

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
LandingPage_1			<p>Welcome to the 4th European Company Survey.</p> <p>The aim of the survey is to better understand issues regarding the organisation of work and the use of skills, as well as employee training and skills development, in the context of the opportunities and constraints offered by the business environment.</p> <p>Please click 'Next' to start the survey.</p> <p>By clicking the button you agree to participate in the 4th European Company Survey.</p> <p>Data protection</p> <p>You have the right to access, rectify and to request the deletion of any of your personal data that has been collected in this survey at any time, in line with the new European General Data Protection Regulation (GDPR) laws. You also have the right at any time to have recourse to the European Data Protection Supervisor. By completing the survey you agree to your data being processed by Ipsos, Cedefop and Eurofound. Please refer to our Privacy Policy [LINK] for more information about data protection.</p>
LandingPage_2			<p>You may see the (i) symbol next to a question or an answer option. You can click on it for extra information to help you answer the question.</p> <p>If you would like to go back and change your answer, click 'Back'.</p> <p>If you do not want to answer a question, just leave the question blank and click 'Next'.</p> <p>If at any point you wish to stop the survey and start again later you will be able to do this.</p> <p>We advise you to use vertical layout if you complete this survey on a smartphone.</p>

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		{Establishment}	'Establishment' refers to a local unit, plant, site or branch, regardless of the kind of activity taking place. It may be a production unit, headquarters, administrative or sales office, retail outlet, warehouse, distribution centre etc.
		{MM_co_unit}	'Management' refers to the people that direct the company or a subset of it, e.g. units or departments focusing on different geographical markets or on specific functions (sales, human resources, logistics, purchasing, production or lines of production). Managers have employees reporting to them and are responsible for the pay increases, bonuses and promotion of these employees.
		{MM_co_estab}	'Management' refers to the people that direct the company or a subset of it, e.g. establishments at different locations or units or departments focusing on different geographical markets or on specific functions (sales, human resources, logistics, purchasing, production or lines of production). Managers have employees reporting to them and are responsible for the pay increases, bonuses and promotion of these employees.
		{MM_estab}	'Management' refers to the people that direct the establishment or a subset of it, e.g. units or departments focusing on different geographical markets or on specific functions (sales, human resources, logistics, purchasing, production or lines of production). Managers have employees reporting to them and are responsible for the pay increases, bonuses and promotion of these employees.
		{Part_time}	'Part-time' refers to working less than 35 hours per week.
		{Differs_co}	If this differs a lot between different groups of employees, please think about the largest group of employees in this company.
		{Differs_estab}	If this differs a lot between different groups of employees, please think about the largest group of employees in this establishment.
		{Training}	Training includes on-the-job training as well as training courses followed at work, on location or on the internet.
		{Cont_training}	Training that is received on a frequent, regular basis and that is required to keep up with changes in the equipment being used, or in the requirements of the certification needed to carry out the job.
		{Other_jobs}	For instance, to allow for job rotation or career advancement.
		{Suggestion_schemes}	The collection of ideas and suggestions from employees, on a voluntary basis and at any time, often by means of a physical or virtual 'suggestion box'.
	ONLY for AT, CY, DK, EE, FI, FR, DE, IT, LT, LU, PT, RO, SI, ES	{Collective_agreement}	
		{NA_co}	If this company does not sell its products or services (for instance, because it is a not-for-profit organisation), please select this option. If this company does sell its products or services, but does not sell them internationally, please select 'We do not engage in exports (0%)'.
		{NA_estab}	If this establishment is not engaged in sales, please select this option. If this establishment does sell its products or services, but does not sell them internationally, please select 'We do not engage in exports (0%)'.
		{Company}	The company that this establishment is the headquarters of.
		{Consent}	This could be case studies looking more in-depth into the implementation of these practices at the workplace, or online surveys looking at related topics that are not covered in the current questionnaire, or at changes over time.

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	SHOW IF SINGLEST = 2	WPSIZE_MM_N2_intro	When the term 'establishment' is used in this survey, it refers to: [name/address of the target establishment].
WPSIZE_MM	ASK IF SINGLEST = 1	WPSIZE_MM_N1	Approximately how many people work for this company? Please include all people that are employed by the company, regardless of the type of contract and regardless of whether they are physically present or carry out their work outside of the premises. Each employee is counted as one person, regardless of whether they work full-time or part-time. Your best estimate is good enough.
WPSIZE_MM	ASK IF SINGLEST = 2	WPSIZE_MM_N2	Approximately how many people work for this establishment? Please include all people that are employed by the establishment, regardless of the type of contract and regardless of whether they are physically present or carry out their work outside of the premises. Each employee is counted as one person, regardless of whether they work full-time or part-time. Your best estimate is good enough.
	[IF < 10 Thank and terminate interview]		[NUMBER]
		99998	Don't know
		99999	No answer
ACTCONFIRM	ASK IF SINGLEST = 1	ACTCONFIRM1	Is the main sector of activity of this company [ANSWER TO SCREENER MAINACT]?
ACTCONFIRM	ASK IF SINGLEST = 2	ACTCONFIRM2	Is the main sector of activity of this establishment [ANSWER TO SCREENER MAINACT]?
		1	Yes
		2	No
MAINACT	ASK IF (SINGLEST = 1) AND (ACTCONFIRM=2 OR BLANK)	MAINACT1	Please select this company's main activity category from the list below.
MAINACT	ASK IF (SINGLEST = 2) AND (ACTCONFIRM=2 OR BLANK)	MAINACT2	Please select this establishment's main activity category from the list below.
			[RESPONSE LIST 1 -ONE DIGIT NACE]
		998	Don't know
		999	No answer
YEARSOP	ASK IF SINGLEST = 1	YEARSOP1	Since what year has this company been carrying out this activity? Please disregard any changes in ownership structure or location.
YEARSOP	ASK IF SINGLEST = 2	YEARSOP2	Since what year has this establishment been carrying out this activity? The term 'establishment' refers to the local site at which you work. Please disregard any changes in ownership structure or location.
			[YYYY]
ACTPROD	ASK IF SINGLEST = 1	ACTPROD1	Is this company engaged in the production of goods, assembly of parts or delivery of services?
ACTPROD	ASK IF SINGLEST = 2	ACTPROD2	Is this establishment engaged in the production of goods, assembly of parts or delivery of services?
	ASK IF SINGLEST = 1 REVERSE SCALE (%50 1 to 5 and 50% 5 to 1)	1_a	Yes, this is mainly carried out internally
	ASK IF SINGLEST = 2	1_b	Yes, this is mainly carried out internally at this establishment
	ASK IF SINGLEST = 2	2	Yes, this is mainly carried out in collaboration with one or more other establishments within our company
		3	Yes, this is mainly carried out in collaboration with one or more other companies
		4	Yes, this is mainly contracted out
		5	No

