c14pcgroup = -5.
IF (c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) c14pcgroup = 1.
IF ((c14pc02 = 1 | c14pc07 = 1 | c14pc11 = 1) & (c14pcgroup = -5)) c14pcgroup = 2.
IF ((c14pc04 = 1 | c14pc05 = 1 | c14pc09 = 1 | c14pc12 = 1) & (c14pcgroup = -5)) c14pcgroup
= 3.
IF ((c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) & (c14pc02 = 1 | c14pc07 = 1 |
c14pc11 = 1)) c14pcgroup = 4.
IF ((c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) & (c14pc04 = 1 | c14pc05 = 1 |
c14pc09 = 1 | c14pc12 = 1)) c14pcgroup = 5.
IF ((c14pc02 = 1 | c14pc07 = 1 | c14pc11 = 1) & (c14pc04 = 1 | c14pc05 = 1 | c14pc09 = 1
| c14pc12 = 1)) c14pcgroup = 6.
IF ((c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) & (c14pc02 = 1 | c14pc07 = 1 |
c14pc11 = 1) & (c14pc04 = 1 | c14pc05 = 1 | c14pc09 = 1 | c14pc12 = 1)) c14pcgroup = 7.
IF (c14pc14 = 1) c14pcgroup = 8.
IF (c14pc15 = 1) c14pcgroup = 9.
IF (c14pc16 = 1) c14pcgroup = 10.
EXECUTE.

VARIABLE LABELS c14pcgroup "c14pcgroup: Positive consequences colleagues' flexible
working arrangements - grouped".

VALUE LABELS
        c14pcgroup
        1   "Work environment benefits"
        2   "Business benefits"
        3   "Individual benefits"
        4   "Work and business benefits"
        5   "Work and individual benefits"
        6   "Business and individual benefits"
        7   "All three categories"
        8   "Doesn't affect me"
        9   "No positive consequences"
        10   "Don't know"
        -5   "Excluded from selected responses".

FORMATS c14pcgroup (f3.0).

****
COMMENT   Variables **C14PCIND**.
COMMENT   Positive consequences of colleagues' flexible working arrangements –
            individual benefits.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c14pcind = -5.
IF (c14pcgroup = 3| c14pcgroup = 5| c14pcgroup = 6 | c14pcgroup = 7) c14pcind = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup = 4 | c14pcgroup = 8 | c14pcgroup = 9 |
c14pcgroup = 10) c14pcind = 2.
EXECUTE.

VARIABLE LABELS c14pcind "c14pcind: Positive consequences of colleagues' flexible
working - individual benefits".

VALUE LABELS
        c14pcind
        1   "Individual benefits"
        2   "Not individual benefits"
        -5   "Excluded from selected responses".

FORMATS c14pcind (f3.0).

****
COMMENT   Variables **C14PCNO**.
COMMENT   Positive consequences of colleagues' flexible working arrangements - none.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c14pcno = -5.
IF (c14pcgroup = 9) c14pcno = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup= 3 | c14pcgroup = 4 | c14pcgroup = 5 |
c14pcgroup = 6 | c14pcgroup = 7 | c14pcgroup = 8 | c14pcgroup = 10) c14pcno = 2.
EXECUTE.

VARIABLE LABELS c14pcno "c14pcno: Positive consequences of colleagues' flexible
working - no positive consequences".

VALUE LABELS
        c14pcno
        1   "No positive consequences"
        2   "Not no positive consequences"
        -5   "Excluded from selected responses".

FORMATS c14pcno (f3.0).

****
COMMENT   Variables **C14PCWORK**.
COMMENT   Positive consequences of colleagues' flexible working arrangements – work
                environment.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE c14pcwork = -5.
IF (c14pcgroup = 1| c14pcgroup = 4| c14pcgroup = 5 | c14pcgroup = 7) c14pcwork = 1.
EXECUTE.
IF (c14pcgroup = 2 | c14pcgroup = 3 | c14pcgroup = 6 | c14pcgroup = 8 | c14pcgroup = 9 |
c14pcgroup = 10) c14pcwork = 2.
EXECUTE.

VARIABLE LABELS c14pcwork "c14pcwork: Positive consequences of colleagues' flexible
working - work environment".

VALUE LABELS
        c14pcwork
        1   "Work environment benefits"
        2   "Not work environment benefits"
        -5   "Excluded from selected responses".

FORMATS c14pcwork (f3.0).

****

COMMENT   To produce new variable **c27** to combine all responses from **c27_01 -**
            c27_23 into one variable.
COMMENT   **c27_01 - c27_23** to be left as dummy variables.
****

NUMERIC c27 (f3.0).

DO IF (c27_01=1 & (c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =1).
END IF.
EXECUTE.

DO IF (c27_02=1 & (c27_01 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =2).
END IF.
EXECUTE.

DO IF (c27_03=1 & (c27_01 ~=1 & c27_02 ~=1 & c27_04 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =3).
END IF.
EXECUTE.

DO IF (c27_04=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =4).
END IF.
EXECUTE.

DO IF (c27_05=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =5).
END IF.
EXECUTE.

DO IF (c27_06=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =6).
END IF.
EXECUTE.

```
DO IF (c27_07=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =7).
END IF.
EXECUTE.

DO IF (c27_08=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =8).
END IF.
EXECUTE.

DO IF (c27_09=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =9).
END IF.
EXECUTE.

DO IF (c27_10=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =10).
END IF.
EXECUTE.

DO IF (c27_11=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =11).
END IF.
EXECUTE.

DO IF (c27_12=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =12).
END IF.
EXECUTE.

DO IF (c27_13=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
```

```
    c27 (SYSMIS =13).
END IF.
EXECUTE.

DO IF (c27_14=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =14).
END IF.
EXECUTE.

DO IF (c27_15=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =15).
END IF.
EXECUTE.

DO IF (c27_16=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =16).
END IF.
EXECUTE.

DO IF (c27_17=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =17).
END IF.
EXECUTE.

DO IF (c27_18=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =18).
END IF.
EXECUTE.

DO IF (c27_19=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =19).
END IF.
EXECUTE.

DO IF (c27_20=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
```

```
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
 c27 (SYSMIS =20).
END IF.
EXECUTE.

DO IF (c27_21=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_22~=1 & c27_23~=1)).
RECODE
 c27 (SYSMIS =21).
END IF.
EXECUTE.

DO IF (c27_22=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_23~=1)).
RECODE
 c27 (SYSMIS =22).
END IF.
EXECUTE.

DO IF (c27_23=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1)).
RECODE
 c27 (SYSMIS =-9).
END IF.
EXECUTE.

DO IF (c27_01=-8& SYSMIS (c27)).
RECODE
 c27 (SYSMIS =-8).
END IF.
EXECUTE.

RECODE
 c27 (SYSMIS=-5).
EXECUTE.

VARIABLE LABEL
        c27       "c27#: Single thing employer could provide to improve WLB".

VALUE LABELS
        c27
        1         "Flexi-time"
        2         "Crèche"
        3         "Lighten workload/more staff"
        4         "Pay increase"
        5         "Work from home"
        6         "More annual leave"
        7         "Compressed working week"
        8         "Improved facilities/equipment"
        9         "Less/recognised overtime"
        10        "Reduced work hours"
        11        "Increased work hours"
```

12	"More training"
13	"More breaks"
14	"Change work patterns/shifts"
15	"More job security"
16	"Less paperwork/bureaucracy"
17	"Better work environment"
18	"Better relationship with senior staff"
19	"Better communication with senior staff"
20	"More time to catch up/prepare work"
21	"Other things"
22	"Nothing"
-5	"Case allowed multiple response in error"
-8	"Not applicable"
-9	"Don't know".

FORMATS c27 (f3.0).

```
*********************************************************************************************************
COMMENT         Variable C27OLAP.
COMMENT         Variable needed to sort out cases of category overlap at BETTERWLB.
COMMENT         CARE: Variable for the purpose of identifying category overlapping cases.
*********************************************************************************************************


COMPUTE c27olap = 0.
EXECUTE.

IF (c27_01 = 1 | c27_05 = 1 | c27_06 = 1 | c27_07 = 1 | c27_09 = 1 | c27_10 = 1 | c27_11 = 1
| c27_14 = 1 ) c27olap =1.
IF  (c27_03 = 1 |  c27_08 = 1 | c27_12 = 1 | c27_13 = 1 |  c27_16 = 1 | c27_17 = 1 | c27_18 =
1 |  c27_19 = 1 |  c27_20 = 1 )  c27olap = c27olap + 1.
IF (c27_04 = 1) c27olap = c27olap + 1.
IF (c27_22 = 1) c27olap = c27olap + 1.
IF (c27_23 = 1) c27olap = c27olap + 1.
EXECUTE.
```

VARIABLE LABELS c27olap "c27olap: Needed to identify cases of category overlap at
BETTERWLB".

VALUE LABELS
        c27olap
0	"Case falls into no category"
1	"Case falls into one category only"
2	"Case falls into two categories"
3	"Case falls into three categories"
4	"Case falls into four categories"
5	"Case falls into all five categories".

FORMATS c27olap (f3.0).

```
*************************************************************
COMMENT         Variable CARE20PLUS.
COMMENT         Carer for at least 20 hours per week.
*************************************************************


RECODE
 e04
 (-7=Copy)  (-8=Copy)  (0 thru 19=1)  (20 thru Highest=2)  INTO care20plus.
EXECUTE.
```

VARIABLE LABELS care20plus 'care20plus: Care for at least 20 hours per week'.

VALUE LABELS
        care20plus
        1   "Less than 20 hours"
        2   "20 hours or more"
        -7   "Missing data"
        -8   "Not applicable".

FORMATS care20plus (f3.0).

****
COMMENT   Variable **CAREBAND**.
COMMENT   Total number of adults cared for in other household - banded.
****

IF (caretotal = -8) careband = -8.
RECODE
 caretotal
 (0=0) (1=1) (2=2) (3 thru 8=3) INTO careband.
EXECUTE.

VARIABLE LABELS careband "careband: Total number of adults cared for - banded".

VALUE LABELS
        careband
        0   "No people"
        1   "1 person"
        2   "2 people"
        3   "3 or more people"
        -8   "Not applicable".

FORMATS careband (f3.0).

