

1704²⁰²⁶

SOEP Survey Papers
Series A – Survey Instruments (Erhebungsinstrumente)

SOEP-Core – 2023: Establishment Survey of Employers (SOEP-LEE2, with Reference to Variables)

SOEP Group

Running since 1984, the German Socio-Economic Panel (SOEP) is a wide-ranging representative longitudinal study of private households, located at the German Institute for Economic Research, DIW Berlin.

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Editors:

Dr. Jan Goebel, DIW Berlin
Dr. Christian Hunkler, DIW Berlin
Prof. Dr. Philipp Lersch, DIW Berlin and Humboldt-Universität zu Berlin
Dr. Levent Neyse, DIW Berlin and Berlin Social Science Center (WZB)
Prof. Dr. Carsten Schröder, DIW Berlin and Freie Universität Berlin
Prof. Dr. Sabine Zinn, DIW Berlin and Humboldt-Universität zu Berlin

Please cite this paper as follows:

SOEP Group, 2026. SOEP-Core – 2023: Establishment Survey of Employers (SOEP-LEE2, with Reference to Variables). SOEP Survey Papers 1704: Series A – Survey Instruments (Erhebungsinstrumente). Berlin: DIW Berlin/SOEP

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ISSN: 2193-5580 (online)

DIW Berlin
German Socio-Economic Panel (SOEP)
Anton-Wilhelm-Amo-Straße 58
10117 Berlin
Germany

soeppapers@diw.de

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SOEP Group

2026

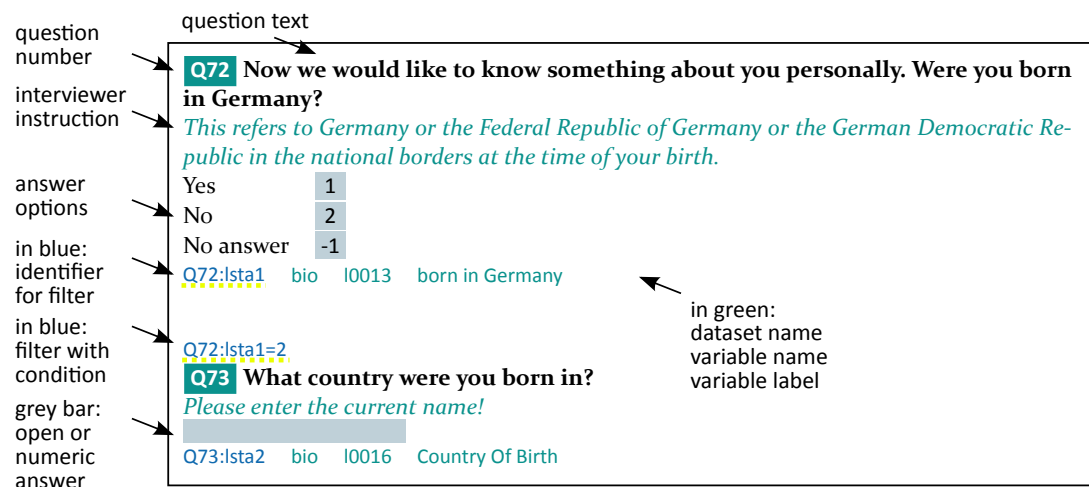
The variable names mentioned in this document belong to a collection of datasets, which is released with doi:10.5684/soep.core.v42o.

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Reading Aid

This representation of the questionnaire contains the same information as the portal paneldata.org.



Here, in addition to the *question number*, *question text*, *interviewer instructions*, and *answer options*, you find printed in green the *file name* and the *variable name* with the *variable label*, which contains information from the question. If you see rows of green lines below the answer option, the questionnaire defines several variables or information is stored in more than one dataset.

The *routing by filters* is depicted in blue.

Each variable is preceded by an identifier, which usually contains the question number and which is used when the variable is used in filters in subsequent questions. Such filters are usually placed as input filters (gatekeepers) at the beginning of a question. An identifier that is referred to in the input filter of a subsequent question is marked yellow as an example.

This reading aid does not cover a few exceptional cases: If the filter (as gatekeeper) only affects one of several variables for a question, the filter is printed in blue behind the variable. There you will also find a "go to" command in the form 2 @ Q73. Here, the questionnaire skips to question 73 if answer 2 was given.

Phrases that are not already translated in English are displayed in German and preceded by [de].

B HR management functions

1 This interview regards – as mentioned – the following organization: [insert name thereof].

What type of organization is this?

Establishment	1
Public body	2
Institution	3
Practice	4
Law firm	5
Workshop	6
Office	7
Other	8

1:elb0700 lee2estab elb0700 Establishment type

[Other] namely:

1:eab0042 lee2estab eab0042 Establishment type Free text 1;elb0700=8

[Insertion 1]

Your establishment	1
Your public body	2
Your institution	3
Your practice	4
Your law firm	5
Your workshop	6
Your office	7
Your establishment/Your public body	8

[Insertion 2]

Your establishment	1
Your public body	2
Your institution	3
Your practice	4
Your law firm	5
Your workshop	6
Your office	7
Your establishment/Your public body	8

[Insertion 3]

Your establishment	1
your public body	2
your institution	3
your practice	4
your law firm	5
your workshop	6
your office	7
Your establishment/Your public body	8

[Insertion 4]

Your establishment	1
Your public body	2
Your institution	3
Your practice	4
Your law firm	5
Your workshop	6
Your office	7
Your establishment/Your public body	8

[Insertion 5]

our establishment	1
our public body	2
our institution	3
our practice	4
our law firm	5
our workshop	6
our office	7
our establishment/our public body	8

[Insertion 6]

Establishments	1
Public bodies	2
Institutions	3
Practices	4
Law firms	5
Workshops	6
Office	7
establishments/public bodies	8

[Insertion 7]

my establishment	1
my public body	2
my institution	3
my practice	4
my law firm	5
my workshop	6
my office	7
my establishment/my public body	8

[Insertion 8]

the establishment	1
the public body	2
the institution	3
the practice	4
the law firm	5
the workshop	6
the office	7
the establishment/the public body	8