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ACTDEDE	ASK IF SINGLEST = 1	ACTDEDE1	Is this company engaged in the design or development of new products or services?
ACTDEDE	ASK IF SINGLEST = 2	ACTDEDE2	Is this establishment engaged in the design or development of new products or services?
	ASK IF SINGLEST = 1 REVERSE SCALE (%50 1 to 5 and 50% 5 to 1)	1_a	Yes, this is mainly carried out internally
	ASK IF SINGLEST = 2	1_b	Yes, this is mainly carried out internally at this establishment
	SHOW IF SINGLEST = 2	2	Yes, this is mainly carried out in collaboration with one or more other establishments within our company
		3	Yes, this is mainly carried out in collaboration with one or more other companies
		4	Yes, this is mainly contracted out
		5	No
ECOMMERCE	ASK IF SINGLEST = 1	ECOMMERCE1	Does this company buy or sell goods or services on the internet? For instance, via business-to-business portals, e-commerce websites etc.
ECOMMERCE	ASK IF SINGLEST = 2	ECOMMERCE2	Does this establishment buy or sell goods or services on the internet? For instance, via business-to-business portals, e-commerce websites etc.
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
SALESINT	ASK IF SINGLEST = 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	SALESINT1	Since the beginning of 2016, what percentage of this company's sales have been to customers in other countries?
SALESINT	ASK IF SINGLEST = 2 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	SALESINT2	Since the beginning of 2016, what percentage of this establishment's sales have been to customers in other countries?
SALESINT	ASK IF SINGLEST = 1 & YEARSOP1>2016	SALESINT11	Since it was set up, what percentage of this company's sales have been to customers in other countries?
SALESINT	ASK IF SINGLEST = 2 & YEARSOP2>2016	SALESINT21	Since it was set up, what percentage of this establishment's sales have been to customers in other countries?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	We do not engage in exports (0%)
		2	1% to 24%
		3	25% to 49%
		4	50% or more
	INFO BUTTON {NA_co} for _SALESINT1 / SALESINT11	7_a	Not applicable - our company does not engage in sales{NA_co}
	INFO BUTTON {NA_estab} for SALESINT2 / SALESINT21	7_b	Not applicable - our establishment does not engage in sales{NA_estab}
CHOWNER	ASK IF SINGLEST = 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	CHOWNER1	Since the beginning of 2016, has there been any change in the ownership of this company ?
CHOWNER	ASK IF SINGLEST = 2 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	CHOWNER2	Since the beginning of 2016, has there been any change in the ownership of the company to which this establishment belongs?
CHOWNER	ASK IF SINGLEST = 1 & YEARSOP1>2016	CHOWNER11	Since this company was set up, has there been any change in its ownership?
CHOWNER	ASK IF SINGLEST = 2 & YEARSOP2>2016	CHOWNER21	Since this establishment was set up, has there been any change in the ownership of the company to which it belongs?
	{MM_co_unit} for SINGLEST = 1; {MM_co_estab} for SINGLEST = 2 & SUBSORHQ = 1; {MM_estab} for SINGLEST = 2 & SUBSORHQ = 2 REVERSE SCALE (%50 1 to 3 and 50% 3 to 1) REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	Yes, and it involved a change of management{MM_co_unit}{MM_co_estab}{MM_estab}
	{MM_co_unit} for SINGLEST = 1; {MM_co_estab} for SINGLEST = 2 & SUBSORHQ = 1; {MM_estab} for SINGLEST = 2 & SUBSORHQ = 2 REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	2	Yes, but management{MM_co_unit}{MM_co_estab}{MM_estab} remained the same
		3	No