****
COMMENT   Variable **CAREHOURS**.
COMMENT   Number of hours carers spent caring in a typical week - banded.
COMMENT   Banded for use in tables.
****

RECODE
 e04
 (-8=-8) (-7=-7)(1 thru 5=1) (6 thru 10=2) (11 thru 20=3) (20 thru Highest=4) INTO
 carehours.
EXECUTE.

VARIABLE LABELS carehours "carehours: Hours spent caring in a typical week - banded".

VALUE LABELS
        carehours
        1   "1-5 hours"
        2   "6-10 hours"
        3   "11-20 hours"
        4   "More than 20 hours"
        -7   "Missing data"
        -8   "Not applicable".

FORMATS carehours (f3.0).

****
COMMENT   Variable **CAREOTH**.

```
COMMENT      Number of adults cared for in other household.
*************************************************************************

RECODE
 e02a
 (-8=-8)(0=0)(1=1)  (2=2)  (3=3)  INTO careoth.
EXECUTE.

VARIABLE LABELS careoth "careoth: Number of adults cared for in another household".

VALUE LABELS
      careoth
      0       "None cared for in other household"
      1       "1 person"
      2       "2 people"
      3       "3 or more people"
      -8      "Not applicable".

FORMATS careoth (f3.0).

*************************************************************************
COMMENT      Variable CAREOWN.
COMMENT      Number of adults cared for in own household.
*************************************************************************

RECODE
 e02
 (-8=-8) (0=0) (1=1)  (2=2)  (3 thru 8=3)  INTO careown.
EXECUTE.

VARIABLE LABELS careown  "careown: Number of adults cared for in own household".

VALUE LABELS
      careown
      0       "None cared for in own household"
      1       "1 person"
      2       "2 people"
      3       "3 or more people"
      -8      "Not applicable".

FORMATS careown  (f3.0).

*************************************************************************************
COMMENT Variable CARERESP.
COMMENT Employee has caring responsibilities - recoded for tables
*************************************************************************************
IF (e01a = -8) careresp = -8.
IF (e01a = 1 | e01a = 3) careresp = 1.
IF (e01a = 2) careresp = 2.
IF (e01a = 4) careresp = 3.
EXECUTE.
VARIABLE LABELS careresp "careresp#: Employee has caring responsibilities - recoded".
VALUE LABELS
careresp
1 "Yes, in this household"
2 "Yes, in another household"
3 "No"
-8 "Not applicable".
FORMATS careresp (f3.0).
```

```
********************************************************************************
COMMENT      Variable **CARETOTAL**.
COMMENT      Total number of adults cared for in other household.
********************************************************************************

IF (e02 = -8) caretotal = -8.
COMPUTE caretotal = SUM (e02 + e02a) .
IF (caretotal = -16) caretotal = -8.
EXECUTE.
```

VARIABLE LABELS caretotal "caretotal: Total number of adults cared for".

VALUE LABELS
      caretotal
      -8   "Not applicable".

FORMATS caretotal (f3.0).

```
****************************************************************
COMMENT      Variable **CONTHOURS**.
COMMENT      Contracted hours per week - Banded
COMMENT      Banded for use in tables.
****************************************************************

RECODE
 b04
 (-7=-7) (-8=-8) (-9=-9) (Lowest thru 30 = 1) (30.01 thru 35 = 2) (35.01 thru 40 = 3) (40.01
thru Highest=4)  INTO  conthours .
EXECUTE .
IF ((conthours =  -7 | conthours = -8 | conthours = -9) & (b04band = 1 | b04band = 2 |
b04band = 3 | b04band = 4 | b04band = 5 )) conthours = 1.
EXECUTE.
IF ((conthours =  - 7 | conthours =  - 8 | conthours =  - 9) & (b04band = 6)) conthours = 2 .
EXECUTE .
IF ((conthours =  - 7 | conthours =  - 8 | conthours =  - 9) & (b04band = 7)) conthours = 3 .
EXECUTE .
IF ((conthours  =  -7 | conthours = -8 | conthours = -9) & (b04band = 8 | b04band = 9 |
b04band = 10 | b04band = 11 | b04band = 12 )) conthours = 4.
EXECUTE.
IF ((conthours  =  - 7 | conthours  =  - 8 | conthours  =  - 9) & (b04band = 13)) conthours = 5 .
EXECUTE .
```

VARIABLE LABELS conthours "conthours#: Contracted hours banded for tables".

VALUE LABELS
      conthours
      1   "30 hours and less"
      2   ">30 hours - 35 hours"
      3   ">35 hours - 40 hours"
      4   "More than 40 hours"
      5   "Varies from week to week"
      -8   "Not applicable"
      -9   "Don't know".

FORMATS conthours (f3.0).

```
********************************************************************************
COMMENT      Variable **CWASAT**.
COMMENT      Level of satisfaction with current working arrangements.
COMMENT      Values reversed for regression analysis.
```

```
********************************************************************************

RECODE
 c01
 (1=5) (2=4) (3=3) (4=2) (5=1)  INTO  cwasat .
EXECUTE.

VARIABLE LABELS cwasat  "cwasat: Level of satisfaction with current working arrangements
- reversed".

VALUE LABELS
        cwasat
        1       "Very dissatisfied"
        2       "Dissatisfied"
        3       "Neither satisfied nor dissatisfied"
        4       "Satisfied"
        5       "Very satisfied".

FORMATS cwasat  (f3.0).

********************************************************************************
COMMENT      Variable DAYHOLBAND.
COMMENT      Number of days paid holiday entitled to per year - banded.
COMMENT      Banded for use in tables.
********************************************************************************

RECODE
 d10
 (0 thru 19=1) (20 thru 24=2) (25=3) (26 thru 30=4) (31 thru Highest=5) (-7=-7)
 INTO  dayholband.
EXECUTE .

VARIABLE LABELS dayholband "dayholband: Number of days paid holiday - banded".

VALUE LABELS
        dayholband
        1       "Less than 20 days"
        2       "20-24 days"
        3       "25 days"
        4       "26-30 days"
        5       "More than 30 days"
        -7      "Missing data".

FORMATS dayholband (f3.0).

********************************************************************************
COMMENT      Variable DAYS.
COMMENT      Tidying to days taken off in an emergency.
COMMENT      Brings variable into line with HTODAYS for combining.
COMMENT      Removes all values above 100.
********************************************************************************

RECODE
 d03a
 (100 thru Highest=SYSMIS)  (-9 = SYSMIS) (-8=SYSMIS) (ELSE=Copy) INTO  days .
RECODE
days
(SYSMIS=-8) INTO days.
EXECUTE.
```

VARIABLE LABELS days "days: Days taken off in an emergency - recoded".

VALUE LABELS
    days
    -8   "Not applicable".

****
COMMENT   Variable **DAYSBAND**.
COMMENT   Days taken off in an emergency - banded.
COMMENT   Combines those who gave response in hours and those in days - banded.
****

RECODE
 emerdays
 (0 thru 2.0 =1) (2.01 thru 4.99 = 2) (5.00 thru Highest = 3) INTO daysband.
RECODE
daysband
(SYSMIS=-8) INTO daysband.
EXECUTE.

VARIABLE LABELS daysband "daysband: Days taken off in an emergency - banded".

VALUE LABELS
    daysband
    1   "1-2 days"
    2   "3-4 days"
    3   "5 days or more"
    -8   "Not applicable".

FORMATS daysband (f3.0).

****
COMMENT   Variable **DIFFHOURS**.
COMMENT   Difference between hours contracted to work and actual hours worked.
****

IF (b04>=0 & b05>=0) diffhours = (b04-b05).
EXECUTE.

VARIABLE LABELS diffhours "diffhours#: Difference between contracted and actual hours".

****
COMMENT   Variable **EDUCBAND**
COMMENT   Highest educational qualification - banded for use in tables.
****

RECODE
 z02
 (46=1) (38=2) (9=3) (11=3) (4=Copy) (10=6) (30=7) (37=7) (-3=Copy) (1 thru 3=2) (14
thru 18=3) (22 thru 23=3)
 (26 thru 29=3) (31 thru 32=3) (39 thru 43=3) (33 thru 36=3) (5 thru 6=5) (7 thru 8=6) (12
thru 13=7) (19 thru 21=7)
 (24 thru 25=7) (44 thru 45=7) INTO educband .

IF (serial = 226 | serial = 5457) educband = -5.
EXECUTE.

VARIABLE LABELS educband 'educband#: Highest educational qualification banded'.

VALUE LABELS
        educband
        1   "None"
        2   "GCSEs/O Level/CSEs"
        3   "Vocational qualifications"
        4   "A Levels"
        5   "Degree/Professional qualifications"
        6   "Postgraduate degree"
        7   "Other"
        -3   "Refused"
        -5   "Case allowed multiple response in error".

FORMATS educband (f3.0).

****
COMMENT   Variable **EMERDAYS**.
COMMENT   Days taken off in an emergency.
COMMENT   Combines those who gave response in hours and those in days.
****

IF (htodays>= 0) emerdays =htodays.
IF (days >= 0 & SYSMIS (emerdays)) emerdays = days.
IF (htodays >=0 & days >=0) emerdays = htodays + days.
IF (htodays = -8 & days = -8) emerdays = -8.

VARIABLE LABELS emerdays "emerdays: Days taken off in an emergency - combined".

VALUE LABELS
        emerdays
        -8   "Not applicable".

****
COMMENT   Variable **ETHBAND**
COMMENT   Ethnicity - banded for use in tables.
****

RECODE
 z04
 (1=1) (2 thru 6 =2) (-3=-3) INTO ethband .
EXECUTE.

VARIABLE LABELS ethband   "ethband: Ethnicity - banded".

VALUE LABELS
        ethband
        1   "White"
        2   "Non-white"
        -3   "Refused".

FORMATS ethband (f3.0).

****
COMMENT   Variable **ETHDUMMY**.
COMMENT   Ethnicity as dummy variable.
****

RECODE
 z04
 (1=1) (2 thru 6=0) (-3=-3) INTO ethdummy.
EXECUTE.

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VARIABLE LABELS ethdummy "ethdummy: Ethnicity as a dummy variable".

VALUE LABELS
    ethdummy
    0   "Non-white"
    1   "White"
    -3.   "Refused".

FORMATS ethdummy (f3.0).

