**INFORMATION IN ADVANCE**

**The following information can be shared with the personnel on the intranet, via e-mail or at a meeting a week or so before it is time to answer the questionnaire.**

**Title:** KivaQ R&E (Responsibility & Ethics) survey for **x** employees during week **y**

Dear **Employee**,

We investigate with a KivaQ R&E questionnaire during week **x** what experiences employees currently have regarding responsibility and ethics in our organization.

The questionnaire maps the organization's responsibility and ethics based on, for example, management, personal values ​​and discussion culture using 11 questions. The purpose of this survey is to collect information that will help us strengthen our ethical business culture.

The questionnaire is answered anonymously. By answering, you help us develop our ethical business culture. Every answer is important!

The answers are stored in KivaQ's database and treated confidentially.

A summary of the questionnaire results will be made. The summary will be made available to all employees, and we hope that the results will be discussed constructively among the units and teams.

I am happy to answer questions if you want more information.

Sincerely,

**Contact person at the organization + contact details**

**COVER LETTER FOR QUESTIONNAIRE LINK DISTRIBUTION**

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

**Think carefully about all the possible communication channels you can use to ensure that as many employees as possible answer the questionnaire.**

**Title**: Welcome to answer the KivaQ R&E (Responsibility & Ethics) questionnaire!

Dear **Employee**,

In this message there is a link to the KivaQ R&E questionnaire. With the survey, we investigate **x** employees' experiences of responsibility and ethics in our workplace.

**To answer the survey**

The KivaQ R&E questionnaire has 11 questions to map the organization's responsibility and ethics, for example from a management perspective, personal values ​​and discussion culture.

The survey is answered anonymously and the answers are stored confidentially in KivaQ's database. You will receive a thank you message when your answer has been saved.

Use this direct link *(insert response link here)* to answer the questionnaire. You can reply using a computer or a mobile device.

Reply preferably immediately but **no later than within a week.**

By answering the questionnaire, you help us develop our ethical business practices. The goal is to get an overall picture of the employees' experiences regarding the organization's responsibility and ethics, discuss the results and develop our ethical operations.

**The result**

A summary of the survey results will be made. The summary will be made available to all employees, and we hope that the results will be discussed constructively among the units and teams.

I am happy to answer questions if you want more information.

Sincerely,

**Contact person at the organization + contact details**