2 What personnel challenges are you facing at [Insertion1]?

	No challenge	Minor challenge	Moderate challenge	High challenge	Very high challenge	Cannot assess
Staffing levels too high	1	2	3	4	5	6
High staff turnover	1	2	3	4	5	6
High workload for existing staff	1	2	3	4	5	6
Difficulties in finding skilled workers	1	2	3	4	5	6
Staff shortages	1	2	3	4	5	6
Recruitment of apprentices	1	2	3	4	5	6
Aging workforce	1	2	3	4	5	6
Great need for further training and qualification	1	2	3	4	5	6
Lack of motivation to work	1	2	3	4	5	6
High absenteeism / high sickness rate	1	2	3	4	5	6
High burden due to wage and salary costs	1	2	3	4	5	6
2:elb0044 lee2estab elb0044_v2	Personnel challenges: High staffing levels					
2:elb0045 lee2estab elb0045_v2	Personnel challenges: High staff turnover					
2:elb0046 lee2estab elb0046_v2	Personnel challenges: High workload					
2:elb0047 lee2estab elb0047_v2	Personnel challenges: Difficulties in recruiting skilled workers					
2:elb0048 lee2estab elb0048_v2	Personnel challenges: Staff shortages					
2:elb0701 lee2estab elb0701	Personnel challenges: Recruitment of trainees					
2:elb0049 lee2estab elb0049_v2	Personnel challenges: Ageing					
2:elb0050 lee2estab elb0050_v2	Personnel challenges: Great need for further training					
2:elb0051 lee2estab elb0051_v2	Personnel challenges: Lack of motivation to work					
2:elb0052 lee2estab elb0052_v2	Personnel challenges: High absenteeism/sickness rate					
2:elb0053 lee2estab elb0053_v2	Personnel challenges: High burden due to salary costs					

Other, namely:

2:eab0001 lee2estab eab0001	Personnel challenges: Other free text
2:eab0001 lee2estab eab0001_cat	Personnel challenges: Other free text filled in

3 What means and methods of recruitment did [Insertion2] use in the first half of 2023?

			Not at all	Rarely	Occasionally	Often	Very often
Federal employment agency			1	2	3	4	5
Participation in job and career fairs			1	2	3	4	5
Job advertisements in newspapers			1	2	3	4	5
Job postings on job boards, e.g. StepStone			1	2	3	4	5
Social networks, e.g. Facebook, LinkedIn			1	2	3	4	5
Recruitment agencies			1	2	3	4	5
Search for personnel abroad			1	2	3	4	5
Hiring of career changers			1	2	3	4	5
Vocational training			1	2	3	4	5
Qualification or further training			1	2	3	4	5
Temporary work			1	2	3	4	5
Employee referrals			1	2	3	4	5
Employment beyond retirement age			1	2	3	4	5
Expansion of part-time employment			1	2	3	4	5
3:elb0702	lee2estab	elb0702	Recruitment: Employment agency				
3:elb0703	lee2estab	elb0703	Recruitment: Participation in job or career fairs				
3:elb0704	lee2estab	elb0704	Recruitment: Job advertisements in newspapers				
3:elb0705	lee2estab	elb0705	Recruitment: Job advertisements on online job exchanges e.g. StepStone				
3:elb0706	lee2estab	elb0706	Recruitment: Social networks e.g. Facebook, LinkedIn				
3:elb0707	lee2estab	elb0707	Recruitment: Recruitment agencies				
3:elb0708	lee2estab	elb0708	Recruitment: Search for personnel abroad				
3:elb0709	lee2estab	elb0709	Recruitment: hiring of career changers				
3:elb0710	lee2estab	elb0710	Recruitment: Vocational training				
3:elb0711	lee2estab	elb0711	Recruitment: qualification or further training				
3:elb0712	lee2estab	elb0712	Recruitment: Temporary work				
3:elb0713	lee2estab	elb0713	Recruitment: Employee referrals				
3:elb0714	lee2estab	elb0714	Recruitment: employment beyond retirement age				
3:elb0715	lee2estab	elb0715	Recruitment: expansion of parttime employment				
Other, namely:							
3:eab0043	lee2estab	eab0043	Recruitment: Other Free text				
3:eab0043	lee2estab	eab0043_cat	Recruitment: Other Free text filled in				

4 What importance did personnel marketing have for [Insertion4] in 2021? And what is the importance in 2023?

This includes, for example, the employer's image or employer branding.

			No importance	Minor importance	Moderate importance	High importance	Very high importance	Cannot assess
2021			1	2	3	4	5	6
2023			1	2	3	4	5	6
4:elb0716	lee2estab	elb0716	Importance of personnel marketing 2021					
4:elb0717	lee2estab	elb0717	Importance of personnel marketing 2023					

5 Approximately how many people were employed at [Insertion1] as of mid-2023?

Please do not include temporary workers and freelancers with contracts for work or services.

Total number: 0:999999

5:elb0718 lee2estab elb0718 Number of employees mid-2023

5:elb0718 lee2estab elb0718_cat2 Number of employees mid-2023 [categories]

6 How were the employees of [Insertion3] distributed among the following employee groups as of mid-2023?

If you cannot provide exact figures, please estimate. Please do not include temporary workers and freelancers with contracts for work or services here either. For groups that do not exist, please enter "0".

Total share of employees 100%

Of these...

Employees in jobs that do not require vocational training

[No vocational training] Share of employees [...] % 0:100

6:elb0036 lee2estab elb0036 Share of employees in activities without required vocational train.
group 1 in %

Employees in jobs that require a completed apprenticeship or comparable vocational training or corresponding professional experience

[Qualified training] Share of employees [...] % 0:100

6:elb0037 lee2estab elb0037 Share of employees in jobs with required vocational train./exper.
group 2 in %

Employees in jobs that require a technical or university degree

[University degree] Share of employees [...] % 0:100

6:elb0038 lee2estab elb0038 Share of employees in occupations with requ. technical/uni.
degree group 3 in %

Total

[Total] Total share of employees [...] % 0:100

6:elb0719 lee2estab elb0719 Share of employees Total in %

7 Which of the following measures for professional development did you offer at [Insertion1] to the respective employee group in the first half of 2023?

Please indicate all that apply.