****
COMMENT   To produce new variable **F01** to combine all responses from **F01_01 -**
       F01_17 into one variable.
COMMENT   **F01_01 - F01_17** to be left as dummy variables.
****

NUMERIC f01 (f3.0).

DO IF (f01_01=1 & (f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 & f01_06 ~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 1).
END IF .
EXECUTE .

DO IF (f01_02 =1 & (f01_01~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 & f01_06 ~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 2).
END IF .
EXECUTE .

DO IF (f01_03 =1& (f01_01~=1 & f01_02~=1 & f01_04~=1 & f01_05~=1 & f01_06 ~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 3).
END IF .
EXECUTE .

DO IF (f01_04 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_05~=1 & f01_06 ~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 4).
END IF .
EXECUTE .

DO IF (f01_05 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_06 ~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
F01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).

```
RECODE
 f01(SYSMIS = 5).
END IF .
EXECUTE .

DO IF (f01_06 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 6).
END IF .
EXECUTE .

DO IF (f01_07 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 7).
END IF .
EXECUTE .

DO IF (f01_08 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 8).
END IF .
EXECUTE .

DO IF (f01_09 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 9).
END IF .
EXECUTE .

DO IF (f01_10 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 10).
END IF .
EXECUTE .

DO IF (f01_11 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 11).
END IF .
EXECUTE .
```

```
DO IF (f01_12 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 12).
END IF .
EXECUTE .

DO IF (f01_13 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 13).
END IF .
EXECUTE .

DO IF (f01_14 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 14).
END IF .
EXECUTE .

DO IF (f01_15 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 15).
END IF .
EXECUTE .

DO IF (f01_16 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 &
f01_17~=1)).
RECODE
 f01(SYSMIS = 16).
END IF .
EXECUTE .

DO IF (f01_17 =1 & (f01_01=1 & f01_02=1 & f01_03=1 & f01_04=1 & f01_05~=1 & f01_06
~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 &
f01_16~=1)).
RECODE
 f01(SYSMIS = -9).
END IF .
EXECUTE .

DO IF (F01_01 = -9).
RECODE
f01(SYSMIS = -9).
END IF.
EXECUTE.
```

```
RECODE
 f01  (SYSMIS=-5)  .
EXECUTE .

VARIABLE LABEL
       f01       "f01#: Main arrangement to support working parents".

VALUE LABELS
       f01
       1          "Flexible hours/flexi-time"
       2          "Crèche/help with childcare"
       3          "Time off when child sick/emergencies"
       4          "Time off for school holidays"
       5          "Work from home"
       6          "General awareness and understanding"
       7          "More money/higher salary"
       8          "Time off for dropping off/picking up kids"
       9          "Job share"
       10         "More time off"
       11         "Term-time contracts"
       12         "Paternity leave"
       13         "Part-time/shorter hours"
       14         "Flexibility (unspecified)"
       15         "Other"
       16         "None/nothing"
       -5         "Case allowed multiple response in error"
       -9         "Don't know".

FORMATS f01 (f3.0).

*******************************************************************************************************
COMMENT        Variable F01OLAP.
COMMENT        Variable needed to sort out cases of category overlap at SUPPORTWP.
COMMENT        CARE: Variable for the purpose of identifying category overlapping cases.
*******************************************************************************************************

COMPUTE f01olap = 0 .
EXECUTE .

IF (f01_01 = 1 |  f01_05 = 1 | f01_09 = 1 | f01_11 = 1 | f01_13 = 1 ) f01olap =1.
IF  (f01_02 = 1 |  f01_03 = 1 | f01_04 = 1 | f01_06 = 1 | f01_08 = 1 | f01_10 = 1 |  f01_12 = 1 )
f01olap = f01olap + 1.
IF (f01_16 = 1 ) f01olap = f01olap + 1.
IF (f01_17 = 1 ) f01olap = f01olap + 1.
EXECUTE.

VARIABLE LABELS f01olap        "f01olap : Needed to identify cases of category overlap at
SUPPORTWP".

VALUE LABELS
       f01olap
       0          "Case falls into no category"
       1          "Case falls into one category only"
       2          "Case falls into two categories"
       3          "Case falls into three categories"
       4          "Case falls into all four categories".

FORMATS f01olap (f3.0).

**********************************************************************************
```

COMMENT   Variable **FIG3.6A - FIG3.6H**.
COMMENT   Composite variable for figure 3.6.
COMMENT   Brings together results of c13a - c13h, naliketoa - naliketoh,
               nanowanta- nanowanth and notapplica - notapplich
****

RECODE
naliketoa
 (1=Copy) INTO fig3.6a .
RECODE
naliketob
 (1=Copy) INTO fig3.6b .
RECODE
naliketoc
 (1=Copy) INTO fig3.6c .
RECODE
naliketod
 (1=Copy) INTO fig3.6d .
RECODE
naliketoe
 (1=Copy) INTO fig3.6e .
RECODE
naliketof
 (1=Copy) INTO fig3.6f .

RECODE
naliketog
 (1=Copy) INTO fig3.6g .
RECODE
naliketoh
 (1=Copy) INTO fig3.6h .
IF (c13a = 1) fig3.6a = 2.
IF (c13b = 1) fig3.6b = 2.
IF (c13c = 1) fig3.6c = 2.
IF (c13d = 1) fig3.6d = 2.
IF (c13e = 1) fig3.6e = 2.
IF (c13f = 1) fig3.6f = 2.
IF (c13g = 1) fig3.6g = 2.
IF (c13h = 1) fig3.6h = 2.
IF (c13a = 2) fig3.6a = 3.
IF (c13b = 2) fig3.6b = 3.
IF (c13c = 2) fig3.6c = 3.
IF (c13d = 2) fig3.6d = 3.
IF (c13e = 2) fig3.6e = 3.
IF (c13f = 2) fig3.6f = 3.
IF (c13g = 2) fig3.6g = 3.
IF (c13h = 2) fig3.6h = 3.
IF (nanowanta = 1) fig3.6a = 4.
IF (nanowantb = 1) fig3.6b = 4.
IF (nanowantc = 1) fig3.6c = 4.
IF (nanowantd = 1) fig3.6d = 4.
IF (nanowante = 1) fig3.6e = 4.
IF (nanowantf = 1) fig3.6f = 4.
IF (nanowantg = 1) fig3.6g = 4.
IF (nanowanth = 1) fig3.6h = 4.
IF (notapplica = 1) fig3.6a = 5.
IF (notapplicb = 1) fig3.6b = 5.
IF (notapplicc = 1) fig3.6c = 5.
IF (notapplicd = 1) fig3.6d = 5.
IF (notapplice = 1) fig3.6e = 5.

IF (notapplicf = 1) fig3.6f = 5.
IF (notapplicg = 1) fig3.6g = 5.
IF (notapplich = 1) fig3.6h = 5.
EXECUTE.

VARIABLE LABELS
        fig3.6a "fig3.6a: Part-time"
        fig3.6b "fig3.6b: Term-time"
        fig3.6c "fig3.6c: Job share"
        fig3.6d "fig3.6d: Flexi-time"
        fig3.6e "fig3.6e: Reduced hours"
        fig3.6f "fig3.6f: Work from home"
        fig3.6g "fig3.6g: Compressed week"
        fig3.6h "fig3.6h: Annualised hours".

VALUE LABELS
        fig3.6a fig3.6b fig3.6c fig3.6d fig3.6e fig3.6f fig3.6g fig3.6h
        1   "Would like to work - but not available"
        2   "Currently working this arrangement"
        3   "Arrangement available - but not taken up"
        4   "Arrangement not available - not wanted"
        5   "Not answering any of above - due to don't know responses".

FORMATS fig3.6a fig3.6b fig3.6c fig3.6d fig3.6e fig3.6f fig3.6g fig3.6h (f3.0).

****
COMMENT   Variable **FLEXAVAIL**
COMMENT   Availability of flexible working arrangements - count
****

COMPUTE flexavail = 0.
EXECUTE.

IF (c12a = 1) flexavail = 1.
EXECUTE.

IF (c12b = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12c = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12d = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12e = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12f = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12g = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12h = 1) flexavail = flexavail + 1.
EXECUTE.

IF (flexavail = 0 & (c12a = -9 | c12b = -9 | c12c = -9 | c12d = -9 | c12e = -9 | c12f = -9 | c12g = -9 | c12h = -9)) flexavail = -9.
EXECUTE.

VARIABLE LABEL flexavail "flexavail: Availability of flexible working arrangements - count".

VALUE LABELS
      flexavail
      -9   "Don't know".

FORMATS flexavail (f3.0).

```
*********************************************************************
COMMENT      Variable FLEXCAT.
COMMENT      Flexibility score of employer - compressed.
COMMENT      Compressed for use in tables.
*********************************************************************
```

RECODE
flexscore
(0 thru 2=1) (3 thru 6=2) (7 thru 10=3) (-5 = -5) INTO flexcat.
EXECUTE.

VARIABLE LABELS flexcat "flexcat: Flexibility score of employer - compressed".

VALUE LABELS
      flexcat
      1   "Low flexibility score"
      2   "Medium flexibility score"
      3   "High flexibility score"
      -5   "Excluded case-don't know recorded at one of input variables".

FORMATS flexcat (f3.0).

```
****************************************************
COMMENT      Variable FLEXSCORE.
COMMENT      Flexibility score of employer.
****************************************************
```

NUMERIC flexscore (f3.0).

RECODE
 flexscore (SYSMIS=0) .
IF (c12a = 1) flexscore = 1 .
IF (c12b = 1) flexscore = flexscore + 1 .
IF (c12c = 1) flexscore = flexscore + 1 .
IF (c12d = 1) flexscore = flexscore + 1 .
IF (c12e = 1) flexscore = flexscore + 1 .
IF (c12f = 1) flexscore = flexscore + 1 .
IF (c12g = 1) flexscore = flexscore + 1 .
IF (c12h = 1) flexscore = flexscore + 1 .
IF (c25 = 1) flexscore = flexscore + 1 .
IF (c26 = 1) flexscore = flexscore + 1 .
IF (c12a = -9|c12b = -9|c12c = -9|c12d = -9|c12e = -9|c12f = -9|c12g = -9|c12h = -9 |c25 = -9|c26 = -9) flexscore = -5.
EXECUTE .

VALUE LABELS
      flexscore
      -5   "Excluded case-don't know recorded at one of input variables".