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INNOPROD	ASK IF SINGLEST = 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	INNOPROD1	Since the beginning of 2016, has this company introduced any new or significantly changed products or services?
INNOPROD	ASK IF SINGLEST = 2 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	INNOPROD2	Since the beginning of 2016, has this establishment introduced any new or significantly changed products or services? The term 'establishment' refers to the local site at which you work.
INNOPROD	ASK IF SINGLEST = 1 & YEARSOP1>2016	INNOPROD11	Since this company was set up, has it introduced any new or significantly changed products or services?
INNOPROD	ASK IF SINGLEST = 2 & YEARSOP2>2016	INNOPROD21	Since this establishment was set up, has it introduced any new or significantly changed products or services? The term 'establishment' refers to the local site at which you work.
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	Yes, new to the market
	SHOW IF SINGLEST = 1	2_a	Yes, new to the company, but not new to the market
	SHOW IF SINGLEST = 2	2_b	Yes, new to the establishment, but not new to the market
		3	No
INNOPROC	ASK IF SINGLEST = 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	INNOPROC1	Since the beginning of 2016, has this company introduced any new or significantly changed processes, either for producing goods or delivering services?
INNOPROC	ASK IF SINGLEST = 2 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	INNOPROC2	Since the beginning of 2016, has this establishment introduced any new or significantly changed processes, either for producing goods or delivering services?
INNOPROC	ASK IF SINGLEST = 1 & YEARSOP1>2016	INNOPROC11	Since this company was set up, has it introduced any new or significantly changed processes, either for producing goods or delivering services?
INNOPROC	ASK IF SINGLEST = 2 & YEARSOP2>2016	INNOPROC21	Since this establishment was set up, has it introduced any new or significantly changed processes, either for producing goods or delivering services?
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	Yes, new to the market
	SHOW IF SINGLEST = 1	2_a	Yes, new to the company, but not new to the market
	SHOW IF SINGLEST = 2	2_b	Yes, new to the establishment, but not new to the market
		3	No
INNOMARK	ASK IF SINGLEST = 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	INNOMARK1	Since the beginning of 2016, has this company introduced any new or significantly changed marketing methods?
INNOMARK	ASK IF SINGLEST = 2 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	INNOMARK2	Since the beginning of 2016, has this establishment introduced any new or significantly changed marketing methods?
INNOMARK	ASK IF SINGLEST = 1 & YEARSOP1>2016	INNOMARK11	Since this company was set up, has it introduced any new or significantly changed marketing methods?
INNOMARK	ASK IF SINGLEST = 2 & YEARSOP2>2016	INNOMARK21	Since this establishment was set up, has it introduced any new or significantly changed marketing methods?
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	Yes, new to the market
	SHOW IF SINGLEST = 1	2_a	Yes, new to the company, but not new to the market
	SHOW IF SINGLEST = 2	2_b	Yes, new to the establishment, but not new to the market
		3	No

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CHEMP	ASK IF SINGLEST = 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	CHEMP1	How has the total number of people employed by this company changed since the beginning of 2016?
CHEMP	ASK IF SINGLEST = 2 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	CHEMP2	How has the total number of people employed by this establishment changed since the beginning of 2016? The term 'establishment' refers to the local site at which you work.
CHEMP	ASK IF SINGLEST = 1 & YEARSOP1>2016	CHEMP11	How has the total number of people employed by this company changed since it was set up?
CHEMP	ASK IF SINGLEST = 2 & YEARSOP2>2016	CHEMP21	How has the total number of people employed by this establishment changed since it was set up? The term 'establishment' refers to the local site at which you work.
	REVERSE SCALE (%50 1 to 5 and 50% 5 to 1)	1	Increased by more than 10%
		2	Increased by up to 10%
		3	Stayed about the same
		4	Decreased by up to 10%
		5	Decreased by more than 10%
MANAGER	ASK IF SINGLEST = 1	MANAGER1	How many people that work for this company are managers{MM_co_unit}? Your best estimate is good enough. <i>You can answer with an exact number of managers, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
MANAGER	ASK IF SUBSORHQ = 1 OR 2, Info button syntax: IF SUBSORHQ = 1 show {MM_co_estab} ; IF SUBSORHQ = 2 show {MM_estab}	MANAGER2	How many people that work for this establishment are managers{MM_co_estab}{MM_Estab}? The term 'establishment' refers to the local site at which you work. Your best estimate is good enough. <i>You can answer with an exact number of managers, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES: REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
	SHOW IF SINGLEST = 1 & MANAGERnmb>0 & MANAGERnmb<WPSIZE_MM PROG: CALCULATE % MANAGER USING WPSIZE_MM. For those answering in Numbers, show intro on separate screen	EMPPER1_intro1	When the term 'employees' is used in this survey, it refers to the people that work for this company that are not managers. This implies that [WPSIZE_MM_N1/2 - answer to MANAGER1(number)] of the [WPSIZE_MM_N1/2] people that work for this company are considered to be employees.
	SHOW IF SINGLEST = 1 & MANAGER%=2 to 6 INTRODUCTION TEXT For those answering in percentages (codes 2- 6), show intro on separate screen	EMPPER1_intro2	When the term 'employees' is used in this survey, it refers to the people that work for this company that are not managers. This implies that between [100 - upper bound of answer to MANAGER1(%)] and [100 - lower bound of answer to MANAGER1 (%)] of the [WPSIZE_MM_N1/2] people that work for this company are considered to be employees.
	SHOW IF SINGLEST = 2 & MANAGERnmb>0 & MANAGERnmb<WPSIZE_MM PROG: CALCULATE % MANAGER USING WPSIZE_MM. For those answering in Numbers, show intro on separate screen	EMPPER2_intro1	When the term 'employees' is used in this survey, it refers to the people that work for this establishment that are not managers. This implies that [WPSIZE_MM_N1/2 - answer to MANAGER2(number)] of the [WPSIZE_MM_N1/2] people that work for this establishment are considered to be employees.
	SHOW IF SINGLEST = 2 & MANAGER%=2 to 6 INTRODUCTION TEXT For those answering in percentages (codes 2- 6), show intro on separate screen	EMPPER2_intro2	When the term 'employees' is used in this survey, it refers to the people that work for this establishment that are not managers. This implies that between [100 - upper bound of answer to MANAGER1(%)] and [100 - lower bound of answer to MANAGER1 (%)] of the [WPSIZE_MM_N1/2] people that work for this establishment are considered to be employees.

