



Work Life Balance Survey of the Hong Kong Working Population 2013

香港在職人士的生活及工作平衡調查 2013

Questionnaire 問卷

August 9, 2013

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Part 1 Introduction 第一部分 自我介紹

Good evening, sir/madam, my name is X, an interviewer from the Public Opinion Programme (POP) of the University of Hong Kong. We are conducting a survey on people's opinions on work life issue. I would like to invite you to participate in an interview which will take only a few minutes, and you can choose to terminate the interview any time. I would like to stress that your telephone number was randomly selected by our computer and all information you provide will be kept strictly confidential and used for aggregate analysis only. If you have any questions about the research, you can call xxxx-xxxx to talk to our supervisor. If you want to know more about the rights as a participant, please contact the Human Research Ethics Committee for Non-Clinical Faculties of the University of Hong Kong at xxxx-xxxx during office hours. For quality control purpose, our conversation may be recorded but will be destroyed shortly after our quality control process is complete. Is it okay for us to start this survey?

喂，先生/小姐/太太你好，我姓 X，我係香港大學民意研究計劃既訪問員黎既，我地宜家做緊一項有關個人生活及工作問題既調查，想訪問下你既意見，我地只會阻你幾分鐘時間，期間你亦可以隨時終止訪問。請你放心，你既電話號碼係經由我地既電腦隨機抽樣抽中既，而你提供既資料係會絕對保密既，並只會用作綜合分析。如果你對今次既調查有任何疑問，你可以打 xxxx-xxxx 同我地既督導員聯絡。如果你想知多 D 關於參與研究既權利，你可以喺辦公時間致電 xxxx-xxxx 向香港大學非臨床研究操守委員會查詢。為左保障數據既真確性，我地既訪問可能會被錄音，但只會用作內部參考，並會係短期內銷毀。請問可唔可以開始訪問呢？

Yes

No (skip to end)

可以

唔可以 (skip to end)

The target of this interview is **full time worker of age 15 or above who speak Cantonese, English or Mandarin.**

呢個調查既訪問對象係 **15 歲或以上操粵語、國語或英語既香港全職人士。**

Part 2 Selection of Respondents 第二部分 選出被訪者

[S1] Is there any full time worker in your household of age 15 or above? Since we need to conduct random sampling, if there is more than one available, I would like to speak to the one who will have his / her birthday next. (If the target is not available at the moment, make an appointment to recall.)

請問你屋企有冇 15 歲或以上既全職人士係度，因為我地要隨機抽樣，如果多過一位，請你叫即將生日果位黎聽電話。（如被訪者暫未能接受訪問，訪問員另約時間再致電。）

Yes

No

Refuse to answer



Terminate interview, skip to end.

有

冇

拒答



訪問完成，多謝合作，拜拜。（結束訪問）

[S2] Are you currently working full time? (Interviewers read out: “Full time workers” can be defined as those who work at least 5 days a week, or total working time not less than 40 hours a week.)

請問閣下宜家係唔係全職工作人士？【訪員讀出：全職的定義為每星期最少工作 5 天，或一星期總工作時間不少於 40 小時】

Yes

No

Refuse to answer



Terminate interview, skip to end.

係

唔係

拒答



訪問完成，多謝合作，拜拜。（結束訪問）

Part 3 Opinion Questions 第三部分 意見部分

[Q1] On a scale of 0-10, how much have YOU achieved in terms of an ideal work-life balance? 0 represents the worst case possible, 10 represents already ideal, and 5 being half-half. 請用 0-10 分評價一下你自己，達到最理想生活及工作平衡方面既邊個階段？0 分代表現時情況非常差，10 分代表已達到非常理想階段、5 分代表一半半。

_____ (Exact figure from 0-10)

Don't know / Hard to say

Refuse to answer

_____ [入實數]

唔知／難講

拒答

[Q2] Do you currently have any family responsibilities?

"Family responsibilities" is defined as taking responsibility for housework or providing unpaid care for family member(s), e.g. children, partner, parent, grandparent, sibling or other relative. It does not matter whether the interviewee is married or not. It also does not matter whether the interviewee is living with the family member he/she is taking care of. The person being taken care of may be too young or too old to take care of themselves, or is ill, disabled or otherwise cannot take care of themselves independently.