VARIABLE LABELS flexscore "flexscore: Flexibility score of employer".

```
********************************************
COMMENT        Variable FLEXWORK.
COMMENT        Flexible worker status.
********************************************


COMPUTE flexwork = 3 .
IF (c13a = 1) flexwork = 1 .
IF ((c13b = 1| c13c = 1| c13d = 1| c13e = 1| c13f = 1| c13g=1| c13h = 1)& flexwork = 3)
flexwork = 2 .
EXECUTE .

VARIABLE LABELS flexwork "flexwork: Flexible worker status".

VALUE LABELS
        flexwork
        1        "Part-time"
        2        "Flexible working and not part-time"
        3        "No part-time or flexible working".

FORMATS flexwork (f3.0).


****************************************************************
COMMENT        Variable FTPTDUMMY.
COMMENT        Full-time/Part-time as dummy variable.
****************************************************************

RECODE
 b05
 (30.00 thru HIGHEST=1)  (1 thru 29.99=0)  (-7=-7) INTO  ftptdummy.
DO IF (serial = 21138) .
RECODE
 ftptdummy  (1=-7)  .
END IF .
EXECUTE .

VARIABLE LABELS  ftptdummy "ftptdummy: FT/PT as a dummy variable".

VALUE LABELS
         ftptdummy
        1        "Full-time"
        0        "Part-time"
        -7       "Missing data".

FORMATS ftptdummy(f3.0).


*****************************************************************************
COMMENT        Variable G01REV.
COMMENT        Overall impression of employers - scale reversed.
COMMENT        Scale reversed for use in tables.
*****************************************************************************


RECODE
 g01
 (1=5)  (2=4) (3=3) (4=2) (5=1)(-9=-9)  INTO g01rev .
EXECUTE .

VARIABLE LABELS g01rev "g01rev: Impression of employers - reversed scale".

VALUE LABELS
        g01rev
```

1	"Very bad"
2	"Bad"
3	"Neither bad nor good"
4	"Good"
5	"Very good"
-9	"Don't know".

FORMATS g01rev (f3.0).

```
*****************************************************************************************
COMMENT       Variable G02REV.
COMMENT       Relations between employees and managers - scale reversed.
COMMENT       Scale reversed for use in tables.
*****************************************************************************************

RECODE
 g02
 (1=5)  (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g02rev .
EXECUTE .
```

VARIABLE LABELS g02rev "go2rev: Relations between managers & employees".

VALUE LABELS

	g02rev	
1	"Very bad"
2	"Bad"
3	"Neither bad nor good"
4	"Good"
5	"Very good"
-9	"Don't know".

FORMATS g02rev (f3.0).

```
*****************************************************************************************
COMMENT       Variable G04AREV - G04IREV.
COMMENT       Scale reversed for use in tables.
*****************************************************************************************

RECODE
 g04a
 (1=5)  (2=4)  (3=3)  (4=2) (5=1) INTO  g04arev .
EXECUTE .
```

VARIABLE LABELS g04arev "g04arev: Everyone should be able to balance their work and home lives in the way that they want - reversed".

VALUE LABELS

	g04arev
1	"Strongly disagree"
2	"Disagree"
3	"Neither disagree nor agree"
4	"Agree"
5	"Strongly agree".

FORMATS g04arev (f3.0).

```
RECODE
 g04b
 (1=5)  (2=4)  (3=3)  (4=2) (5=1) (-9=-9)  INTO  g04brev .
EXECUTE .
```

VARIABLE LABELS g04brev "g04brev: People work best when they can balance their work and the other aspects of their lives - reversed".

VALUE LABELS
      g04brev
      1   "Strongly disagree"
      2   "Disagree"
      3   "Neither disagree nor agree"
      4   "Agree"
      5   "Strongly agree"
      -9   "Don't know".

FORMATS g04brev (f3.0).

RECODE
 g04c
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04crev .
EXECUTE .

VARIABLE LABELS g04crev "g04crev: Employees must not expect to be able to change their work patterns if disturbs business - reversed".
VALUE LABELS
      g04crev
      1   "Strongly disagree"
      2   "Disagree"
      3   "Neither disagree nor agree"
      4   "Agree"
      5   "Strongly agree"
      -9   "Don't know".

FORMATS g04crev (f3.0).

RECODE
 g04d
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04drev .
EXECUTE .

VARIABLE LABELS g04drev "g04drev: Not employers responsibility to help people balance their work with other aspects of their life- reversed".

VALUE LABELS
      g04drev
      1   "Strongly disagree"
      2   "Disagree"
      3   "Neither disagree nor agree"
      4   "Agree"
      5   "Strongly agree"
      -9   "Don't know".

FORMATS g04drev (f3.0).

RECODE
 g04e
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04erev .
EXECUTE .

VARIABLE LABELS g04erev "g04erev: People who work flexibly get more work done - reversed".

VALUE LABELS
        g04erev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"
        5   "Strongly agree"
        -9   "Don't know".

FORMATS g04erev (f3.0).

RECODE
 g04f
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04frev .
EXECUTE .

VARIABLE LABELS g04frev "g04frev: Employees without children should have same
flexibility in working arrangements as parents- reversed".

VALUE LABELS
        g04frev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"
        5   "Strongly agree"
        -9   "Don't know".

FORMATS g04frev (f3.0).

RECODE
 g04g
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04grev .
EXECUTE .

VARIABLE LABELS g04grev "g04grev: People who work flexibly create more work for
others- reversed".

VALUE LABELS
        g04grev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"
        5   "Strongly agree"
        -9   "Don't know".

FORMATS g04grev (f3.0).

RECODE
 g04h
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04hrev .
EXECUTE .

VARIABLE LABELS g04hrev "g04hrev: Employers who offer flexible working value their staff
more - reversed".

VALUE LABELS
        g04hrev
        1   "Strongly disagree"

2	"Disagree"
3	"Neither disagree nor agree"
4	"Agree"
5	"Strongly agree"
-9	"Don't know".

FORMATS g04hrev (f3.0).

RECODE
 g04i
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04irev .
EXECUTE .

VARIABLE LABELS g04irev "g04irev: Having more choice in working arrangements improves workplace morale - reversed".

VALUE LABELS
        g04irev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"
        5   "Strongly agree"
        -9   "Don't know".

FORMATS g04irev (f3.0).

RECODE
 g04j
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04jrev .
EXECUTE .

VARIABLE LABELS g04jrev "g04jrev: People who work flexibly need closer supervision - reversed".

VALUE LABELS
        g04jrev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"
        5   "Strongly agree"
        -9   "Don't know".

FORMATS g04jrev (f3.0).

RECODE
 g04k
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04krev .
EXECUTE .

VARIABLE LABELS g04krev "g04krev: Employers should give all employees the same priority when considering requests to work flexibly - reversed".

VALUE LABELS
        g04krev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"

5   "Strongly agree"
        -9   "Don't know".

FORMATS g04krev (f3.0).

RECODE
 g04l
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04lrev .
EXECUTE .

VARIABLE LABELS g04lrev "g04lrev: People who work flexibly are less likely to get promoted - reversed".

VALUE LABELS
        g04lrev
        1   "Strongly disagree"
        2   "Disagree"
        3   "Neither disagree nor agree"
        4   "Agree"
        5   "Strongly agree"
        -9   "Don't know".

FORMATS g04lrev (f3.0).

****
COMMENT   Variable **GENDUMMY**.
COMMENT   Gender as dummy variable.
****

RECODE
 s01
 (1=1) (2=0) INTO gendummy.
EXECUTE.

VARIABLE LABELS gendummy "gendummy: Gender as a dummy variable".

VALUE LABELS
        gendummy
        0   "Female"
        1   "Male".

FORMATS gendummy (f3.0).

****
COMMENT   Variable **GENPARENT**.
COMMENT   Sex by parental status.
****

IF (s01 = 1 & a02 = 1) genparent = 1 .
IF (s01 = 2 & a02 = 1) genparent = 2 .
IF (s01 = 1 & a02 = 2) genparent = 3 .
IF (s01 = 2 & a02 = 2) genparent = 4 .
IF (s01 = 1 & a02 = -8) genparent = 3.
IF (s01 = 2 & a02 = -8) genparent = 4.
EXECUTE.

VARIABLE LABELS genparent "genparent: Sex and parental status".

VALUE LABELS
        genparent

1	"Males with dependent children"
2	"Females with dependent children"
3	"Males without dependent children"
4	"Females without dependent children"
-8	"Not applicable".

FORMATS genparent (f3.0).

```
****************************************************************************************************
COMMENT      Variable HDIFFBAND.
COMMENT      Difference between hours contracted to work and actual hours worked -
banded.
COMMENT      Banded for use in tables.
****************************************************************************************************

RECODE
 diffhours
(lowest thru -10.00=1) (-9.99 thru -.01 =2)  (0=3) (.10 thru highest =4)  INTO
 hdiffband .
EXECUTE .
```

VARIABLE LABELS hdiffband "hdiffband#: Difference between contracted and actual hours -
banded".

VALUE LABELS
      hdiffband

1	"10 or more hours than contracted"
2	"Up to 10 hours more than contracted"
3	"Same hours as contracted"
4	"Less hours than contracted".

FORMATS hdiffband (f3.0).

```
*****************************************************************************
COMMENT      Variable HHINCHIGHDUMMY.
COMMENT      Household income £40K and over as dummy variable.
*****************************************************************************

RECODE
 hhinc
 (4 = 1)  (1 thru 3 =0)  (-7 = -7) INTO  hhinchighdummy .
EXECUTE.
```

VARIABLE LABELS hhinchighdummy "hhinchighdummy: Household income £40K and over -
dummy variable"
VALUE LABELS
      hhinchighdummy

0	"No"
1	"Hhinc £40K and over"
-7	"Missing data".