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EMPPERM	ASK IF SINGLEST = 1	EMPPERM1	How many employees of this company have an open-ended contract? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
EMPPERM	ASK IF SINGLEST = 2	EMPPERM2	How many employees of this establishment have an open-ended contract? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
EMPPART	ASK IF SINGLEST = 1	EMPPART1	How many employees of this company work part-time{Part_time}? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
EMPPART	ASK IF SINGLEST = 2	EMPPART2	How many employees of this establishment work part-time{Part_time}? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
TEAMEX	ASK IF SINGLEST = 1	TEAMEX1	A team is a group of people working together with a shared responsibility for the execution of allocated tasks. Team members can come from the same unit or from different units across the company. Are there any teams fitting this definition in this company?
TEAMEX	ASK IF SINGLEST = 2	TEAMEX2	A team is a group of people working together with a shared responsibility for the execution of allocated tasks. Team members can come from the same unit or from different units across the establishment. Are there any teams fitting this definition in this establishment?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
TEASIN	ASK IF TEAMEX=1		With regard to the employees doing teamwork, do most of them work in a single team, or do most of them work in more than one team?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Most of them work in a single team
		2	Most of them work in more than one team
TAUTON	ASK IF TEAMEX=1		Please think about the tasks performed by these teams. Who usually decides how the tasks are distributed within the team?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Team members decide among themselves
		2	Tasks are distributed by a superior or manager

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	ASK IF SINGLEST = 1 Intro shown on same screen	ICTCOMP1_intro	The term 'employees' refers to the people that work for this company that are not managers.
	ASK IF SINGLEST = 2 Intro shown on same screen	ICTCOMP2_intro	The term 'establishment' refers to the local site at which you work. The term 'employees' refers to the people that work for this establishment that are not managers.
ICTCOMP	ASK IF SINGLEST = 1	ICTCOMP1	How many employees of this company use a PC or laptop to carry out their daily tasks? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
ICTCOMP	ASK IF SINGLEST = 2	ICTCOMP2	How many employees of this establishment use a PC or laptop to carry out their daily tasks? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
ICTAPP	ASK IF ICTCOMP1 > 1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	ICTAPP1	Since the beginning of 2016, has this company purchased any software that was specifically developed or customised to meet the needs of the company?
ICTAPP	ASK IF ICTCOMP2 > 1 & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	ICTAPP2	Since the beginning of 2016, has this establishment purchased any software that was specifically developed or customised to meet the needs of the establishment?
ICTAPP	ASK IF ICTCOMP1 > 1 & YEARSOP1>2016	ICTAPP11	Since this company was set up, has it purchased any software that was specifically developed or customised to meet the needs of the company?
ICTAPP	ASK IF ICTCOMP2 > 1 & YEARSOP2>2016	ICTAPP21	Since this establishment was set up, has it purchased any software that was specifically developed or customised to meet the needs of the establishment?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
	SHOW IF ICTCOMP1 > 1 Intro shown on same screen	ICTROB1_intro	Robots are programmable machines capable of carrying out a complex series of actions automatically, which may include interaction with people.
	SHOW IF ICTCOMP2 > 1 Intro shown on same screen	ICTROB2_intro	Robots are programmable machines capable of carrying out a complex series of actions automatically, which may include interaction with people.
ICTROB	ASK IF ICTCOMP1 > 1	ICTROB1	Does this company use robots?
ICTROB	ASK IF ICTCOMP2 > 1	ICTROB2	Does this establishment use robots?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No

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	SHOW IF SINGLEST = 1 Intro shown on same screen	ITPRODIMP1_intro	Data analytics refers to the use of digital tools for analysing data collected by this company or from other sources.
	SHOWIF SINGLEST = 2 Intro shown on same screen	ITPRODIMP2_intro	Data analytics refers to the use of digital tools for analysing data collected by this establishment or from other sources.
ITPRODIMP	ASK IF SINGLEST = 1	ITPRODIMP1	Does this company use data analytics to improve the processes of production or service delivery?
ITPRODIMP	ASK IF SINGLEST = 2	ITPRODIMP2	Does this establishment use data analytics to improve the processes of production or service delivery?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
ITPERFMON	ASK IF SINGLEST = 1	ITPERFMON1	Does this company use data analytics to monitor employee performance?
ITPERFMON	ASK IF SINGLEST = 2	ITPERFMON2	Does this establishment use data analytics to monitor employee performance?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
ITPERFMONUSE	IF (ITPRODIMP1 = 1 OR IPERFMON1 = 1) & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	ITPERFMONUSE1	Since the beginning of 2016, how would you say the use of data analytics in this company has changed?
ITPERFMONUSE	IF (ITPRODIMP2 = 1 OR IPERFMON2 = 1) & (YEARSOP2<=2016 OR YEARSOP2=MISSING)	ITPERFMONUSE2	Since the beginning of 2016, how would you say the use of data analytics in this establishment has changed?
ITPERFMONUSE	IF (ITPRODIMP1 = 1 OR IPERFMON1 = 1) & YEARSOP1>2016	ITPERFMONUSE11	Since this company was set up, how would you say its use of data analytics has changed?
ITPERFMONUSE	IF (ITPRODIMP2 = 1 OR IPERFMON2 = 1) & YEARSOP2>2016	ITPERFMONUSE21	Since this establishment was set up, how would you say its use of data analytics has changed?
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	It has increased
		2	It has stayed about the same
		3	It has decreased
HIERA	ASK IF SINGLEST = 1	HIERA1	Counting in the same way as is done in the examples below, how many hierarchical levels does this company have?
HIERA	ASK IF SINGLEST = 2	HIERA2	Counting in the same way as is done in the examples below, how many hierarchical levels does this establishment have? The term 'establishment' refers to the local site at which you work.
	(Pictures shown after response field)		[NUMBER]
SUPCHEK	ASK IF SINGLEST = 1	SUPCHEK1	Different companies use different approaches to manage the way employees carry out their tasks. Which of these two statements best describes the general approach to management{MM_co_unit} at this company? Please think about the approach that is used the most by managers.
SUPCHEK	ASK IF SINGLEST= 2, Info button syntax: IF SUBSORHQ = 1 show {MM_co_estab} ; IF SUBSORHQ = 2 show {MM_estab}	SUPCHEK2	Different establishments use different approaches to manage the way employees carry out their tasks. Which of these two statements best describes the general approach to management{MM_co_estab}{MM_estab} at this establishment? Please think about the approach that is used the most by managers.
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Managers control whether employees follow the tasks assigned to them
		2	Managers create an environment in which employees can autonomously carry out their tasks