For employees in jobs that do not require vocational training [Group 1]

[Group 1] Courses, training programs, seminars	1
[Group 1] Lectures, conferences, fairs, etc.	1
[Group 1] Workplace training, e.g. instruction, onboarding, on-the-job training	1
[Group 1] Job change / job rotation	1
[Group 1] Quality circle, workshop circle, learning workshop	1
[Group 1] Coaching / Mentoring	1
[Group 1] Career planning / succession planning	1
7:elb0090 lee2estab elb0090 Courses/seminars group 1 in 1st half of year	
7:elb0094 lee2estab elb0094 Participation in lectures/conferences/trade fairs group 1 in 1st half of year	
7:elb0098 lee2estab elb0098 On-the-job training group 1 in the 1st half of year	
7:elb0102 lee2estab elb0102 Job change/job rotation group 1 in 1st half of year	
7:elb0106 lee2estab elb0106 Quality circle/workshop circle/learning workshop group 1 in first half of year	
7:elb0114 lee2estab elb0114 Coaching/mentoring group 1 in 1st half of year	
7:elb0118 lee2estab elb0118 Career plans/succession planning group 1 in 1st half of the year	

For employees in jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience [Group 2]

[Group 2] Courses, training programs, seminars	1
[Group 2] Lectures, conferences, fairs, etc.	1
[Group 2] Workplace training, e.g. instruction, onboarding, on-the-job training	1
[Group 2] Job change / job rotation	1
[Group 2] Quality circle, workshop circle, learning workshop	1
[Group 2] Coaching / Mentoring	1
[Group 2] Career planning / succession planning	1
7:elb0091 lee2estab elb0091 Courses/seminars group 2 in 1st half of year	
7:elb0095 lee2estab elb0095 Participation in lectures/conferences/trade fairs group 2 in 1st half of year	
7:elb0099 lee2estab elb0099 On-the-job training group 2 in the 1st half of year	
7:elb0103 lee2estab elb0103 Job change/job rotation group 2 in 1st half of year	
7:elb0107 lee2estab elb0107 Quality circle/workshop circle/learning workshop group 2 in 1st half of year	
7:elb0115 lee2estab elb0115 Coaching/mentoring group 2 in 1st half of year	
7:elb0119 lee2estab elb0119 Career plans/succession planning group 2 in 1st half of year	

For employees in jobs that require a technical or university degree [Group 3]

[Group 3] Courses, training programs, seminars				1
[Group 3] Lectures, conferences, fairs, etc.				1
[Group 3] Workplace training, e.g. instruction, onboarding, on-the-job training				1
[Group 3] Job change / job rotation				1
[Group 3] Quality circle, workshop circle, learning workshop				1
[Group 3] Coaching / Mentoring				1
[Group 3] Career planning / succession planning				1
7:elb0092	lee2estab	elb0092	Courses/seminars group 3 in 1st half of year	
7:elb0096	lee2estab	elb0096	Participation in lectures/conferences/trade fairs group 3 in 1st half of year	
7:elb0100	lee2estab	elb0100	On-the-job training group 3 in the 1st half of year	
7:elb0104	lee2estab	elb0104	Job change/job rotation group 3 in 1st half of year	
7:elb0108	lee2estab	elb0108	Quality circle/workshop circle/learning workshop group 3 in 1st half of year	
7:elb0116	lee2estab	elb0116	Coaching/mentoring group 3 in 1st half of year	
7:elb0120	lee2estab	elb0120	Career plans/succession planning group 3 in 1st half of year	
Measure not offered				
[Measure not offered] Courses, training programs, seminars				1
[Measure not offered] Lectures, conferences, fairs, etc.				1
[Measure not offered] Workplace training, e.g. instruction, onboarding, on-the-job training				1
[Measure not offered] Job change / job rotation				1
[Measure not offered] Quality circle, workshop circle, learning workshop				1
[Measure not offered] Coaching / Mentoring				1
[Measure not offered] Career planning / succession planning				1
7:elb0093	lee2estab	elb0093	Courses/seminars not offered in 1st half of year	
7:elb0097	lee2estab	elb0097	Participation in lectures/conferences/trade fairs not offered in 1st half of y.	
7:elb0101	lee2estab	elb0101	On-the-job training not offered in 1st half of year	
7:elb0105	lee2estab	elb0105	Job change/job rotation not offered in 1st half of year	
7:elb0109	lee2estab	elb0109	Quality circle/workshop circle/learning workshop not offered in first half of y.	
7:elb0117	lee2estab	elb0117	Coaching/mentoring not offered in 1st half of year	
7:elb0121	lee2estab	elb0121	Career plans/succession planning not offered in 1st half of year	
Other qualification measures, namely:				
7:eab0003	lee2estab	eab0003	Other qualification measures in 1st half of year form-free text	
7:eab0003	lee2estab	eab0003_cat	Other qualification measures in 1st half of year form-free text filled in	

8 Are training programs from external providers suitable for the needs of [Insertion3]?

Not at all suitable	1
Slightly suitable	2
Somewhat suitable	3
Quite suitable	4
Very suitable	5

8:elb0720 lee2estab elb0720 Suitable further training courses from external providers

9 Approximately how high was the share of training and further education costs in the total annual wages and salaries in 2022?

0 %	1
1-2 %	2
3-4 %	3
5-6 %	4
7 % and above	5
Cannot assess	6

9:elb0721 lee2estab elb0721 Share of training and further education costs in annual payroll in 2022 in %

C Design of personnel management**10 Which of the following written strategies or guidelines are in place?**

	Yes	No
Job descriptions for the majority of jobs	1	2
Written plans for personnel development and further training	1	2
Formal procedures for filling vacancies	1	2
Policies, rules or guidelines on equal opportunities, diversity or discrimination, regardless of legal requirements	1	2
Policies, rules or guidelines on IT-security or cybersecurity	1	2
10:elb0008 lee2estab elb0008_v2	HR strategies: Job descriptions	
10:elb0009 lee2estab elb0009_v2	HR strategies: Plans for personnel development/training	
10:elb0010 lee2estab elb0010_v2	HR strategies: Formal procedures for filling vacancies	
10:elb0011 lee2estab elb0011_v2	HR strategies: Guidelines on equal opportunities/diversity/discrimination	
10:elb0722 lee2estab elb0722	Personnel strategies: IT security or cybersecurity guidelines	

11 Does [Insertion2] have a human resources department?Yes ☐No ☐

11:elb0054 lee2estab elb0054 Human resources (HR) department in establishment/public body 2@13

11;elb0054=1

12 Is the HR manager a member of the top management level, board or management of [Insertion3]?Yes ☐No ☐

12:elb0056 lee2estab elb0056 Head of HR part of top management level of the establishment/public body ALL@14

11;elb0054=2

13 Is there a position that deals primarily with personnel tasks?Yes ☐No ☐

13:elb0057 lee2estab elb0057 Position for HR tasks in establishment/public body

D Industrial relations**14 Does [Insertion1] have...**

... a sectoral collective agreement?

Yes ☐No ☐

14:elb0146 lee2estab elb0146_v2 Sectoral collective agreement in the enterprise/public body 1@16

14;elb0146=2

14a Does [Insertion1] have...

... an in-house or company-level collective agreement?

