**(Your Company Logo)**

 **Information in advance**

 **The following information might be shared on intranet, by email or**

 **shared during a meeting a few weeks before the questionnaire is sent**

 **out.**

**Subject:** KivaQ E questionnaire for **x** employees during week **y**

Dear **xx,**

We will monitor the employee experiences on equality and equal treatment in our organisation with the help of KivaQ E 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 KivaQ E we also aim at better utilization of our employee´s diverse skills and competences to serve our **clients/customers/XYZ** better.

The KivaQ E questionnaire has 9 standard questions, is fast to answer and gives us a picture of the present wellbeing at work. The questionnaire is answered anonymously. It is important that we get answers and opinions from all employees. Each answer is valuable.

The answers are confidentially stored in KivaQ’s database.

The results will be presented when the questionnaire has been answered. **(Time and place, if known)**

If any questions, please do not hesitate to contact me.

Best Regards,

**Organisation´s contact person + contact details**

**(Your Company Logo)**

 **Cover letter for questionnaire link distribution**

 **The following information is sent out when it is time to answer the**

 **questionnaire. Take your time to think about all available distribution channels you can use to make sure that as many as possible will answer**

 **the questionnaire.**

**Subject:** You are now able to answer the KivaQ E questionnaire**!**

Dear **xx,**

Please find the link to KivaQ E questionnaire below. With the help of the questionnaire we will monitor the employee experiences on equality and equal treatment in our organisation.

**Answering**

The KivaQ E questionnaire has 9 standard questions. The responses are anonymous and the results will be analysed confidentially. You know that your answers have been registered after receiving a thank you notification.

**Use this link** (**input link here**) to answer the questionnaire. A smartphone or

 tablet can also be used to answer the questionnaire.

Please answer **right away,** but latest **within a week**.

It is important that we get answers and opinions from all employees.

The results will be used to help all workplace actors, i.e. 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 KivaQ E we also aim at better utilization of our employee´s diverse skills and competences to serve our **clients/customers/XYZ** better.

 **The Result**

The questionnaire result will be presented **(Time and place, if known)**

If any questions, please do not hesitate to contact me.

Best Regards,

**Organisation’s contact person + contact details**