請問你現時有冇家庭責任？

「家庭責任」係指負責屋企既家務或者照顧家庭成員，例如子女、配偶、父母、祖父母、兄弟姊妹或其他親戚。而所指既同你本人係咪結左婚，係咪同被照顧者同住，被照顧者係咪因為年齡太細或太大、有病、傷殘或其他原因而唔能夠照顧自己無關。

Yes, I have family responsibilities (go to Q2a)

No, I do not have family responsibilities (go to Q2b)

Don't know / hard to say

Refuse to answer

有 (go to Q2a)

冇 (go to Q2b)

唔知／難講

拒答

[Q2a] Which of the following statements best describes your experience on impact of family responsibilities on career development? [Interviewer to read out items 1-3, ONE answer only]

根據你既經驗，以下邊句句最適合形容你既家庭責任對你事業發展既影響？[訪員讀出 1-3 項，只選一項]

- i) In my experience, the family responsibilities I have to bear have negatively affected my career development to a **great** extent.
- ii) In my experience, the family responsibilities I have to bear have negatively affected my career development to **some** extent.
- iii) In my experience, the family responsibilities I have to bear have **not** affected my career development.

None of the above

Don't know / hard to say

Refuse to answer

- i) 就我既經驗黎講，我需要承擔既家庭責任對我既事業發展有好大程度既負面影響。
- ii) 就我既經驗黎講，我需要承擔既家庭責任對我既事業發展有某程度既負面影響。
- iii) 就我既經驗黎講，我需要承擔既家庭責任對我既事業發展冇影響。

以上皆否

唔知／難講

拒答

[Q2b] Which of the following statements best describes your expectation on impact of future family responsibilities on career development? [Interviewer to read out items 1-3, ONE answer only]

根據你既預期，以下邊句句最適合形容你將來既家庭責任對你事業發展既影響？[訪員讀出 1-3 項，只選一項]

- i) I expect that the family responsibilities I may need to bear in the future will negatively affect my career development to a **great** extent.
- ii) I expect that the family responsibilities I may need to bear in the future will negatively affect my career development to **some** extent.
- iii) I do **not** expect that the family responsibilities I may need to bear in the future will affect my career development.

None of the above

Don't know / hard to say

Refuse to answer

- i) 我預期我將來或會需要承擔既家庭責任對我既事業發展會有好大程度既負面影響。
- ii) 我預期我將來或會需要承擔既家庭責任對我既事業發展會有某程度既負面影響。
- iii) 我預期我將來或會需要承擔既家庭責任對我既事業發展唔會有影響。

以上皆否

唔知／難講

拒答

[Q3] How much do you agree or disagree with the following statements about how family responsibilities may affect your choice of employer? [Interviewer to read out each statement, and probe intensity]

請問你有幾同意或唔同意以下有關家庭責任會點樣影響你選擇僱主既講法？[訪員讀出每項，追問程度]

	Very much agree	Somewhat agree	Half-half	Somewhat disagree	Very much disagree	DK/HS	Refuse to answer
i) I have considered leaving or have left a job in order to spend more time on my family life.							
ii) I am willing to leave my current job if the new job allows me to spend more time on my family life.							
iii) Whether a company can offer a family-friendly working environment is one of the top considerations when I choose to join, stay with or leave a company.							

	好同意	幾同意	一半半	幾唔同意	好唔同意	唔知／難講	拒答
i) 我曾經因為想有多d家庭生活時間而考慮離開或已離開我既工作。							
ii) 如果新工作可以令我有多d家庭生活時間，我會願意離開現時既工作。							
iii) 機構會唔會提供一個方便我兼顧家庭生活既工作環境係我選擇加入、繼續留係或離開一間公司其中一個最重要既考慮因素。							

[Q4] Do you think that companies in Hong Kong need to take active steps to create a more family-friendly working environment to their employees? If yes, what do you think are the most effective steps companies in Hong Kong can take to create a more family-friendly working environment? [Do not read out answers, multiple answers are allowed]

“Family-friendly working environment” is defined as a working environment whereby

employees' roles and responsibilities in the family are recognised and respected and supported by the employers in some ways.

你認為本港既企業有冇需要採取積極措施去建立一個“家庭友善”既工作環境俾員工？
如果認為有需要，咁你認為最有效既方法係乜野？[不讀答案，可選多項]

「家庭友善工作環境」係指係呢個工作環境下，員工係家庭所擔當既角色或責任係某程度上會得到僱主既認同、尊重同埋支持。

No

Yes	Flexible working time	Childcare arrangements (onsite or offsite)
	Part-time / half-time work	Childcare subsidy
	Working remotely / working from home	Eldercare arrangements (onsite or offsite)
	Compressed work week	Eldercare subsidies
	Job-sharing (Employers hiring two or more employees to handle tasks of one full-time position)	Breastfeeding room
	Extended maternity leave (beyond legal minimum)	Adoption leave
	Paternity Leave	Medical insurance coverage for family members
	Marriage leave	Work-life training for managers
	Childcare leave	Family network / employee resource groups
	Eldercare leave	Health and wellness programme, e.g. gym membership
	Family care leave	Others, please specify: _____
	Compassionate Leave	Don't know what steps are effective