Yes ☐No ☐

14a:elb0147 lee2estab elb0147_v2 In-house or company agreement in the enterprise/public body 1@16

14a;elb0147=2

15 Is the remuneration based on ...

	Yes	No
... a collective agreement?	1	2
... remuneration regulations customary in the industry?	1	2
15:elb0148 lee2estab elb0148 Remuneration based on collective agreement		
15:elb0149 lee2estab elb0149 Remuneration based on standard industry pay scales		

16 Does [Insertion1] have a works council or staff council elected in accordance with the Works Constitution Act or Staff Representation Act?

Yes	1	
No	2	
16:elb0150 lee2estab elb0150 Works council/staff council in the establishment/public body		2@18

16;elb0150=1

17 How would you describe the cooperation between the works council or staff council and management?

Not constructive at all	1	
Not very constructive	2	
Somewhat constructive	3	
Quite constructive	4	
Very constructive	5	
17:elb0151_v2 lee2estab elb0151_v2 Works council/staff council cooperation with management		

E Digital work**18** Please estimate the share of employees who use PCs, laptops, tablets / iPads or other digital devices, e.g. for machine control, to perform their daily tasks at [Insertion1].

This does not include temporary workers and freelancers. If you cannot provide exact figures, please estimate.

Share of employees who use PCs, laptops, tablets / iPads or other digital devices (e.g. for machine control)	0:100	
18:elb0188_v2 lee2estab elb0188_v2 Share of employees who use PCs/laptops/tablets/digital devices in %		
18:elb0188_v2 lee2estab elb0188_v2_cat2 Share of employees who use PCs/laptops/tablets/digital devices in % [categories]		

19 Which digitalization technologies do you use at [Insertion1]?

	Yes	No	Cannot assess
Customized software, i.e., software that has been developed or adapted to meet the needs of [Insertion3].	1	2	3
Data analytics refers to the use of digital tools to analyze data collected by this establishment/public body or other sources.	1	2	3
Big data, i.e. the analysis of large datasets.	1	2	3
Robots, i.e., programmable machines that can automatically perform complex sequences of actions.	1	2	3
Virtual or augmented reality, i.e., the enhancement of images with objects that exist only virtually.	1	2	3
Artificial intelligence, i.e., computer programs that assist in optimizing goal achievement and learn autonomously.	1	2	3
3D printing, i.e., a manufacturing process in which material is applied layer by layer to create a three-dimensional product.	1	2	3
Internet of Things, i.e., the digital networking of devices and objects, as well as entire industrial plants or buildings.	1	2	3
19:elb0193_v2 lee2estab elb0193_v2 Current use: Customized software			
19:elb0194_v2 lee2estab elb0194_v2 Current use: Data analytics			
19:elb0195_v2 lee2estab elb0195_v2 Current use: Big Data			
19:elb0196_v2 lee2estab elb0196_v2 Current use: Robots			
19:elb0197_v2 lee2estab elb0197_v2 Current use: Virtual or augmented reality			
19:elb0198_v2 lee2estab elb0198_v2 Current use: Artificial intelligence			
19:elb0199_v2 lee2estab elb0199_v2 Current use: 3D printing			
19:elb0200_v2 lee2estab elb0200_v2 Current use: Internet of Things			

20 Think about the digitalization technologies that are used at [Insertion1]. These can include computers as well as robots and artificial intelligence. To what extent do you agree with the following statements?

	Disagree	Somewhat disagree	Partly agree / partly disagree	Somewhat agree	Fully agree	Cannot assess
[Insertion5] is well equipped with digitalization technologies compared to other [Insertion6] in our industry	1	2	3	4	5	6
The use of digitalization technologies has led to additional personnel requirements, i.e. new hires	1	2	3	4	5	6
The use of digitalization technologies has led to a high demand for further training for employees	1	2	3	4	5	6
Employees tend to be critical of the use of digitalization technologies	1	2	3	4	5	6
The use of digitalization technologies has led to problems with data security or cyberattacks	1	2	3	4	5	6
The use of digitalization technologies leads to a strong dependence on external service providers	1	2	3	4	5	6
Digitalization technologies are used at [Insertion7] to monitor employee performance	1	2	3	4	5	6
The digitalization technologies have led to a decreased personnel requirement	1	2	3	4	5	6

20:elb0201_v2	lee2estab	elb0201_v3	Digitalization technologies: Well equipped with Digitalization technologies
20:elb0202_v2	lee2estab	elb0202_v3	Digitalization technologies: Additional personnel requirements and new hires
20:elb0203_v2	lee2estab	elb0203_v3	Digitalization technologies: High demand for further training
20:elb0204_v2	lee2estab	elb0204_v3	Digitalization technologies: Employees are critical
20:elb0205_v2	lee2estab	elb0205_v3	Digitalization technologies: Problems with data security or cyber attacks
20:elb0206_v2	lee2estab	elb0206_v3	Digitalization technologies: Strong dependence on external service providers
20:elb0207_v2	lee2estab	elb0207_v3	Digitalization technologies: Used to control employees
20:elb0723	lee2estab	elb0723	Digitalization technologies: Lower personnel requirements due to digitization technologies

F Risks of the digital working world

21 In your opinion, how great is the risk of a serious IT security incident at [Insertion1] within the next 12 months?

Note: An IT security incident affects the confidentiality and availability of data, business processes, and applications. An attempt also constitutes an IT security incident.

No risk	1
Minor risk	2
Moderate risk	3
High risk	4
Very high risk	5
Cannot assess	6

21:elb0724 lee2estab elb0724 Risk of serious IT security incident in the next 12 months

22 Do you have someone who deals with IT security or cyber defense issues?

Yes	1
No	2

22:elb0725 lee2estab elb0725 Person for IT security or cyber defense in the company

23 Did you implement measures to improve IT security in 2022?

Yes	1
No	2

23:elb0726 lee2estab elb0726 Measures to improve IT security in 2022 2@25

23;elb0726=1

24 Which measures did you implement?

	Yes	No
Consulting by external experts	1	2
Training of employees	1	2
Increased exchange of information, e.g. networking with partners and associations	1	2
Specific training of IT employees	1	2
Strategic alliances and partner networks, e.g. for support in case of need	1	2
Hiring of IT-experts	1	2
Security assessment from an attacker's perspective (penetration test)	1	2
Implementation of IT-security-relevant certifications	1	2
Performance of emergency drills	1	2
Other	1	2
24:elb0727 lee2estab elb0727_v1 IT security measures: Advice from external experts		
24:elb0728 lee2estab elb0728_v1 IT security measures: Training of employees		
24:elb0729 lee2estab elb0729_v1 IT security measures: Increased exchange of information		
24:elb0730 lee2estab elb0730_v1 IT security measures: Special training for IT employees		
24:elb0731 lee2estab elb0731_v1 IT security measures: Strategic alliances and partner networks		
24:elb0732 lee2estab elb0732_v1 IT security measures: Recruitment of IT experts		
24:elb0733 lee2estab elb0733_v1 IT security measures: Security testing from an attacker's perspective		
24:elb0734 lee2estab elb0734_v1 IT security measures: Introduction of IT security-relevant certifications		
24:elb0735 lee2estab elb0735_v1 IT security measures: Implementation of emergency drills		
24:elb0736 lee2estab elb0736_v1 IT security measures: Other		

