



Work Life Balance Survey of the Hong Kong Working Population 2015

香港在職人士的生活及工作平衡調查 2015

Questionnaire 問卷

September 8, 2015

2015 年 9 月 8 日

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 within 6 months 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，並會係六個月內銷毀。請問可唔可以開始訪問呢？

Yes

No → Terminate interview, skip to end.

可以

唔可以 → 訪問完成，多謝合作，拜拜。（結束訪問）

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

有

冇

拒答

→

→

→

→

→ Terminate interview, skip to end.

→ 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

有

冇

拒答

→

→

→

→

→ Terminate interview, skip to end.

→ 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。

1. _____ (Exact figure from 0-10) _____ [入實數]
2. Don't know / Hard to say 唔知／難講
3. Refuse to answer 拒答

[Q2] Do you think the work-life balance of working population in Hong Kong has become better, worse or remained unchanged as compared with 10 years ago?

你認為香港既上班一族係生活及工作平衡比較 10 年前黎講，屬於好咗、差咗、定係冇改變？

1. Better 好咗
2. Worse 差咗
3. Remained unchanged 冇改變
4. Don't know / Hard to say 唔知／難講
5. Refuse to answer 拒答

[Q3] Using 0-10 again, how much would you consider you yourself are responsible for managing your overall work-life balance? 0 represents not your responsibility at all, 10 represents you are fully responsible, 5 being half-half. [Interviewer to note: Examples include taking the initiative to talk to one's employer or line manager about one's specific needs, making time for exercise during working week, and sticking to one's plan of work-life activities]

請再用 0-10 分評價一下，你係管理自己既生活及工作平衡上面有幾大責任？0 分代表自己完全冇責任，10 分代表完全係你自己既責任，5 分代表一半半。(訪員注意：例子包括主動同自己既僱主或直屬上司溝通自己既需要、週日多做運動、和切實執行自己既生活及工作計劃)

1. _____ (Exact figure from 0-10) _____ [入實數]
2. Don't know / Hard to say 唔知／難講
3. Refuse to answer 拒答

[Q4] To what extent is work-life balance valued in the work culture of your company?

[Interviewer to read out options 1-3, one answer only.]

你公司既工作文化有幾重視生活及工作平衡？[訪員讀出 1 - 3 項，只選一項]

- | | |
|------------------------------------|----------------|
| 1. WLB is not valued at all | 公司完全唔重視生活及工作平衡 |
| 2. WLB is valued to some extent | 公司幾重視生活及工作平衡 |
| 3. WLB is valued to a large extent | 公司好重視生活及工作平衡 |
| 4. Don't know / Hard to say | 唔知／難講 |
| 5. Refuse to answer | 拒答 |

[Q5] Is your company currently adopting a 5-day work week? (Interviewer to note: 5-day work week does not necessarily mean working from "Monday" to "Friday", the 2 days off every week can be any 2 days of the week.)

你公司現時係唔係實施緊 5 天工作週？(訪員注意：5 天工作週不一定指在星期「一至五」工作，每週兩天的假期可以是一週中的任何日子。)

- | | |
|-----------------------------|-------|
| 1. Yes | 係 |
| 2. No | 唔係 |
| 3. Don't know / Hard to say | 唔知／難講 |
| 4. Refuse to answer | 拒答 |

[Q6] How important is it to you to be able to choose your own work location, such as your home, in achieving work life balance? (Interviewer probe intensity)

你覺得可以選擇自己工作既地點，譬如係屋企，對你達到生活及工作平衡有幾重要？(訪員追問程度)

- | | |
|--|-------------|
| 1. Very important | 非常重要 |
| 2. Quite important | 幾重要 |
| 3. Half-half | 一半半 |
| 4. Not quite important / Quite unimportant | 唔係幾重要／幾唔重要 |
| 5. Not important at all / Very unimportant | 完全唔重要／非常唔重要 |
| 6. Don't know / Hard to say | 唔知／難講 |
| 7. Refuse to answer | 拒答 |

[Q7] How important is it to you to be able to manage your work and personal responsibilities according to your own schedule? (Interviewer probe intensity)

你覺得可以依住自己既生活節奏去完成工作同處理個人事務對你嚟講有幾重要？(訪問員追問程度)

- | | |
|--|---------------|
| 1. Very important | 非常重要 |
| 2. Quite important | 幾重要 |
| 3. Half-half | 一半半 |
| 4. Not quite important / Quite unimportant | 唔係幾重要 / 幾唔重要 |
| 5. Not important at all / Very unimportant | 完全唔重要 / 非常唔重要 |
| 6. Don't know / Hard to say | 唔知 / 難講 |
| 7. Refuse to answer | 拒答 |

[Q8] How important do you think the following aspects regarding your office or office location are to achieving better work life balance? Please rate on a scale of 0 to 10, where 0 means not important at all, 10 means very important and 5 means half-half. [Interviewer to read out statements 1 - 6, order to be randomized by computer]