FORMATS hhinchighdummy (f3.0).

```
*****************************************************************************
COMMENT      Variable HHINCLOWDUMMY.
COMMENT      Household income under £15K as dummy variable.
*****************************************************************************

RECODE
 hhinc
```

```
 (1=1)  (2 thru 4=0)  (-7=-7)   INTO  hhinclowdummy .
EXECUTE.
```

VARIABLE LABELS hhinclowdummy "hhinclowdummy: Household income Under £15K -
dummy variable".

```
VALUE LABELS
        hhinclowdummy
        0          "No"
        1          "Hhinc under £15K"
        -7         "Missing data".
```

FORMATS hhinclowdummy (f3.0).

```
*************************************************************************
COMMENT        Variable HOURSSAT.
COMMENT        Level of satisfaction with hours worked.
COMMENT        Values reversed for regression analysis.
****************************************************************
```

```
RECODE
 b14d
 (1=5)  (2=4)  (3=3)  (4=2)  (5=1)  INTO  hourssat .
EXECUTE.
```

VARIABLE LABELS hourssat   "hourssat: Level of satisfaction with hours worked -
reversed".

```
VALUE LABELS
        hourssat
        1          "Very dissatisfied"
        2          "Dissatisfied"
        3          "Neither satisfied nor dissatisfied"
        4          "Satisfied"
        5          "Very satisfied".
```

FORMATS hourssat (f3.0).

```
*************************************************************************
COMMENT        Variable HTODAYS.
COMMENT        Conversion of hours taken off in an emergency to days.
***********************************************************************************
```

```
IF (d03b> 0) htodays =d03b / 7.5 .
RECODE
htodays
(SYSMIS=-8) INTO htodays.
EXECUTE.
```

VARIABLE LABELS htodays "htodays: Hours taken in emergency - converted to days".

```
VALUE LABELS
        htodays
        -8         "Not applicable".
```

```
**************************************************************
COMMENT        Variable JOBSECSAT.
COMMENT        Level of satisfaction with job security.
COMMENT        Values reversed for regression analysis.
**************************************************************
```

RECODE
 b14b
 (1=5) (2=4) (3=3) (4=2) (5=1) INTO jobsecsat .
EXECUTE.

VARIABLE LABELS
        jobsecsat   "jobsecsat: Level of satisfaction with job security - reversed".

VALUE LABELS
        jobsecsat
        1   "Very dissatisfied"
        2   "Dissatisfied"
        3   "Neither satisfied nor dissatisfied"
        4   "Satisfied"
        5   "Very satisfied".

FORMATS jobsecsat (f3.0).

****
COMMENT   Variable **LENGTHSERV**.
COMMENT   Length of service - banded for use in tables.
****

RECODE
 b00
 (-7=Copy) (0 thru 11=1) (12 thru 23=2) (24 thru 60=3) (61 thru Highest=4) INTO
lengthserv .
EXECUTE .

VARIABLE LABEL lengthserv "lengthserv: Length of service - banded".

VALUE LABEL
        lengthserv
        1   "< 1 year"
        2   "1 year - < 2 years"
        3   "2 years - 5 years"
        4   "More than 5 years"
        -7   "Missing data".

FORMATS lengthserv (f3.0).

****
COMMENT   Variable **LOS**.
COMMENT   Length of service - banded for use in tables.
****

RECODE
 b00
 (1 thru 11=1) (12 thru 59=2) (60 thru Highest=3) (-7 = -7) INTO los.
EXECUTE .

VARIABLE LABEL los   "los: Length of service - banded".
VALUE LABELS
        los
        1   "Less than one year"
        2   "1 year to less than 5 years"
        3   "5 years or more"
        -7   "Missing data".

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```
FORMATS los (f3.0).

************************************************************************
COMMENT      Variable LTIDUMMY.
COMMENT      Long-term illness/disability as dummy variable.
************************************************************************

RECODE
 z03
 (1=1) (2=0) (-3=-3)  INTO  ltidummy .
EXECUTE.

VARIABLE LABELS ltidummy 'ltidummy: Long-term illness/disability as a dummy variable'.

VALUE LABELS
       ltidummy
       0        "No"
       1        "Yes"
       -3       "Refused".

FORMATS ltidummy (f3.0).

************************************************
COMMENT      Variable MANAGEMENT.
COMMENT      Managerial duties.
************************************************

RECODE
 y07
 (1=1) (2=1) (3=2)  INTO management.
EXECUTE.

VARIABLE LABELS management  "management: Managerial duties".

VALUE LABELS
       management
       1        "Manager/supervisor"
       2        "Not manager/supervisor".

FORMATS management (f3.0).

************************************************************
COMMENT      Variable MANGDUMMY.
COMMENT      Managerial duties as dummy variable.
************************************************************

RECODE
management
 (1=1) (2=0)  INTO  mangdummy.
EXECUTE.

VARIABLE LABELS mangdummy "mangdummy: Managerial duties as dummy variable".

VALUE LABELS
       mangdummy
       0        "Not manager/supervisor"
       1        "Manager/supervisor".

FORMATS mangdummy (f3.0).
```

```
************************************************************************************************
COMMENT        Variable **NALIKETOA - NALIKETOH**.
COMMENT        Flexible working arrangement not available but would like to work it.
************************************************************************************************


COMPUTE naliketoa = 2 .
IF (c12a = 2 & c18a = 1) naliketoa = 1.
COMPUTE naliketob = 2 .
IF (c12b = 2 & c18b = 1) naliketob = 1.
COMPUTE naliketoc = 2 .
IF (c12c = 2 & c18c = 1) naliketoc = 1.
COMPUTE naliketod = 2 .
IF (c12d = 2 & c18d = 1) naliketod = 1.
COMPUTE naliketoe = 2 .
IF (c12e = 2 & c18e = 1) naliketoe = 1.
COMPUTE naliketof = 2 .
IF (c12f = 2 & c18f = 1) naliketof = 1.
COMPUTE naliketog = 2 .
IF (c12g = 2 & c18g = 1) naliketog = 1.
COMPUTE naliketoh = 2 .
IF (c12h = 2 & c18h = 1) naliketoh = 1.
EXECUTE.

VARIABLE LABELS
        naliketoa       "naliketoa: Work part-time - not available and would like to"
        naliketob       "naliketob: Work term-time only - not available and would like to"
        naliketoc       "naliketoc: Job share - not available and would like to"
        naliketod       "naliketod: Work flexi-time - not available and would like to"
        naliketoe       "naliketoe: Work reduced hours for limited period - not available and
would like to"
        naliketof       "naliketof: Work from home - not available and would like to"
        naliketog       "naliketog: Work compressed week - not available and would like to"
        naliketoh       "naliketoh: Work annualised hours - not available and would like to".

VALUE LABELS
        naliketoa naliketob naliketoc naliketod naliketoe naliketof naliketog naliketoh
        1       "Yes"
        2       "No".

FORMATS  naliketoa naliketob naliketoc naliketod naliketoe naliketof naliketog naliketoh
(f3.0).

************************************************************************************************
COMMENT        Variable **NANOWANTA - NANOWANTH**.
COMMENT        Flexible working arrangement not available and not wanted.
************************************************************************************************


COMPUTE nanowanta = 2 .
IF (c12a = 2 & c18a = 2) nanowanta = 1.
COMPUTE nanowantb = 2 .
IF (c12b = 2 & c18b = 2) nanowantb = 1.
COMPUTE nanowantc = 2 .
IF (c12c = 2 & c18c = 2) nanowantc = 1.
COMPUTE nanowantd = 2 .
IF (c12d = 2 & c18d = 2) nanowantd = 1.
COMPUTE nanowante = 2 .
IF (c12e = 2 & c18e = 2) nanowante = 1.
COMPUTE nanowantf = 2 .
IF (c12f = 2 & c18f = 2) nanowantf = 1.
COMPUTE nanowantg = 2 .
```

IF (c12g = 2 & c18g = 2) nanowantg = 1.
COMPUTE nanowanth = 2 .
IF (c12h = 2 & c18h = 2) nanowanth = 1.
EXECUTE.

VARIABLE LABELS
       nanowanta   "nanowanta: Work part-time - not available and not wanted"
       nanowantb   "nanowantb: Work term-time only - not available and not wanted"
       nanowantc   "nanowantc: Job share - not available and not wanted"
       nanowantd   "nanowantd: Work flexi-time - not available and not wanted"
       nanowante   "nanowante: Work reduced hours for limited period - not available
and not wanted"
       nanowantf   "nanowantf: Work from home - not available and not wanted"
       nanowantg   "nanowantg: Work compressed week - not available and not wanted"
       nanowanth   "nanowanth: Work annualised hours - not available and not wanted".

VALUE LABELS
      nanowanta nanowantb nanowantc nanowantd nanowante nanowantf nanowantg
nanowanth
      1   "Yes"
      2   "No".

FORMATS nanowanta nanowantb nanowantc nanowantd nanowante nanowantf nanowantg
nanowanth (f3.0).

****
COMMENT   Variable **NEGDUMMY**.
COMMENT   Able to negotiate work arrangements as dummy variable.
****

RECODE
 c15
 (1=1) (2=0) INTO negdummy.
EXECUTE.

VARIABLE LABELS negdummy "negdummy: Able to negotiate work arrangements as a
dummy variable".

VALUE LABELS
      negdummy
      0   "No"
      1   "Yes".

FORMATS negdummy (f3.0).

****
COMMENT   Variable **NOCHANGEBUS**.
COMMENT   Reasons not made a request to change working arrangements – business
               response.
COMMENT   Constructed for use in Table A5.12.
COMMENT   **NOCHANGEBUS**: Includes those who gave business response and those
               who gave both a personal and a business response.
****
COMPUTE nochangebus = -5 .
IF ((reasongroup = 2| reasongroup=3)) nochangebus = 1.
EXECUTE.

IF (reasongroup = 1) nochangebus = 2.
EXECUTE.

VARIABLE LABELS nochangebus "nochangebus: Reason not requested to change working arrangements - business".

VALUE LABELS
        nochangebus
        1   "Business reasons"
        2   "Not business reasons"
        -5   "Excluded from selected responses"

FORMATS nochangebus (f3.0).

****
COMMENT   Variable **NOCHANGEPER**.
COMMENT   Reasons not made a request to change working arrangements – personal
               response.
COMMENT   Constructed for use in Table A5.12.
COMMENT   **NOCHANGEPER**: Includes those who gave personal response and those
               who gave both a personal and a business response.
****

COMPUTE nochangeper = -5 .
IF ((reasongroup = 1| reasongroup=3)) nochangeper = 1.
EXECUTE.

IF (reasongroup = 2) nochangeper = 2.
EXECUTE.

VARIABLE LABELS nochangeper "nochangeper: Reason not requested to change working arrangements - personal".

VALUE LABELS
        nochangeper
        1   "Personal reasons"
        2   "Not personal reasons"
        -5   "Excluded from selected responses"

FORMATS nochangeper (f3.0).

****
COMMENT   Variable **NOTAPPLICA - NOTAPPLICH** .
COMMENT   To deal with don't know statements for figure 3.6.
****

COMPUTE notapplica = 2.
IF (c12a = - 9 | c18a = - 9) notapplica = 1 .
IF (c13a = -9) notapplica = 1.
COMPUTE notapplicb = 2.
IF (c12b = - 9 | c18b = - 9) notapplicb = 1 .
IF (c13b = -9) notapplicb = 1.
COMPUTE notapplicc = 2.
IF (c12c = - 9 | c18c = - 9) notapplicc = 1 .
IF (c13c = -9) notapplicc = 1.
COMPUTE notapplicd = 2.
IF (c12d = - 9 | c18d = - 9) notapplicd = 1 .
IF (c13d = -9) notapplicd = 1.
COMPUTE notapplice = 2.
IF (c12e = - 9 | c18e = - 9) notapplice = 1 .
IF (c13e = -9) notapplice = 1.
COMPUTE notapplicf = 2.