G Remote work and working time recording**25 Does [Insertion2] offer employees the possibility to work outside of [Insertion8], i.e. to work remotely?**

This may include various forms of remote work, like teleworking, home office, mobile working or coworking spaces.

Yes 1

No 2

25:elb0737 lee2estab elb0737 Remote work possible 2@29

25;elb0737=1

26 Which types of remote work does [Insertion2] offer?

Telework

Yes ☐No ☐

26:elb0738 lee2estab elb0738 Remote work: Teleworking

Note: Telework is legally regulated in the Workplace Ordinance (ArbStättV) and includes a permanently established workstation at the employee's home.

Mobile work

Yes ☐No ☐

26:elb0739 lee2estab elb0739 Remote work: Mobile work

Note: Mobile work refers to tasks performed using a PC or portable display devices, such as a laptop or tablet, that are not tied to the establishment as a place of work or the employee's home workspace.

Home office

Yes ☐No ☐

26:elb0740 lee2estab elb0740 Remote work: Home office

Note: Home office is a form of mobile work and includes temporary work at the employee's home in coordination with the employer

Coworking space

Yes ☐No ☐

26:elb0741 lee2estab elb0741 Remote work: Coworking space

Note: Coworking space is a workplace outside of [Insertion8], which can be booked flexibly.

25;elb0737=1

27 How high was the number of employees working remotely as of mid-2023? This includes teleworking, home office, mobile working and co-working

If you cannot provide exact figures, please estimate.

Number of employees in remote work:

27:elb0742 lee2estab elb0742 Number of employees working remotely mid-2023

27:elb0742 lee2estab elb0742_cat2 Number of employees working remotely mid-2023 [categories]

25;elb0737=1

28 Among the remotely working employees, what was the share working in telework or from home?

Share of remote workers in telework: _____% 0:100
 Share of remote workers in home office: _____% 0:100

28:elb0743 lee2estab elb0743 Proportion of remote workers in teleworking in %
 28:elb0743 lee2estab elb0743_cat2 Proportion of remote workers in teleworking in %
 [categories]
 28:elb0245_v2 lee2estab elb0245_v2 Number of employees working from home in %
 28:elb0245_v2 lee2estab elb0245_v2_cat2 Number of employees working from home in %
 [categories]

29 For which employees is working time recorded?

Working time is recorded for all employees 1
 Working time is recorded for some employee groups 2
 Working time is not recorded 3

29:elb0744 lee2estab elb0744 Working time recording in the organization 1@31; 3@36

29;elb0744=2

30 For which employee groups is working time recorded?

Please indicate all that apply.

Managers 1
 Full-time employees 1
 For employees in large part-time 1

30:elb0745 lee2estab elb0745 Working time recording for managers
 30:elb0746 lee2estab elb0746 Working time recording for full-time employees
 30:elb0747 lee2estab elb0747 Working time recording for employees in large part-time
 positions

Large part-time means, if not specified otherwise, an employment of 21 hours or more.

For employees in small part-time 1

30:elb0748 lee2estab elb0748 Working time recording for employees in small part-time
 positions

Small part-time means, if not specified otherwise, an employment of 20 hours or less.

Employees in marginal employment, e.g. €520/month employees, short-term employees, mini-jobbers 1

Temporary workers 1

Other employee group(s) 1

30:elb0749 lee2estab elb0749 Working time recording for marginally employed persons
 30:elb0750 lee2estab elb0750 Working time recording for temporary workers
 30:elb0751 lee2estab elb0751 Working time recording for other employee groups

[Other employee group(s)] namely:

30:eab0044 lee2estab eab0044 Working time recording for other employee groups Free text 30:elb0751=1
 30:eab0044 lee2estab eab0044_cat Working time recording for other employee groups Free text filled in 30:elb0751=1

(29;elb0744=1)|(29;elb0744=2)

31 How is working time recorded?*Please indicate all that apply.*

Working time is recorded with a system. This includes, for example, a time clock or electronic timekeeping. 1

Working time is recorded manually. This includes, for example, recording in an Excel spreadsheet or on paper. 1

Other 1

31:elb0752 lee2estab elb0752 Working time recording with a system

31:elb0753 lee2estab elb0753 Working time recording manually

31:elb0754 lee2estab elb0754 Working time recording other method

[Other] namely:

31:eab0045 lee2estab eab0045 Working time recording other method Free text 31;elb0754=1

31:eab0045 lee2estab eab0045_cat Working time recording other method Free text filled in 31;elb0754=1

(29;elb0744=1)|(29;elb0744=2)

32 When was this form of working time recording introduced at [Insertion1]?

Before 2022 1

In 2022 or after 2

32:elb0755 lee2estab elb0755 When was this form of working time recording introduced

(29;elb0744=1)|(29;elb0744=2)

33 Who records working time?*Please indicate all that apply.*

The employer records working time 1

Employees document working time themselves 1

33:elb0756 lee2estab elb0756 Working time recording by the employer (29;elb0744=1)|(29;elb0744=2)

33:elb0757 lee2estab elb0757 Working time recording by employees themselves

((29;elb0744=1)|(29;elb0744=2))&(33;elb0757=1)

34 Is the employee's documentation regularly checked by the employer?

Yes 1

No 2

34:elb0758 lee2estab elb0758 Employer checks employees' working time recording

(29;elb0744=1)|(29;elb0744=2)

35 Do you have specific regulations for recording working hours for employees working from home or remotely?

- Yes ☐ 1
 No ☐ 2
 Does not apply ☐ 3

35:elb0759 lee2estab elb0759 Regulations on recording working hours for employees working from home or in mobile work

H Organizational features

36 Is [Insertion1] ...

- ... an independent, autonomous company or an independent organization without a branch elsewhere? ☐ 1
 ... the headquarters or head office of a company or organization with branches of establishments and public bodies elsewhere? ☐ 2
 ... a branch or branch office of a company, or a subordinate agency of a larger organization? ☐ 3

36:elb0001_v2 lee2estab elb0001_v2 Type of enterprise/public body

37 Is [Insertion2] majority or exclusively owned by the public sector?

- Yes ☐ 1
 No ☐ 2

37:elb0002 lee2estab elb0002 Publicly owned establishment/public body 1@39

37;elb0002=2

38 Does [Insertion1] have a majority owner?

- Yes ☐ 1
 No ☐ 2

38:elb0003 lee2estab elb0003 Majority owner present

39 In which economic sector / industry / service sector is [Insertion2] mainly active?

If [Insertion 2] is active in several sectors, please indicate the sector in which the establishment's activities are focused.