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	ASK IF SINGLEST=1	DISC_1	To be evaluated positively, how important is it that employees at this company demonstrate the following behaviours?
	ASK IF SINGLEST=2	DISC_2	To be evaluated positively, how important is it that employees at this establishment demonstrate the following behaviours?
DISCHELP	ASK ALL Randomise items (DISCHELP, DISCHOURS, DISCSUGG)	A	Helping colleagues without being asked?
DISCHOURS	ASK ALL	B	Staying longer when the work requires it?
DISCSUGG	ASK ALL	C	Making suggestions for improving the way things are done?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very important
		2	Fairly important
		3	Not very important
		4	Not at all important
	ASK IF SINGLEST = 1	MOTI_1	How often are the following practices used to motivate and retain employees at this company?
	ASK IF SINGLEST = 2	MOTI_2	How often are the following practices used to motivate and retain employees at this establishment?
MOTIMON	ASK ALL RANDOMISE ITEMS (MOTIMON, MOTIMIS, MOTICHAL, MOTILEARN)	A	Offering monetary rewards
MOTIMIS	ASK ALL	B	Communicating a strong mission and vision, providing meaning to our work
MOTICHAL	ASK ALL	C	Providing interesting and stimulating work
MOTILEARN	ASK ALL	D	Providing opportunities for training and development
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very often
		2	Fairly often
		3	Not very often
		4	Never
	SHOW IF SINGLEST = 1 Introduction text, show on same page	COMPPROBS1_intro	The term 'employees' refers to the people that work for this company that are not managers.
	SHOW IF SINGLEST = 2 Introduction text, show on same page	COMPPROBS2_intro	The term 'establishment' refers to the local site at which you work. The term 'employees' refers to the people that work for this establishment that are not managers.
COMPPROBS	ASK IF SINGLEST = 1	COMPPROBS1	For how many employees in this company does their job include finding solutions to unfamiliar problems they are confronted with? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
COMPPROBS	ASK IF SINGLEST = 2	COMPPROBS2	For how many employees in this establishment does their job include finding solutions to unfamiliar problems they are confronted with? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
COMORG	ASK IF SINGLEST = 1	COMORG1	For how many employees in this company does their job include independently organising their own time and scheduling their own tasks? Your best estimate is good enough.
COMORG	ASK IF SINGLEST = 2	COMORG2	For how many employees in this establishment does their job include independently organising their own time and scheduling their own tasks? Your best estimate is good enough.
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
PCWKMACH	ASK IF SINGLEST = 1	PCWKMACH1	For how many of this company's employees is the pace of work determined by machines or computers? Your best estimate is good enough.
PCWKMACH	ASK IF SINGLEST = 2	PCWKMACH2	For how many of this establishment's employees is the pace of work determined by machines or computers? Your best estimate is good enough.
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
	SHOW IF SINGLEST = 1	SKILL_intro1	<p>Some employees have about the right skills required to do their job, while others have a lower level of skills than needed and would need additional training. There can also be employees who have a higher level of skills than is needed in their job and can take on more demanding duties.</p> <p>Please think about the employees of this company, their current skills and the skills they need to do their job.</p>
	SHOW IF SINGLEST = 2	SKILL_intro2	<p>Some employees have about the right skills required to do their job, while others have a lower level of skills than needed and would need additional training. There can also be employees who have a higher level of skills than is needed in their job and can take on more demanding duties.</p> <p>Please think about the employees of this establishment, their current skills and the skills they need to do their job.</p>
	ASK IF MANAGER (answer in number) Show on same screen as SKILL_intro1/2 IF MANAGER (answer in percentage), only show SKILL_intro1/2		You can answer again with an exact number of employees, or by using the percentage of employees.
		1	Percentage
		2	Number