Don't know / hard to say

Refuse to answer

有需要

有需要	彈性上班時間	托兒安排（於辦公室或其他地點）
	兼職／半職工作	托兒津貼
	在家或其他地方工作	托老安排（於辦公室或其他地點）
	壓縮工作週	托老津貼
	職務分擔（僱主使用兩個或以上員工來處理一個全職職位的責任）	哺乳室
	享有比法例規定更長既女士產假（現法例規定產假為 10 星期）	收養假
	侍產假（男士產假）	家庭成員醫療保險
	婚假	提供工作及生活平衡訓練給管理層
	育兒假	家庭網絡／員工資源小組
	照顧長輩假	健康保健計劃，例如：健身會籍
	照顧家庭假	其他，請註明：_____
	喪假	唔知最有效既方法係乜野

唔知／難講

拒答

Part 4 Demographics 第四部分 個人資料

We would like to ask you some personal information for further analyses.
我想問你些少個人資料，方便分析。

[DM1] Gender 性別

Male
Female
男
女

[DM2a] Age 年齡

_____ (Exact age)
Do not want to tell
_____ (準確數字)
唔肯講

[DM2b] 【For those who do not want to tell their exact age】Age interval (Interviewer can read out the intervals)

【只問不肯透露準確年齡被訪者】年齡 (範圍)[訪問員可讀出範圍]

15-20	15-20 歲
21-25	21-25 歲
26-30	26-30 歲
31-35	31-35 歲
36-40	36-40 歲
41-45	41-45 歲
46-50	46-50 歲
51-55	51-55 歲
56-60	56-60 歲
61 years old above	61 歲或以上
Do not want to tell	唔肯講

[DM3] Education Attainment 教育程度

Primary school or below	小學或以下
Secondary school	中學
Matriculated	預科
Tertiary, non-degree course	專上非學位
Tertiary, degree course	專上學位
Master's degree	碩士學位
Doctor's degree	博士學位
Refuse to answer	拒答

[DM4] Position 職位 (Pls refer to attached "occupation" sheet for detailed categorizations)

White collar:

Professional / Manager / Executive
Trader / Proprietor
Office: skilled
Office: unskilled

白領:

專業人士／經理／行政人員
商人／東主
辦工室:技術白領人士
辦工室:非技術白領人士

Blue collar:

Factory/Shop/Outdoor: skilled Manual worker
Factory/ Shop/Outdoor: unskilled Manual worker
Refuse to answer

藍領:

工廠/鋪位/戶外:技術藍領人士
工廠/鋪位/戶外:非技術藍領人士
拒答

[DM5] Industry 行業

Banks and Finance Sector	銀行及金融
Commercial Service	商業服務
Construction Industry	建造業
Education	教育
Film / Entertainment Industry	電影／娛樂事業
Government / Public Affairs	政府／公共事務
Import / Export Trade	出入口貿易
Information Technology (IT)	資訊科技
Insurance	保險
Law, Accountancy, Professional Information Services	法律、會計、專業資訊服務
Manufacturing Industry	製造業
Media	傳媒
Medical, Hygiene and Welfare Sector	醫療、衛生及福利
Oil, Energy, Resources and Utilities	石油及能源
Other Personal Services	其他個人服務
Property	房地產
Restaurants / Hotels	食肆／酒店

Telecommunication	通訊業
Transportation Industry	運輸
Warehouse Duties	倉務
Wholesale / Retail	批發／零售
Others (Please specify)	其他(請註明)
Refuse to answer	拒答

[DM6] Are you a parent? [If yes, interviewer further probe: do you need to take care of him/her/them during your non-working hours?]

請問你有冇子女？[如有，訪員追問：咁你需唔需要係工餘時間照顧佢(地)？]

Yes, need to take care of him/her/them

Yes, no need to take care of him/her/them

No

Refuse to answer

有，需要照顧

有，唔需要照顧

冇

拒答

Thank you for your time. If you have any questions regarding this interview, you can call xxxx-xxxx to talk to our supervisor, or the Human Research Ethics Committee for Non-Clinical Faculties of the University of Hong Kong at xxxx-xxxx during office hours to verify this interview's authenticity and confirm my identity. Good-bye!

問卷已經完成，多謝你接受訪問。如果你對呢個訪問有任何疑問，可以打熱線電話 xxxx-xxxx 同我地既督導員聯絡，或者係辦公時間打 xxxx-xxxx 向香港大學操守委員會查詢今次訪問既真確性同埋核對我既身分。拜拜！

***** **End of questionnaire** *****

***** **問卷完** *****