Agriculture, forestry, fishing	1
Mining and quarrying, energy and water supply, wastewater and waste management	2
Food and beverages, consumer goods	3
Industrial goods, capital goods and durable goods	4
Construction	5
Wholesale, motor vehicle trade and repair	6
Retail, without motor vehicle trade	7
Transportation and storage	8
Hospitality industry	9
Information and communication, financial and insurance activities, economic, scientific and professional services	10
Public administration, defense, social insurance, education and teaching, health and social services	11
Other services	12
Other	13
39:eab0009_v2 lee2estab eab0009_v2 Industry of enterprise/public body	

[Other] namely:

39:eab0046 lee2estab eab0046 Branch of the enterprise/public body Other 39:eab0009_v2=13
Free text

39:eab0046 lee2estab eab0046_cat Branch of the enterprise/public body Other 39:eab0009_v2=13
Free text filled in

I Workforce structure

40 Now we turn to the workforce structure. Not all organizations have the same employee groups. How many employees did [Insertion2] have as of mid-2023, broken down by the employee categories mentioned? And what was the share of women?

If you cannot provide exact figures, please estimate. For groups that do not exist, please enter "0". As a reminder, you indicated in a previous question that [Insertion2] has [Answer question 5] employees.

To begin with, employees subject to social insurance contributions...

Blue- and white-collar employees, excluding those in marginal employment

[Blue- and white-collar employees, excluding those in 0:999999

marginal employment] Number of respective employees
mid-2023

[Blue- and white-collar employees, excluding those in 0:100

marginal employment] Of which share of women (in %)

40:elb0013 lee2estab elb0013 Number of employees excluding marginally employed
mid-previous year

40:elb0013 lee2estab elb0013_cat Number of employees excluding marginally employed
mid-previous year [categories]

40:elb0022 lee2estab elb0022 Share of women among employees excluding marginally
employed in %

Apprentices

[Apprentices] Number of respective employees as of mid-2023				0:999999
[Apprentices] Of which share of women (in %)				0:100
40:elb0014	lee2estab	elb0014	Number of trainees mid-previous year	
40:elb0014	lee2estab	elb0014_cat	Number of trainees mid-previous year [categories]	
40:elb0023	lee2estab	elb0023	Share of women among trainees in %	

Not subject to social insurance contributions...

Civil servants, including trainee civil servants

[Civil servants, including trainee civil servants] Number of respective employees				0:999999
---	--	--	--	----------

[Civil servants, including trainee civil servants] Of which share of women (in %)				0:100
---	--	--	--	-------

40:elb0015	lee2estab	elb0015	Number of civil servants and candidates mid-previous year	
40:elb0015	lee2estab	elb0015_cat	Number of civil servants and candidates mid-previous year [categories]	
40:elb0024	lee2estab	elb0024	Share of women among civil servants and candidates in %	

Active owners

[Active owners] Number of respective employees as of mid-2023				0:999999
---	--	--	--	----------

[Active owners] Of which share of women (in %)				0:100
--	--	--	--	-------

40:elb0016	lee2estab	elb0016	Number of active owners mid-previous year	
40:elb0016	lee2estab	elb0016_cat	Number of active owners mid-previous year [categories]	
40:elb0025	lee2estab	elb0025	Share of women among active owners in %	

Assisting family members

[Assisting family members] Number of respective employees as of mid-2023				0:999999
--	--	--	--	----------

[Assisting family members] Of which share of women (in %)				0:100
---	--	--	--	-------

40:elb0017	lee2estab	elb0017	Number of helping family members mid-previous year	
40:elb0017	lee2estab	elb0017_cat	Number of helping family members mid-previous year [categories]	
40:elb0026	lee2estab	elb0026	Share of women among helping family members in %	

Employees in marginal employment, e.g. €520/month employees, short-term employees, mini-jobbers

[Employees in marginal employment, e.g. €520/month employees, short-term employees, mini-jobbers] Number of respective employees as of mid-2023				0:999999
---	--	--	--	----------

[Employees in marginal employment, e.g. €520/month employees, short-term employees, mini-jobbers] Of which share of women (in %)				0:100
--	--	--	--	-------

40:elb0018	lee2estab	elb0018	Number of marginally employed persons mid-previous year	
40:elb0018	lee2estab	elb0018_cat	Number of marginally employed persons mid-previous year [categories]	
40:elb0027	lee2estab	elb0027	Share of women among marginally employed in %	

Total

[Total] Number: ____ (Prog.: Calculate from the above information)				0:999999
--	--	--	--	----------

[Total] Of which share of women (in %)				0:100
--	--	--	--	-------

40:elb0021_v2	lee2estab	elb0021_v2	Total number of employees excluding temporary workers and freelancers mid-2023
40:elb0021_v2	lee2estab	elb0021_v2_cat2	Total number of employees excluding temporary workers and freelancers mid-2023 [categories]
40:elb0030_v2	lee2estab	elb0030_v2	Share of women in total employees in %

Other employees ...

Temporary workers

[Temporary workers] Number of respective employees 0:999999

[Temporary workers] Of which share of women (in %) 0:100

40:elb0019	lee2estab	elb0019	Number of temporary employees mid-previous year
40:elb0019	lee2estab	elb0019_cat	Number of temporary workers mid-previous year [Categories]
40:elb0028	lee2estab	elb0028	Share of women among temporary workers in %

Freelancers with contracts for work or services

[Freelancers with contracts for work or services] Number of respective employees 0:999999

[Freelancers with contracts for work or services] Of which share of women (in %) 0:100

40:elb0020	lee2estab	elb0020	Number of freelancers with work/service contracts mid-previous year
40:elb0020	lee2estab	elb0020_cat	Number of freelancers with work/service contracts mid-previous year [categories]
40:elb0029	lee2estab	elb0029	Share of women among freelancers in %

41 As of mid-2023, were there any employees with fixed-term contracts among those subject to social insurance contributions?