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF SINGLEST = 1 AND (SKILL_intro=2 OR MANAGER (answer in percentage)) Intro shown on same screen	SKILL_intro3	The answers to these three questions should add up to 100%. The term 'employees' refers to the people that work for this company that are not managers. Your best estimate is good enough.
	SHOW IF SINGLEST = 2 AND (SKILL_intro=2 OR MANAGER (answer in percentage))	SKILL_intro4	The answers to these three questions should add up to 100%. The term 'employees' refers to the people that work for this establishment that are not managers. Your best estimate is good enough.
SKILLSMATCH	ASK IF SKILL_intro=2 OR MANAGER (answer in percentage) WRITE IN PERCENTAGES. SCRIPT CHECK ADDS UP TO 100%	A	What percentage of employees have the skills that are about right to do the job?
OVERSKILL	ASK IF SKILL_intro=2 OR MANAGER (answer in percentage) WRITE IN PERCENTAGES. SCRIPT CHECK ADDS UP TO 100%	B	What percentage of employees have a higher level of skills than is needed in their job?
UNDERSKILL	ASK IF SKILL_intro=2 OR MANAGER (answer in percentage) WRITE IN PERCENTAGES. SCRIPT CHECK ADDS UP TO 100%	C	What percentage of employees have a lower level of skills than is needed in their job?
	PROG: Percentage box for each item; include AUTOSUM box		[%]
	SHOW IF SINGLEST = 1 AND (SKILL_intro=1) Intro shown on same screen	SKILL_intro5	There are [WPSIZE_MM_N1/2 - answer to MANAGER1(number)] people that work for this company that are not managers. The answers to these three questions should add up to this number. Your best estimate is good enough.
	SHOW IF SINGLEST = 2 AND (SKILL_intro=1)	SKILL_intro6	There are [WPSIZE_MM_N1/2 - answer to MANAGER1(number)] people that work for this establishment that are not managers. The answers to these three questions should add up to this number. Your best estimate is good enough.
SKILLSMATCH	ASK IF SKILL_intro=1 WRITE IN NUMBER. SCRIPT CHECK ADDS UP TO [WPSIZE_MM_N1/2 - answer to MANAGER1(number)]	A	How many employees have the skills that are about right to do the job?
OVERSKILL	ASK IF SKILL_intro=1 WRITE IN NUMBER. SCRIPT CHECK ADDS UP TO [WPSIZE_MM_N1/2 - answer to MANAGER1(number)]	B	How many employees have a higher level of skills than is needed in their job?
UNDERSKILL	ASK IF SKILL_intro=1 WRITE IN NUMBER. SCRIPT CHECK ADDS UP TO [WPSIZE_MM_N1/2 - answer to MANAGER1(number)]	C	How many employees have a lower level of skills than is needed in their job?
	PROG: Number box for each item; include AUTOSUM box		[NUMBER]
SKILLCH	ASK IF SINGLEST = 1	SKILLCH1	How quickly does the knowledge and skills needed from employees of this company change{Differs_co}?
SKILLCH	ASK IF SINGLEST = 2	SKILLCH2	How quickly does the knowledge and skills needed from employees of this establishment change{Differs_estab}?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very quickly
		2	Fairly quickly
		3	Not very quickly
		4	Does not change at all

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
CONTR	ASK IF SINGLEST = 1	CONTR1	How many employees of this company are in jobs that require continuous training{Cont_training}? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
CONTR	ASK IF SINGLEST = 2	CONTR2	How many employees of this establishment are in jobs that require continuous training{Cont_training}? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
LEARNNONEED	ASK IF SINGLEST = 1	LEARNNONEED1	How many employees of this company are in jobs that offer limited opportunities to learn new things? Your best estimate is good enough.
LEARNNONEED	ASK IF SINGLEST = 2	LEARNNONEED2	How many employees in this establishment are in jobs that offer limited opportunities to learn new things? Your best estimate is good enough.
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
	ASK IF SINGLEST = 1 Ranking question	TRAINLEARN1	What are the most important ways through which employees of this company can become more skilled at their jobs? Please order them from most to least important, entering 1 for the most important down to 3 for the least important.
	ASK IF SINGLEST = 2 Ranking question	TRAINLEARN2	What are the most important ways through which employees of this establishment can become more skilled at their jobs? Please order them from most to least important, entering 1 for the most important down to 3 for the least important.
TRAINING	ASK ALL Randomise items (TRAINING, LEARNEACH, TRIALERR)	A	Participating in training{Training}
LEARNEACH	ASK ALL	B	Learning from more experienced colleagues and supervisors, for example, by asking for help, through conversations, or by observing
TRIALERR	ASK ALL	C	Learning by doing (trying out different ways to carry out their tasks; trial and error)