你認為公司以下既因素對你係得到更加好既生活及工作平衡有幾重要？請你以 0 至 10 分表示，0 分代表完全唔重要，10 分代表非常重要，5 分代表一半半。[訪員讀出 1 - 6 項，次序由電腦隨機排列]

	[0-10 marks]	Don't know / hard to say	Refuse to answer
a) Convenient to commute to work from home			
b) Diverse and full of variety of shops, restaurants and entertainment at affordable price / different price points near my office			
c) Convenient to go to sports facilities like gym, swimming pools, etc.			
d) Shopping, dining, entertainment and sports facilities available near my office at all hours			
e) Office or the area nearby equipped with good leisure room/facilities like a decent pantry, a gym, etc.			
f) Office or the area nearby equipped with good family friendly facilities like nursing room for breastfeeding mothers, etc.			
	[0-10 分]	唔知 / 難講	拒答
a) 辦公室地點交通便捷			
b) 辦公室地點附近有唔同價格兼多元化既商店、餐廳同娛樂設施可供選擇			
c) 方便由辦公室前往運動設施如健身室、泳池等			
d) 任何時候都可以係辦公室附近搵到商店、餐廳、娛樂同運動設施			
e) 辦公室或附近提供不同設備讓員工可以適時輕鬆一下，如寬大既茶水間、健身室等			
f) 辦公室或附近提供家庭友善設施如哺乳室俾餵哺母乳既母親等			

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

1. Male 男
2. Female 女

[DM2a] Age 年齡

1. _____ (Exact age) _____(準確數字)
2. Do not want to tell 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]

1. 15-20 15-20 歲
2. 21-25 21-25 歲
3. 26-30 26-30 歲
4. 31-35 31-35 歲
5. 36-40 36-40 歲
6. 41-45 41-45 歲
7. 46-50 46-50 歲
8. 51-55 51-55 歲
9. 56-60 56-60 歲
10. 61 years old above 61 歲或以上
11. Do not want to tell 唔肯講

[DM3] Education Attainment 教育程度

1. Primary school or below 小學或以下
2. Secondary school 中學
3. Matriculated 預科
4. Tertiary, non-degree course 專上非學位
5. Tertiary, degree course 專上學位
6. Master's degree 碩士學位
7. Doctor's degree 博士學位
8. Refuse to answer 拒答

[DM4] Position 職位 (Interviewers please refer to attached “occupation” sheet for detailed categorizations)

- | | |
|--|----------------|
| 1. Professional/Manager/Executive | 專業人士／經理／行政人員 |
| 2. Trader/Proprietor | 商人／東主 |
| 3. Office: skilled | 辦工室:技術人士 |
| 4. Office: unskilled | 辦工室:非技術人士 |
| 5. Factory/Shop/Outdoor: skilled manual worker | 工廠／鋪位／戶外:技術人士 |
| 6. Factory/Shop/Outdoor: unskilled manual worker | 工廠／鋪位／戶外:非技術人士 |
| 7. Refuse to answer | 拒答 |

[DM5] Industry 行業

- | | |
|---|---------------|
| 1. Banks and Finance Sector | 銀行及金融 |
| 2. Commercial Service | 商業服務 |
| 3. Construction Industry | 建造業 |
| 4. Education | 教育 |
| 5. Film/Entertainment Industry | 電影／娛樂事業 |
| 6. Government / Public Affairs | 政府／公共事務 |
| 7. Import/Export Trade | 出入口貿易 |
| 8. Information Technology (IT) | 資訊科技 |
| 9. Insurance | 保險 |
| 10. Law, Accountancy, Professional Information Services | 法律、會計、專業資訊服務 |
| 11. Manufacturing Industry | 製造業 |
| 12. Media | 傳媒 |
| 13. Medical, Hygiene and Welfare Sector | 醫療、衛生及福利 |
| 14. Oil, Energy, Resources and Utilities | 石油及能源 |
| 15. Other Personal Services | 其他個人服務 |
| 16. Property | 房地產 |
| 17. Restaurants/Hotels | 食肆／酒店 |
| 18. Telecommunication | 通訊業 |
| 19. Transportation Industry | 運輸 |
| 20. Warehouse Duties | 倉務 |
| 21. Wholesale/Retail | 批發／零售 |
| 22. Others, please specify: _____ | 其他，請註明: _____ |
| 23. Refuse to answer | 拒答 |

[DM6] Which of these best describe your current employer? [Interviewer to read out options 1-5, one answer only. For self-employed, take the respondent as the employer.]

最後，請問以下邊一項最適合形容你現時既僱主？[訪員讀出 1 - 5 項，只選一項。如被訪者是自僱人士，請以被訪者為僱主作答。]

- | | |
|----------------------------------|---------------|
| 1. Local company | 本地公司 |
| 2. Chinese company | 中資公司 |
| 3. International company | 跨國公司 |
| 4. Government / Public sector | 政府／公營機構 |
| 5. Charitable organization / NGO | 非牟利／非政府機構 |
| 6. Others, please specify: _____ | 其他，請註明: _____ |
| 7. Don't know / Hard to say | 唔知／難講 |
| 8. Refuse to answer | 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 *****