Apprentices are not included!

Yes 1

No 2

41:elb0760	lee2estab	elb0760	Employees with fixed-term employment contracts mid-2023	2@43
------------	-----------	---------	---	------

41;elb0760=1

42 Approximately what was the share of fixed-term employees as of mid-2023?

Share of fixed-term employees: _____% 0:100

42:elb0761	lee2estab	elb0761	Proportion of temporary employees in %
42:elb0761	lee2estab	elb0761_cat2	Proportion of temporary employees in % [categories]

43 Were any employees subject to social insurance contributions employed part-time?Yes No

43:elb0031_v2 lee2estab elb0031_v2 Part-time employees in the enterprise mid-2023 2@45

43:elb0031_v2=1

44 Of the part-time employees as of mid-2023, how many were in...*If you cannot provide exact figures, please estimate. For groups that do not exist, please enter "0".*

... large part-time positions, meaning, if not specified otherwise, 21 hours or more a week?

And what was the share of women?

[Large part-time] Number of part-time employees [Large part-time] Of which share of women (in %)

44:elb0032 lee2estab elb0032 Number of employees in large parttime mid-previous year

44:elb0032 lee2estab elb0032_cat2 Number of employees in large parttime mid-previous year [categories]

44:elb0034 lee2estab elb0034 Share of women in large part-time in %

... small part-time positions, meaning, if not specified otherwise, working 20 hours a week or less? And what was the share of women?

[Small part-time] Number of part-time employees [Small part-time] Of which share of women (in %)

44:elb0033 lee2estab elb0033 Number of employees in small parttime mid-previous year

44:elb0033 lee2estab elb0033_cat2 Number of employees in small parttime mid-previous year [categories]

44:elb0035 lee2estab elb0035 Share of women in small part-time in %

45 Does [Insertion1] use on-call work or standby duty?Yes No

45:elb0762 lee2estab elb0762 On-call work or on-call duty in the organization

46 What was the share of foreign employees at [Insertion1] as of mid-2023? This includes all persons that do not have German citizenship.*If you cannot provide exact figures, please estimate. If there are no foreign employees, please enter "0".*Share of foreign employees among all employees ...[%]

46:elb0039 lee2estab elb0039 Share of foreign employees mid-previous year in %

47 How many severely disabled persons, including equivalent and other eligible persons, were employed at [Insertion1] as of mid-2023? Of these, how many were apprentices?

Number: 0:999999
 of these, number of apprentices: 0:999999
 47:elb0763 lee2estab elb0763 Number of severely disabled persons mid-2023
 47:elb0763 lee2estab elb0763_cat2 Number of severely disabled persons mid-2023 [categories]
 47:elb0764 lee2estab elb0764 Number of severely disabled trainees mid-2023

J Legal form, capital participation, revenue situation and personnel costs

48 What is the legal form of [Insertion2]?

Sole proprietorship with full liability of one person, i.e. registered merchant (e.G.) or freelancer 1
 Partnership, i.e. KG, OHG or GbR 2
 Limited liability company as GmbH, UG or Ltd. 3
 Public limited company, i.e. AG, SE 4
 Mixed forms, i.e. GmbH & Co. KG, KGaA 5
 Corporation under public law, excluding foundations under public law 6
 Foundation, i.e. foundation under public law, ecclesiastical, private or corporate foundation, family or community foundation 7
 Other legal form 8
 48:elb0261 lee2estab elb0261_v1 Legal form of the establishment/public body 6@51

[Other legal form] namely:

48:eab0040 lee2estab eab0040 Legal form of the enterprise/public body Other 48:elb0261=8
 Free text
 48:eab0040 lee2estab eab0040_cat Legal form of the enterprise/public body Other 48:elb0261=8
 Free text filled in

48:elb0261!=6

48a Do you have any form of equity participation for your employees? This includes employee shares, silent partnerships or employee loans.

Yes 1
 No 2
 Don't know 3
 48a:elb0780 lee2estab elb0780 Employee capital participation 2,3@49

48a;eab048a=1

48b What is the share of employees participating in the respective forms of equity participation?*If you cannot provide exact figures, please estimate. For groups that do not exist, please enter "0".*

Debt financing (e.g. employee loans, employee deposits, bonds)

[Debt financing] share of employees (in %) 0:100

48b:elb0781 lee2estab elb0781 Share of employees with debt financing in %

Hybrid capital participation (e.g. silent partnership, participation rights, indirect participation)

[Hybrid capital] share of employees (in %) 0:100

48b:elb0782 lee2estab elb0782 Share of employees with hybrid capital participation in %

Equity participation (e.g. LLC shares, employee stock, limited partnership shares)

[Equity] share of employees (in %) 0:100

48b:elb0783 lee2estab elb0783 Share of employees with equity participation in %

48a;eab048a=1

48c Which groups of people do you offer participation to?

Only for employees at the leadership and management level

1

Only for selected employee groups, which may be part of the management or the broader workforce

2

In principle, participation is open to all employees

3

48c:elb0784 lee2estab elb0784 Equity participation for groups of persons

48;elb0261!=6

49 What was the earnings situation of [Insertion3] in the 2021 and 2022 financial years?

	Unsatisfactory	Sufficient	Satisfactory	Good	Very good	Cannot assess
2021	1	2	3	4	5	6
2022	1	2	3	4	5	6

49:elb0262_v2 lee2estab elb0262_v3 Profit situation of the enterprise/public body 2021

49:elb0263_v2 lee2estab elb0263_v3 Profit situation of the enterprise/public body 2022

48;elb0261!=6

50 What was the percentage share of personnel costs in total operating costs in 2022?

0-20 % 1

21-40 % 2

41-60 % 3

61-80 % 4

81 % and above 5

Cannot assess 6

50:elb0270_v2 lee2estab elb0270_v2 Share of staff costs in operating costs 2022 in %

ALL@52

48;elb0261=6

51 How was the staffing of your public body in 2021 and 2022 measured against the tasks to be performed?*If you cannot provide exact figures, please estimate.*

		Severely under- equipped	Under- equipped	Adequately equipped	Well equipped	Very well equipped	Cannot assess
2021		1	2	3	4	5	6
2022		1	2	3	4	5	6
51:elb0268_v2	lee2estab	elb0268_v2	Staffing of public bodies 2021				
51:elb0269_v2	lee2estab	elb0269_v2	Staffing of public bodies 2022				