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF SINGLEST = 1 Intro shown on same screen	PAIDTRAIN1_intro	The term 'employees' refers to the people that work for this company that are not managers.
	SHOW IF SINGLEST = 2 Intro shown on same screen	PAIDTRAIN2_intro	The term 'establishment' refers to the local site at which you work. The term 'employees' refers to the people that work for this establishment that are not managers.
PAIDTRAIN	ASK IF SINGLEST = 1	PAIDTRAIN1	In 2018, how many employees of this company participated in training sessions on the company premises or at other locations during paid working time? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
PAIDTRAIN	ASK IF SINGLEST = 2	PAIDTRAIN2	In 2018, how many employees of this establishment participated in training sessions on the establishment premises or at other locations during paid working time? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
ONJOB	ASK IF SINGLEST = 1	ONJOB1	In 2018, how many employees of this company received on-the-job training or other forms of direct instruction in the workplace from more experienced colleagues? Your best estimate is good enough.
ONJOB	ASK IF SINGLEST = 2	ONJOB2	In 2018, how many employees of this establishment received on-the-job training or other forms of direct instruction in the workplace from more experienced colleagues? Your best estimate is good enough.
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
TRAINATALL	ASK IF SINGLEST = 1 & (YEARSOP<=2016 OR YEARSOP=MISSING) & ((PAIDTRAIN% = 1 or PAIDTRAINnmb = 0 or PAIDTRAIN=MISSING) & (ONJOB% =1 OR ONJOBnmb= 0 OR ONJOB=MISSING))	TRAINATALL1	Since the beginning of 2016, has this company provided any training{Training} to any of its employees?
TRAINATALL	ASK IF SINGLEST = 2 & (YEARSOP<=2016 OR YEARSOP=MISSING) & ((PAIDTRAIN% = 1 or PAIDTRAINnmb = 0 or PAIDTRAIN=MISSING) & (ONJOB% =1 OR ONJOBnmb= 0 OR ONJOB=MISSING))	TRAINATALL2	Since the beginning of 2016, has this establishment provided any training{Training} to any of its employees?
TRAINATALL	ASK IF SINGLEST = 1 & YEARSOP > 2016 & ((PAIDTRAIN% = 1 or PAIDTRAINnmb = 0 or PAIDTRAIN=MISSING) & (ONJOB% =1 OR ONJOBnmb= 0 OR ONJOB=MISSING))	TRAINATALL11	Since it was set up, has this company provided any training{Training} to any of its employees?
TRAINATALL	ASK IF SINGLEST = 2 & YEARSOP >2016 & ((PAIDTRAIN% = 1 or PAIDTRAINnmb = 0 or PAIDTRAIN=MISSING) & (ONJOB% =1 OR ONJOBnmb= 0 OR ONJOB=MISSING))	TRAINATALL21	Since it was set up, has this establishment provided any training{Training} to any of its employees?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
WPSUPP	ASK IF SINGLEST = 1 & ((PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1))	WPSUPP1	Workloads and work schedules can prevent the participation of employees in training activities. Which of the following statements best describes what happens in practice at this company?
WPSUPP	ASK IF SINGLEST = 2 & ((PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1))	WPSUPP2	Workloads and work schedules can prevent the participation of employees in training activities. Which of the following statements best describes what happens in practice at this establishment?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Participation in training and professional development activities is only possible if workloads and work schedules allow for it
		2	Workloads and work schedules are adjusted to allow employees to participate in training and professional development activities

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	ASK IF SINGLEST = 1 & ((PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1))	TR1	How important are the following reasons for providing training to employees of this company?
	ASK IF SINGLEST = 2 & ((PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1))	TR2	How important are the following reasons for providing training to employees of this establishment?
TRSKI	ASK IF (PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1) RANDOMISE ITEMS (TRSKI, TRFLEX, TRINN, TRMOT)	A	Ensuring that employees have the skills they need to do their current job
TRFLEX	ASK IF (PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1)	B	Allowing employees to acquire the skills they need to do other jobs than their current job{Other_jobs}
TRINN	ASK IF SINGLEST = 1 & ((PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1))	C - TRINN1	Increasing the capacity of employees to articulate ideas about improvements to the company
TRINN	ASK IF SINGLEST = 2 & ((PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1))	C - TRINN2	Increasing the capacity of employees to articulate ideas about improvements to the establishment
TRMOT	ASK IF (PAIDTRAIN% = 2 to 7 or PAIDTRAINnmb > 0) OR (ONJOB% =2 to 7 OR ONJOBnmb>0) OR TRAINATALL=1)	D	Improving employee morale
	REVERSE SCALE (50% 1 to 4 and 50% 4 to 1)	1	Very important
		2	Fairly important
		3	Not very important
		4	Not at all important
	SHOW IF SINGLEST=1 Intro shown on same screen	NEWLYHIR1_intro	The term 'employees' refers to the people that work for this company that are not managers.
	SHOW IF SINGLEST=2 Intro shown on same screen	NEWLYHIR2_intro	The term 'establishment' refers to the local site at which you work. The term 'employees' refers to the people that work for this establishment that are not managers.
NEWLYHIR	ASK IF SINGLEST=1 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	NEWLYHIR1	Since the beginning of 2016, how many new employees have been hired by this company?
NEWLYHIR	ASK IF SINGLEST=2 & (YEARSOP1<=2016 OR YEARSOP1=MISSING)	NEWLYHIR2	Since the beginning of 2016, how many new employees have been hired by this establishment?
NEWLYHIR	ASK IF SINGLEST=1 & YEARSOP1>2016	NEWLYHIR11	Since it was set up, how many new employees have been hired by this company?
NEWLYHIR	ASK IF SINGLEST=2 & YEARSOP1>2016	NEWLYHIR21	Since it was set up, how many new employees have been hired by this establishment?
	NUMBER		[NUMBER]

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
HIRREADY	ASK IF NEWLYHIR > 0		How many of these newly-recruited employees did not yet have the skills needed to do their job to the required level? Your best estimate is good enough. <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
HIRINTER	ASK ALL		When recruiting, how often does management start by looking at whether there are any suitable internal candidates?
	REVERSE SCALE (%50 1 to 5 and 50% 5 to 1)	1	Always
		2	Most of the time
		3	Sometimes
		4	Rarely
		5	Never
	ASK ALL Ranking question	HIR	When recruiting new employees, how important are the following four characteristics? Please order them from most to least important, entering 1 for the most important down to 4 for the least important.
HIRATT	ASK ALL RANDOMISE ITEMS (HIRATT, HIRQUAL, HIREXP, HIRECANDO)	A	The candidate has a personality that fits the company
HIRQUAL	ASK ALL	B	The candidate has all the educational and vocational qualifications required
HIREXP	ASK ALL	C	The candidate has professional experience in similar positions
HIRECANDO	ASK ALL	D	The candidate has the skills required to do the job and does not need any additional training