```
IF (c12f =  - 9 | c18f =  - 9) notapplicf = 1 .
IF (c13f = -9) notapplicf = 1.
COMPUTE notapplicg = 2.
IF (c12g =  - 9 | c18g =  - 9) notapplicg = 1 .
IF (c13g = -9) notapplicg = 1.
COMPUTE notapplich = 2.
IF (c12h =  - 9 | c18h =  - 9) notapplich = 1 .
IF (c13h = -9) notapplich = 1.
EXECUTE.

VARIABLE LABELS
        notapplica      "notapplica: Work part-time - dealing with don't know"
        notapplicb      "notapplicb: Work term-time only - dealing with don't know"
        notapplicc      "notapplicc: Job share - dealing with don't know"
        notapplicd      "notapplicd: Work flexi-time - dealing with don't know"
        notapplice      "notapplice: Work reduced hours for limited period - dealing with don't
know"
        notapplicf      "notapplicf: Work from home - dealing with don't know"
        notapplicg      "notapplicg: Work compressed week - dealing with don't know"
        notapplich      "notapplich: Work annualised hours - dealing with don't know".

VALUE LABELS
        notapplica notapplicb notapplicc notapplicd notapplice notapplicf notapplicg
notapplich
        1       "Don't know at one of feed variables"
        2       "No don't know responses".

FORMATS notapplica notapplicb notapplicc notapplicd notapplice notapplicf notapplicg
notapplich (f3.0).

*********************************************************************************
COMMENT     Variables NOFLEXBUS.
COMMENT     Main reasons for not working flexible arrangements - business.
COMMENT     CARE Selected responses (as listed) only for tables.
*********************************************************************************

COMPUTE noflexbus = -5 .
IF (notflexgroup = 3| notflexgroup = 5| notflexgroup = 6 | notflexgroup = 7 ) noflexbus = 1.
EXECUTE.

IF ((notflexgroup = 1 | notflexgroup = 2 | notflexgroup = 4) & noflexbus = -5) noflexbus = 2.
EXECUTE.

VARIABLE LABELS noflexbus "noflexbus: Reason for not working available flexible
arrangements - business".

VALUE LABELS
        noflexbus
        1       "Business reasons"
        2       "Not business reasons"
        -5      "Excluded from selected responses"


FORMATS noflexbus (f3.0).

*********************************************************************************
COMMENT     Variables NOFLEXFIN.
COMMENT     Main reasons for not working flexible arrangements - financial.
COMMENT     CARE Selected responses (as listed) only for tables.
*********************************************************************************
```

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```
COMPUTE noflexfin = -5 .
IF (notflexgroup = 2| notflexgroup = 4| notflexgroup = 6 | notflexgroup = 7 ) noflexfin = 1.
EXECUTE.

IF ((notflexgroup = 1 | notflexgroup = 3 | notflexgroup = 5) & noflexfin = -5) noflexfin = 2.
EXECUTE.

VARIABLE LABELS noflexfin "noflexfin: Reason for not working available flexible
arrangements - financial".


VALUE LABELS
        noflexfin
        1       "Financial reasons"
        2       "Not financial reasons"
        -5      "Excluded from selected responses"


FORMATS noflexfin (f3.0).

*************************************************************************************
COMMENT         Variable NOTFLEXGROUP.
COMMENT         Main reason for not making use of flexible arrangements.
COMMENT         CARE: Selected responses (as listed) only for tables.
*************************************************************************************


*********************************************************************
COMMENT         PERSONAL:
                Happy with current arrangements
                Doesn't suit domestic situation
                No need

COMMENT         FINANCIAL:
                Financial reasons

COMMENT         BUSINESS/EMPLOYER:
                Employer wouldn't allow it
                Job doesn't allow it
                Too much work
                Concerned about career
                Concerned about job security
                On fixed contract

COMMENT         ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
*********************************************************************


COMPUTE notflexgroup = -5.
IF (c17_07 = 1 |  c17_08  = 1 | c17_10 = 1 ) notflexgroup = 1.
IF ((c17_06 = 1 ) & notflexgroup = -5) notflexgroup = 2 .
IF ((c17_01 = 1 |  c17_03  = 1 | c17_04 = 1| c17_05  = 1 | c17_09 = 1 | c17_13 = 1) &
notflexgroup = -5) notflexgroup =  3 .
IF ((c17_07 = 1 |  c17_08  = 1 | c17_10 = 1 ) & (C17_06 = 1)) notflexgroup =  4 .
IF ((c17_07 = 1 |  c17_08  = 1 | c17_10 = 1 ) & (c17_01 = 1 |  c17_03  = 1 | c17_04 = 1|
c17_05  = 1 | c17_09 = 1 | c17_13 = 1)) notflexgroup = 5.
IF ((c17_06 = 1) & (c17_01 = 1 |  c17_03  = 1 | c17_04 = 1| c17_05  = 1 | c17_09 = 1 |
c17_13 = 1)) notflexgroup = 6.
IF ((c17_07 = 1 |  c17_08  = 1 | c17_10 = 1 ) & (c17_06 = 1 ) & (c17_01 = 1 |  c17_03  = 1 |
c17_04 = 1| c17_05  = 1 | c17_09 = 1 | c17_13 = 1)) notflexgroup = 7.
EXECUTE.
```

VARIABLE LABELS notflexgroup "notflexgroup : Main reasons for not making use of flexible arrangements - groups".

VALUE LABELS
        notflexgroup
        1   "Personal reasons"
        2   "Financial reasons/cannot afford to"
        3   "Business/employer reasons"
        4   "Personal and financial categories"
        5   "Personal and business/employer reasons"
        6   "Financial and business/employer reasons"
        7   "All three categories"
        -5   "Excluded from selected responses".

FORMATS notflexgroup (f3.0).

****
COMMENT   Variables **NOFLEXPER**.
COMMENT   Main reasons for not working flexible arrangements - personal.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE noflexper = -5 .
IF (notflexgroup = 1| notflexgroup = 4| notflexgroup = 5 | notflexgroup = 7) noflexper = 1.
EXECUTE.

IF ((notflexgroup = 2 | notflexgroup = 3 | notflexgroup = 6) & noflexper = -5) noflexper = 2.
EXECUTE.

VARIABLE LABELS noflexper "noflexper: Reason for not working available flexible arrangements - personal".

VALUE LABELS
        noflexper
        1   "Personal reasons"
        2   "Not personal reasons"
        -5   "Excluded from selected responses"

FORMATS noflexper (f3.0).

****
COMMENT   Variable **NUMBOFEMP**.
COMMENT   Number of employees at workplace - banded.
****

RECODE
 y03a
 (1=1) (2=1) (3=2) (4=3) (5 Thru 9 =4) (-9=-9) INTO numbofemp.
EXECUTE.

VARIABLE LABELS numbofemp "numbofemp: Number of employees at workplace".

VALUE LABELS
        numbofemp
        1   "5-24"
        2   "25-99"
        3   "100-249"
        4   "250+"

```
          -9        "Don't know".

FORMATS numbofemp (f3.0).

*****************************************************************************
COMMENT       Variable ONEORMORE.
COMMENT       One or more flexible working arrangement available.
*****************************************************************************

IF ((c12a = 1 | c12b = 1 | c12c = 1 | c12d = 1 | c12e = 1 | c12f = 1 | c12g =  1| c12h = 1))
oneormore = 1 .
IF (SYSMIS(oneormore)) oneormore = 2 .
EXECUTE .

VARIABLE LABELS oneormore "oneormore: One or more flexible working arrangements
available".

VALUE LABELS
        oneormore
        1        "One or more flexible working arrangement available"
        2        "No flexible working arrangements available or don't know".

FORMATS oneormore (f3.0).

*************************************************************
COMMENT       Variable PAIDOTBAND.
COMMENT       Paid overtime hours per week - banded.
COMMENT       Banded for use in tables.
*************************************************************

RECODE
 b07
 (0 thru 0.99=1) (1.00 thru 2.99 =2) (3.00 thru 5.99 =3) (6.00 thru 9.99 = 4)
(10.00 thru 14.99 = 5) (15.00 thru HIGHEST = 6) (-8=-8) (-7=-7) INTO  paidotband .
EXECUTE.

VARIABLE LABELS paidotband "paidotband: Paid overtime hours - banded for tables".

VALUE LABELS
        paidotband
        1        "Less than 1 hour"
        2        "1-<3 hours"
        3        "3-<6 hours"
        4        "6-<10 hours"
        5        "10-<15 hours"
        6        "15 hours or more"
        -7       "Missing data"
        -8       "Not applicable".
FORMATS paidotband (f3.0).


*********************************************************
COMMENT       Variable PARDUMMY.
COMMENT       Parental status as dummy variable.
*********************************************************

RECODE
 parentstatus
 (1=1) (2=0) INTO  pardummy.
EXECUTE.
```

VARIABLE LABELS pardummy "pardummy: Parental status as a dummy variable".

VALUE LABELS
      pardummy
      0   "No"
      1   "Yes".

FORMATS pardummy (f3.0).