52 Considering the situation of [Insertion3] in 2023: To what extent did the following aspects pose a challenge?

	No challenge	Minor challenge	Moderate challenge	High challenge	Very high challenge	Does not apply
Rapid technological change	1	2	3	4	5	6
Legal framework	1	2	3	4	5	6
Relationships with suppliers	1	2	3	4	5	6
Fluctuations in workload	1	2	3	4	5	6
High costs for raw materials, intermediate products or procurement	1	2	3	4	5	6
Raising external capital	1	2	3	4	5	6
Budget cuts or reductions	1	2	3	4	5	6
Competitive pressure	1	2	3	4	5	6
Corona pandemic	1	2	3	4	5	6
Inflation	1	2	3	4	5	6
Climate change	1	2	3	4	5	6
52:elb0765	lee2estab	elb0765	Challenge: Rapid technological change			
52:elb0766	lee2estab	elb0766	Challenge: Legal framework			
52:elb0767	lee2estab	elb0767	Challenge: Relationships with suppliers			
52:elb0768	lee2estab	elb0768	Challenge: Fluctuations in workload			
52:elb0769	lee2estab	elb0769	Challenge: High costs for raw materials, intermediate products or procurement			
52:elb0770	lee2estab	elb0770	Challenge: Raising external capital			
52:elb0771	lee2estab	elb0771	Challenge: Budget cuts or reductions			
52:elb0772	lee2estab	elb0772	Challenge: Competitive pressure			
52:elb0773	lee2estab	elb0773	Challenge: Corona pandemic			
52:elb0774	lee2estab	elb0774	Challenge: Inflation			
52:elb0775a	lee2estab	elb0775a	Challenge: Climate change			

[Other] namely:

52:eab0041	lee2estab	eab0041	Challenge: Other free text
52:eab0041	lee2estab	eab0041_cat	Challenge: Other free text filled in

K Personal details

53 Were several people or departments involved in answering the questionnaire?

Yes ☐ 1

No ☐ 2

53:elb0275 lee2estab elb0275 Several people involved in answering the questionnaire

54 In which area or areas do you work?

Please indicate all that apply.

In the management / leadership ☐ 1

In the HR area ☐ 1

In the area of public relations or corporate communications ☐ 1

In the area of accounting and/or controlling ☐ 1

In another area ☐ 1

54:elb0276_v2 lee2estab elb0276_v2 Interviewee works in management

54:elb0277 lee2estab elb0277 Interviewee works in human resources

54:elb0278_v2 lee2estab elb0278_v2 Interviewee works in public relations

54:elb0279 lee2estab elb0279 Interviewee works in accounting/controlling

54:elb0280 lee2estab elb0280 Interviewee works in another field

[In another area] namely:

54:eab0010 lee2estab eab0010 Interviewee works in another field free-form text 54:elb0280=1

55 Are you the most senior HR manager?

Yes ☐ 1

No ☐ 2

55:elb0281 lee2estab elb0281 Interviewee is a high-ranking HR manager in the establishment/public body

PL1:IAB-Stichprobe==1

zusp SOEP-LEE2 (IAB-sample): Request for data transfer

Thank you very much for answering our questions about the current situation of your company. We now have one further request.

In addition to the current situation of the surveyed companies, we would like to include developments from past years in later analyses. To take these factors into account, we would like to use statistical indicators for some analyses that are available for your company at the IAB, the Institute of Employment Research of the Federal Employment Agency. These indicators are based on the social security reports that your company submits annually for its employees.

We are interested, for example, in the number of employees and the structure of the workforce in past years.

We kindly ask for your consent to link these data with the data of this survey. The transfer of these statistical data will be carried out by the IAB. The linked data will then be fully anonymized and will remain exclusively at the IAB Research Data Center. The analysis will be conducted under strict data protection rules and under the supervision of the IAB.

Providing these data requires your consent. We therefore kindly ask for your approval. Your consent is, of course, voluntary and can be revoked at any time.

Yes, I consent to the data linkage ☐ 1
 No, I do not consent to the data linkage ☐ 2

PL1:IAB-Stichprobe==1

56 It is planned to conduct further in-depth interviews as part of this study. These interviews will most likely be carried out by telephone by the Institute for Human Resource Management and Labour Relations at the Helmut Schmidt University / Bundeswehr University Hamburg (HSU) or by the German Institute for Economic Research (DIW Berlin) and will last approximately 30 minutes each.

To do so, we require your consent to forward your contact details to HSU or DIW Berlin. Participation in these in-depth interviews is, of course, voluntary. Your contact information will be used by HSU and DIW Berlin solely for the purpose of conducting the interviews and will be deleted afterwards.

Your contact details will, of course, be stored separately from your survey data and will never be linked to your responses. All responses will be analyzed in anonymized form, ensuring that no conclusions can be drawn about you or your company/organization. Once the research project has been completed, your contact data will be permanently deleted.

In order for HSU or DIW Berlin to contact you, we need the following information: (Name, first name, e-mail address, telephone number).

We would be very grateful if you agreed to take part in the in-depth interviews.

Proceed to enter your contact details ☐ 1
 Proceed, without providing your contact details ☐ 2

57 If you have further notes or comments with regard to this survey, you can provide them here or are welcome to contact the research team at Helmut-Schmidt-University or the DIW Berlin. The contact details for this are provided in the cover letter.

57:eab0013 lee2estab eab0013 Comments and suggestions
 57:eab0013 lee2estab eab0013_cat Comments and suggestions [categories]

57a As a thank-you for your participation, we would like to provide you with an exclusive insight after the completion of our study and send you a brief presentation of the results via e-mail. Are you interested in these results?

Your contact details will be stored separately from the survey data. They will be used exclusively for the purpose of sending the results and will be deleted afterwards.

Yes ☐ 1
 No ☐ 2

57a:elb0284 lee2estab elb0284 Interest in study results

57a;elb0282=1 | 56;elb0775=1

57b 57a;elb0284=1 & 56;elb0775=1: For the purpose of contacting you regarding the in-depth interviews and to send you your exclusive insight into the results, we require your contact details below. 57a;elb0284=1 & 56;elb0775!=1: For the purpose of sending you your exclusive insights into the results, we require your contact details below. 57a;elb0284!=1 & 56;elb0775=1: For the purpose of contacting you regarding the in-depth interviews, we require your contact details below.

Your contact details will be stored separately from the survey data. They will be used exclusively for the purpose stated above and will be deleted afterwards.

Form of address:

Mr ☐

Ms ☐

Name:

E-mail address:

Phone number: