

## **Model for preliminary information and accompanying letter**

### **PRELIMINARY INFORMATION**

Title: KivaE questionnaire for personnel in week x

Dear x,

We will monitor the employee experiences on equality and equal treatment in our organisation in week x with the help of KivaE questionnaire.

The results will be used to help all workplace actors, ie. top management, middle managers and employees, to create better organisational culture and working climate and prevent discrimination or inappropriate treatment because of gender, age, ethnic origin etc. With the help of KivaE we also aim at better utilization of our employee's diverse skills and competences to serve our clients/customers better.

The KivaE questionnaire has 9 standard questions that will be answered anonymously. The results will be analysed confidentially and they will be presented only on group level so that individual answers will not be distinguishable.

The results will be presented to personnel on x.x.xxxx at y.y. h in z.

KivaE will be sent to employees on x.x.xxxx.

For further information on KivaE please contact xx or yy.

Signatures

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### **ACCOMPANYING LETTER**

Title: KivaE questionnaire for personnel

Dear x,

Please find the link to KivaE questionnaire below. With the help of the questionnaire we will monitor the employee experiences on equality and equal treatment in our organisation. Please answer the questionnaire as soon as possible, by the latest on x.x.xxxx.

The results will be used to help all workplace actors, ie. top management, middle managers and employees to create better organisational culture and working climate and prevent discrimination or inappropriate treatment because of gender, age, ethnic origin etc. With the help of KivaE we also aim at better utilization of our employee's diverse skills and competences to serve our clients/customers better.

The KivaE questionnaire has 9 standard questions. The responses are anonymous and the results will be analysed confidentially. The results will be presented only on group level and individual answers will not be distinguishable.

To respond to the questionnaire please use this direct link COPY LINK FROM THE CONFIRMATION MAIL or visit KivaQ homepage [www.kivaq.com](http://www.kivaq.com), click TO KIVAE, click Answer questionnaire and fill in the questionnaire code COPY CODE FROM THE CONFIRMATION MAIL in the “Answer” box. You can respond from either your PC or smartphone.

The results will be analysed by x and z presented to the personnel on x.x.xxxx at y in z.

Further information on the questionnaire is available from xx and yy.

Signatures