****
COMMENT   Variable **PARENTAL**.
COMMENT   Age of youngest child in two categories.
COMMENT   Those of 5 and below and those 6 and over.
****

RECODE
 youngest
 (-7=Copy) (-8=3) (0 thru 5=1) (6 thru 18=2) INTO parental .
EXECUTE .

VARIABLE LABELS parental "parental#: Parental status and age of youngest dependant
child - banded".

VALUE LABELS
      parental
      1   "Dependant children under 6"
      2   "Dependant children of 6 and over"
      3   "No dependant children"
      -7   "Missing data".

FORMATS parental (f3.0).

****
COMMENT   Variable **PARENTSTATUS**.
COMMENT   Parental status - simplified for tables.
****

IF (a01 = 1 | a02 = 1) parentstatus = 1 .
IF (a01 = 2 | a02 = 2) parentstatus = 2 .
EXECUTE .

VARIABLE LABELS parentstatus "parentstatus: Parental status - simplified".

VALUE LABELS
      parentstatus
      1   "Parent"
      2   "Non-parent".

FORMATS parentstatus (f3.0).

****
COMMENT   Variable **PAYSAT**.
COMMENT   Level of satisfaction with amount of pay received.
COMMENT   Values reversed for regression analysis.
****

RECODE
 b14c
 (1=5) (2=4) (3=3) (4=2) (5=1) INTO paysat .
EXECUTE.

VARIABLE LABELS paysat "paysat: Level of satisfaction with amount of pay received - reversed".

VALUE LABELS
        paysat
        1   "Very dissatisfied"
        2   "Dissatisfied"
        3   "Neither satisfied nor dissatisfied"
        4   "Satisfied"
        5   "Very satisfied".

FORMATS paysat (f3.0).

****
COMMENT   Variable **PERM**.
COMMENT   Permanency of job.
****

IF (b02 = 1) perm = 1 .
IF (b02 = -9) perm = -9.
IF (b02a = -9) perm = -9.
IF (b02a = 1) perm = 2.
IF (b02a = 2) perm = 3.
IF (b02a = 3) perm = 4.
EXECUTE.

VARIABLE LABELS perm "perm: Permanency of job".

VALUE LABELS
        perm
        1   "Permanent"
        2   "Temporary - not fixed term"
        3   "Fixed - term"
        4   "Other"
        -9   "Don't know".

FORMATS perm (f3.0).

****
COMMENT   Variable **PMSTATUS**.
COMMENT   Parental and marital status.
****

IF (s01 = 2 & a02 = 1 & z01 = 1) pmstatus = 1 .
IF (s01 = 2 & a02 = 1 & z01 = 2) pmstatus = 2 .
IF (s01 = 1 & a02 = 1 & z01 = 1) pmstatus = 3 .
IF (s01 = 1 & a02 = 1 & z01 = 2) pmstatus = 4 .
IF (a02 = -8 | a02 = 2 | z01 = -3) pmstatus = -8.
EXECUTE.

VARIABLE LABELS pmstatus "pmstatus: Parental and marital status".

VALUE LABELS
        pmstatus
        1   "Coupled mother"
        2   "Lone mother"
        3   "Coupled father"
        4   "Lone father"
        -8   "Not applicable".

FORMATS pmstatus (f3.0).

****
COMMENT   Variable **REASONGROUP**.
COMMENT   Reasons not made a request to change working arrangements.
COMMENT   CARE: Selected responses (as listed) only for tables.
****

****
COMMENT   FOR PERSONAL REASONS:
               Doesn't suit domestic/household arrangements
               Content with current working arrangement
               Happy with current WLB
               Already working flexibly

COMMENT   FOR BUSINESS/EMPLOYER REASONS:
               Job does not allow it/does not suit my job
               Not convinced my employer would allow it
               Not eligible to request flexible working
               Don't feel confident enough to ask

COMMENT   ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
****

COMPUTE reasongroup = -5 .
IF ((c04_01 = 1 | c04_12 = 1 | c04_14 = 1 | c04_10 = 1) & (c04_02 = 1 | c04_07 = 1 |
c04_13 = 1 | c04_08 = 1)) reasongroup = 3.
EXECUTE.

IF ((c04_01 = 1 | c04_12 = 1 | c04_14 = 1 | c04_10 = 1) & reasongroup = -5) reasongroup =
1.
EXECUTE.

IF ((c04_02 = 1 | c04_07 = 1 | c04_13 = 1 | c04_01 = 1) & reasongroup = -5) reasongroup =
2 .
EXECUTE .

VARIABLE LABELS reasongroup "reasongroup: Reason not requested to change working
arrangements - grouped".

VALUE LABELS
        reasongroup
        1   "Personal reasons"
        2   "Business/employer reasons"
        3   "Both personal and business/employer reasons"
        -5   "Excluded from selected responses"

FORMATS reasongroup (f3.0).

****
COMMENT   Variable **REASOVERTM**.
COMMENT   Reasons for overtime - compressed.
COMMENT   Excludes 1 case where double counting across multiple categories.
COMMENT   Compressed for use in tables.
COMMENT   Also takes those who gave more than one answer at **b10** and where possible
               includes them.
****

```
RECODE
 b10
 (5=1)  (9 thru 13 =1)  (2 = 2) (4=2) (6=2) (8=2)  (1=3) (3=3) (7=3) (14=4) (15 =-5 ) (16=1) (-
8=-8) (-9=-9)(-5=-6)
 INTO  reasovertm.
EXECUTE .

DO IF ((serial=2539 | serial=2565 |  serial=6026 |  serial=7282 |  serial=8670 | serial=9353
|  serial=12356 | serial
 = 14919 | serial=18525 | serial=20202 | serial=22970 | serial=23052) & reasovertm =  - 6) .
RECODE
  reasovertm  (-6=1)  .
END IF .
EXECUTE .

VARIABLE LABELS reasovertm "reasovertm#: Reason for overtime - compressed".

VALUE LABELS
        reasovertm
        1        "Workload demands"
        2        "Organisational culture"
        3        "Personal choice"
        4        "Other reasons"
        -6        "Case excluded - falls into more than one category"
        -8        "Not applicable"
        -9        "Don't know".

FORMATS reasovertm (f3.0).

*********************************************************
COMMENT        Variable **REGIONBAND**.
COMMENT        Region - banded for use in tables.
*********************************************************

RECODE
 region
 (1=5)  (7=4)  (5 thru 6=3)  (8=3)  (-3=-3)  (2 thru 4=2)  (9 thru 11=1)  INTO  regionband.
EXECUTE.

VARIABLE LABELS regionband "regionband: Government Office Regions - banded".

VALUE LABELS
        regionband
        1        "South"
        2        "North"
        3.        "Midlands"
        4.        "Wales"
        5        "Scotland"
        -3        "Refused".

FORMATS regionband (f3.0).

********************************************************************************************
COMMENT        Variable **REQTOCHANGE**
COMMENT        Request to change work practices - compressed for use in tables.
********************************************************************************************

RECODE
 c08
 (3=2)  (4=3) (1 thru 2=1)  (-9 = -9)  (-8 = -8) INTO  reqtochange .
```

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EXECUTE.

VARIABLE LABELS reqtochange "reqtochange: Request to change work practices (c08) - compressed".

VALUE LABEL
        reqtochange
        1   "All yes responses combined"
        2   "No, declined"
        3   "Awaiting/pending decision"
        -8   "Not applicable"
        -9   "Don't know".
FORMATS reqtochange (f3.0).

****
COMMENT   Variable **SECDUMMY**.
COMMENT   Sector as dummy variable.
****

RECODE
 sector
 (1=0) (2=1) (-3=-3) INTO secdummy.
EXECUTE.

VARIABLE LABELS secdummy "secdummy: Sector as a dummy variable".

VALUE LABELS
        secdummy
        0   "Private"
        1   "Public"
        -3   "Refused".

FORMATS   secdummy (f3.0).

****
COMMENT   Variable **SECTOR**.
COMMENT   Working in private or public sector.
****

IF (s07 = 1 | s08 = 1 | s08 = 9) sector = 1 .
IF (s08 = 2 | s08 = 3 | s08 = 4 | s08 = 5 | s08 = 6 | s08 = 7 | s08 = 8) sector = 2 .
IF (s08=-3) sector = -3.
EXECUTE.

VARIABLE LABELS   sector "sector: Work in public or private sector".

VALUE LABELS
        sector
        1   "Private"
        2   "Public"
        -3   "Refused".

FORMATS sector (f3.0).

****
COMMENT   Variable **SUPPORTWP**.
COMMENT   One main arrangement employers could provide to support working parents.
COMMENT   CARE: Selected responses (as listed) only for tables.
****

```
********************************************************************
COMMENT     FLEXIBILITY IN WORKING ARRANGEMENTS:
            Flexible hours/flexi-time
            Allow to work from home
            Job share
            Term-time contracts
            Work part-time/shorter hours


COMMENT     HELP WITH CHILDCARE ARRANGEMENTS:
            Crèche/help with childcare
            Time off when child sick
            Allow time off for school runs
            Paternity leave
            Allow more time off
            Allowed time off for school holidays
            General awareness & understanding

COMMENT     NOTHING:
            None/nothing

COMMENT     DON'T KNOW:
            Don't know

COMMENT     ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
*****************************************************************************************

COMPUTE supportwp = -5 .
IF (f01 = 1 |  f01 = 5 | f01 = 9 | f01 = 11 | f01 = 13 ) supportwp = 1.
IF (f01 = 2 |  f01 = 3 | f01 = 4 | f01 = 6| f01 = 8 | f01 = 10 |  f01 = 12)  supportwp = 2.
IF (f01 = 16) supportwp = 3 .
IF (f01 = -9) supportwp = -9 .
EXECUTE .

IF (f01olap =2 | f01olap = 3 | f01olap = 4) supportwp = -6.
EXECUTE.

VARIABLE LABELS  supportwp "supportwp#: Main arrangement employers could provide to
support working parents - selected".

VALUE LABELS
        supportwp
        1       "Flexibility in working arrangements"
        2       "Help with childcare arrangements"
        3       "Nothing/no negative consequences"
        -5      "Excluded from selected responses"
        -6      "Case excluded - falls into more than one category"
        -9      "Don't know".

FORMATS supportwp (f3.0).

********************************************************************
COMMENT     Variable UNIONMEMB.
COMMENT     Member of Trade Union of Staff Association.
********************************************************************

RECODE
 y11
 (1=1)  (2=2)  (3=2) (-8=-8)  INTO unionmemb.
```

EXECUTE.

VARIABLE LABELS unionmemb "unionmemb: TU/Staff Association member".

VALUE LABELS
        unionmemb
        1   "TU/SA member"
        2   "Not TU/SA member"
        -8   "Not applicable".

FORMATS unionmemb (f3.0).

****
COMMENT   Variable **UNPAIDOTBAND**.
COMMENT   Paid overtime hours per week - banded.
COMMENT   Banded for use in tables.
****

RECODE
 b08
 (0 thru 0.99=1) (1.00 thru 2.99 =2) (3.00 thru 5.99 =3) (6.00 thru 9.99 = 4)
(10.00 thru 14.99 = 5) (15.00 thru HIGHEST = 6) (-8=-8) (-7=-7) INTO unpaidotband .
EXECUTE.

VARIABLE LABELS unpaidotband "unpaidotband: Unpaid overtime hours - banded for
tables".

VALUE LABELS
        unpaidotband
        1   "Less than 1 hour"
        2   "1-<3 hours"
        3   "3-<6 hours"
        4   "6-<10 hours"
        5   "10-<15 hours"
        6   "15 hours or more"
        -7   "Missing data"
        -8   "Not applicable".

FORMATS unpaidotband (f3.0).

****
COMMENT   Variable **WORKCURRENTGROUP**.
COMMENT   Reasons not made a request to change working arrangements.
COMMENT   CARE: Selected responses (as listed) only for tables.
****

****
COMMENT   FOR PERSONAL REASONS:
               Childcare needs
               Makes life easier
               Have more free time
               More time with family
               To be able to study
               Health reasons
               Other caring needs
               Reduces time/travel costs
               More money
               The cost of paying childcare

COMMENT   FOR BUSINESS/EMPLOYER REASONS:

The nature/type of job
Demands of job
Demands of employer

COMMENT   ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

****

COMPUTE workcurrentgroup = -5 .
IF ((c16_01 = 1 | c16_05 = 1 | c16_06 = 1 | c16_08 = 1 | c16_10 = 1 | c16_12 = 1 | c16_02 =
1 | c16_11 = 1 | c16_13 = 1 | c16_07 = 1) & (c16_09 = 1 | c16_04 = 1 | c16_03 = 1))
workcurrentgroup = 3.
EXECUTE.

IF ((c16_01 = 1 | c16_05 = 1 | c16_06 = 1 | c16_08 = 1 | c16_10 = 1 | c16_12 = 1 | c16_02 =
1 | c16_11 = 1 | c16_13 = 1 | c16_07 = 1) & workcurrentgroup = -5) workcurrentgroup = 1.
EXECUTE.

IF ((c16_09 = 1 | c16_04 = 1 | c16_03 = 1) & workcurrentgroup = -5) workcurrentgroup = 2 .
EXECUTE .

VARIABLE LABELS workcurrentgroup "workcurrentgroup: Reasons for current working
arrangements - grouped".

VALUE LABELS
        workcurrentgroup
        1   "Personal reasons"
        2   "Business/employer reasons"
        3   "Both personal and business/employer reasons"
        -5   "Excluded from selected responses"

FORMATS workcurrentgroup (f3.0).

****
COMMENT   Variable **WORKCURRENTBUS**.
COMMENT   Main reasons for working current arrangements - business.
COMMENT   CARE Selected responses (as listed) only for tables.
****

COMPUTE workcurrentbus = -5 .
IF ((workcurrentgroup = 2| workcurrentgroup=3)) workcurrentbus = 1.
EXECUTE.

IF (workcurrentgroup = 1) workcurrentbus = 2.
EXECUTE.

VARIABLE LABELS workcurrentbus "workcurrentbus: Reason for working current
arrangements - business".

VALUE LABELS
        workcurrentbus
        1   "Business reasons"
        2   "Not business reasons"
        -5   "Excluded from selected responses"

FORMATS workcurrentbus (f3.0).

****

```
COMMENT        Variable WORKCURRENTPER.
COMMENT        Main reasons for working current arrangements - personal.
COMMENT        CARE Selected responses (as listed) only for tables.
*************************************************************************************

COMPUTE workcurrentper = -5 .
IF ((workcurrentgroup = 1| workcurrentgroup=3)) workcurrentper = 1.
EXECUTE.

IF (workcurrentgroup = 2) workcurrentper = 2.
EXECUTE.

VARIABLE LABELS workcurrentper "workcurrentper: Reason for working current
arrangements - personal".

VALUE LABELS
        workcurrentper
        1        "Personal reasons"
        2        "Not personal reasons"
        -5       "Excluded from selected responses"


FORMATS workcurrentper (f3.0).

********************************************
COMMENT        Variable WORKGEND.
COMMENT        Work status and sex.
********************************************

IF (s01 = 1 & workstatus = 1) workgend = 1 .
IF (s01 = 2 & workstatus = 1 ) workgend = 2 .
IF (s01 = 1 & workstatus = 2 ) workgend = 3 .
IF (s01 = 2 & workstatus = 2 ) workgend = 4.
IF (workstatus = -7) workgend = -7.
IF (workstatus = -8) workgend = -7.
IF (workstatus = -9) workgend = -9.
EXECUTE.

VARIABLE LABELS      workgend "workgend#: Work status and gender".

VALUE LABELS
        workgend
        1        "Male full-time"
        2        "Female full-time"
        3        "Male part-time"
        4        "Female part-time"
        -7       "Missing data"
        -9       "Don't know".

FORMATS workgend (f3.0).

****************************************************************
COMMENT        Variable WORKSAT.
COMMENT        Level of satisfaction with the work itself.
COMMENT        Values reversed for regression analysis.
****************************************************************

RECODE
 b14a
 (1=5)  (2=4)  (3=3)  (4=2)  (5=1) INTO  worksat.
```

EXECUTE.

VARIABLE LABELS
       worksat "worksat: Level of satisfaction with work itself - reversed".

VALUE LABELS
       worksat
       1   "Very dissatisfied"
       2   "Dissatisfied"
       3   "Neither satisfied nor dissatisfied"
       4   "Satisfied"
       5   "Very satisfied".

FORMATS worksat (f3.0).

****
COMMENT   Variable **WORKSTATUS**.
COMMENT   Work full-time or part-time.
****

RECODE
 b04
 (-7=Copy) (-8=Copy) (-9=Copy) (Lowest thru 29.99=2) (30 thru Highest=1) INTO
workstatus .
IF (serial = 18909) workstatus = -7.
EXECUTE.

VARIABLE LABELS workstatus "workstatus#: Full-time or Part-time work".

VALUE LABELS
       workstatus
       1   "Full-time"
       2   "Part-time"
       -7   "Missing data"
       -8   "Not applicable"
       -9   "Don't know".

FORMATS workstatus (f3.0).

****
COMMENT   Variable **y01x**.
COMMENT   Industrial groups (SIC).
COMMENT   Compressed form of **y01**
****

RECODE
 y01
 (1 thru 3=7) (4=1) (5=7) (6=2) (7 thru 8=3) (9=4) (10 thru 11=5) (12 thru 14=6) (15 thru 16 =
7) (-3 = -3) INTO y01x .
EXECUTE.

VARIABLE LABELS y01x   "y01x: Industrial groups (SIC)".

VALUE LABELS
       y01x
       1   "Manufacturing"
       2   "Construction"
       3   "Distribution, retail, hotels & restaurants"
       4   "Transport, storage & communication"

```
        5         "Banking, finance, insurance etc"
        6         "Public Admin, Education, Health"
        7         "Other services"
        -3        "Refused/insufficient information".

FORMATS y01x (f3.0).


***********************************************
COMMENT        Variable y04x.
COMMENT        Occupational group(SIC).
COMMENT        Compressed form of y01
***********************************************
RECODE
 y04
 (1 thru 3=4)  (4 thru 5=3)  (6 thru 7=2) (8 thru 9=1) (-3=-3) INTO y04x.
EXECUTE.

VARIABLE LABELS y04x          "y04x: Occupational group".

VALUE LABELS
        y04x
        1         "Operatives & Unskilled"
        2         "Services & Sales"
        3         "Clerical & Skilled Manual"
        4         "Managers & Professionals"
        -3        "Refused/insufficient information".

FORMATS y04x(f3.0).


**************************************************************************
COMMENT        Variable YOUNGCHILD.
COMMENT        Age of youngest child - banded for use in tables.
**************************************************************************


RECODE
        youngest
        (-8 = -8) (-7 = -7) (0 thru 1 = 1) (2 thru 5 = 2) (6 thru 11 = 3) (12 thru HIGHEST = 4)
INTO youngchild.
EXECUTE.

VARIABLE LABELS youngchild "youngchild#: Age of youngest child - banded".

VALUE LABELS
        youngchild
        1         "Under 2 years old"
        2         "2 - 5 years old"
        3         "6-11 years old"
        4         "12+ years old"
        -7        "Missing data"
        -8        "Not applicable".

FORMATS youngchild (f3.0).


**********************************************************
COMMENT        Variable YOUNGEST.
COMMENT        Age of youngest dependant child.
**********************************************************


IF (a04_01=-8) youngest = -8.
IF (a04_01=-7) youngest = -7.
```

```
IF (a04_01 >= 0) youngest = a04_01 .
IF (a04_01 = -7 & a04_02 > 0 & youngest = -7) youngest = a04_02.
IF ((youngest>a04_02)& a04_02~=-7 & a04_02~=-8) youngest = a04_02.
IF ((youngest>a04_03)& a04_03~=-7 & a04_03~=-8) youngest = a04_03.
IF ((youngest>a04_04)& a04_04~=-7 & a04_04~=-8) youngest = a04_04.
IF ((youngest>a04_05)& a04_05~=-7 & a04_05~=-8) youngest = a04_05.
IF ((youngest>a04_06)& a04_06~=-7 & a04_06~=-8) youngest = a04_06.
EXECUTE.

VARIABLE LABELS youngest "youngest#: Age of youngest dependant child".

VALUE LABELS
        youngest
        -7      "Missing data"
        -8      "Not applicable"
        0       "Less than 12 months".

FORMATS youngest(f3.0).
```

Index of Variables