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
VPBRES	ASK IF SINGLEST=1	VPBRES1	In 2018, how many employees of this company received the following types of variable pay? Your best estimate is good enough. Payment by results, for example piece rates, provisions, brokerages or commission You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.
VPBRES	ASK IF SINGLEST=2	VPBRES2	In 2018, how many employees of this establishment received the following types of variable pay? Your best estimate is good enough. Payment by results, for example piece rates, provisions, brokerages or commission You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.
VPINPER	ASK IF SINGLEST=1	VPINPER1	In 2018, how many employees of this company received the following types of variable pay? Your best estimate is good enough. Variable extra pay linked to individual performance following an appraisal by management You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.
VPINPER	ASK IF SINGLEST=2	VPINPER2	In 2018, how many employees of this establishment received the following types of variable pay? Your best estimate is good enough. Variable extra pay linked to individual performance following an appraisal by management You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.
VPGRPE	ASK IF SINGLEST=1	VPGRPE1	In 2018, how many employees of this company received the following types of variable pay? Your best estimate is good enough. Variable extra pay linked to the performance of the team, working group or department You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.
VPGRPE	ASK IF SINGLEST=2	VPGRPE2	In 2018, how many employees of this establishment received the following types of variable pay? Your best estimate is good enough. Variable extra pay linked to the performance of the team, working group or department You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
VPPRSH	ASK IF SINGLEST=1	VPPRSH1	In 2018, how many employees of this company received the following types of variable pay? Your best estimate is good enough. Variable extra pay linked to the results of the company or establishment (profit-sharing scheme) <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
VPPRSH	ASK IF SINGLEST=2	VPPRSH2	In 2018, how many employees of this establishment received the following types of variable pay? Your best estimate is good enough. Variable extra pay linked to the results of the company or establishment (profit-sharing scheme) <i>You can answer with an exact number of employees, or provide an answer using percentage categories by clicking the 'percentage' button.</i>
	NUMBER		[NUMBER]
	PERCENTAGE CATEGORIES REVERSE SCALE (%50 1 to 7 and 50% 7 to 1)	1	None at all
		2	Less than 20%
		3	20% to 39%
		4	40% to 59%
		5	60% to 79%
		6	80% to 99%
		7	All
ESTEMPORG	ASK IF SINGLEST = 1		Is this company a member of any employers' organisation which participates in the negotiation of collective agreements?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
COMEMPORG	ASK IF SINGLEST = 2		Is the company to which this establishment belongs a member of any employers' organisation which participates in the negotiation of collective agreements?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF SINGLEST = 1 Intro shown on same screen	CA1_intro	The term 'employees' refers to the people that work for this company that are not managers.
	SHOW IF SINGLEST = 2 Intro shown on same screen	CA2_intro	The term 'establishment' refers to the local site at which you work. The term 'employees' refers to the people that work for this establishment that are not managers.
		{Collective_agreement}	
	ASK IF SINGLEST = 1	CA1	Are the wages of any employees of this company set by any of the following types of collective agreements{Collective_agreement}?
	ASK IF SINGLEST = 2	CA2	Are the wages of any employees of this establishment set by any of the following types of collective agreements{Collective_agreement}?
CANAT	ASK IF SINGLEST = 1 OR IF SINGLEST = 2 AND IF THIS TYPE OF COLLECTIVE AGREEMENT EXISTS IN THE COUNTRY Do not randomise items	A	
CASEC	ASK IF SINGLEST = 1 OR IF SINGLEST = 2 AND IF THIS TYPE OF COLLECTIVE AGREEMENT EXISTS IN THE COUNTRY	B	A Collective Agreement for employees in the Public Service
CAREG	ASK IF SINGLEST = 1 OR IF SINGLEST = 2 AND IF THIS TYPE OF COLLECTIVE AGREEMENT EXISTS IN THE COUNTRY	C	
CACOM	ASK IF SINGLEST = 1 OR IF SINGLEST = 2 AND IF THIS TYPE OF COLLECTIVE AGREEMENT EXISTS IN THE COUNTRY	D	A Collective Agreement negotiated at the company level or a multi-employer collective agreement
CAOCC	ASK IF SINGLEST = 1 OR IF SINGLEST = 2 AND IF THIS TYPE OF COLLECTIVE AGREEMENT EXISTS IN THE COUNTRY	E	
CAOTH	ASK IF SINGLEST = 1 OR IF SINGLEST = 2 AND IF THIS TYPE OF COLLECTIVE AGREEMENT EXISTS IN THE COUNTRY	F	
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF SINGLEST = 2 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS AND ANSWERS PROVIDED IN SCREENER] Intro shown on same screen	MMERCONFIRM2_intro	The term 'establishment' refers to the local site at which you work.
MMERCONFIRM_v1	ASK IN CY, MT, SE, ME, MK AND IF SINGLEST = 1 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS AND ANSWERS PROVIDED IN SCREENER]	MMERCONFIRM1_v1	
		MMERCONFIRM1_v1_C Y & ME	
		MMERCONFIRM1_v1_ MT & MK	Is there a shop steward in this company?
		MMERCONFIRM1_v1_S E	
MMERCONFIRM_v1	ASK IN CY, MT, SE, ME, MK AND IF SINGLEST = 2 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS AND ANSWERS PROVIDED IN SCREENER]	MMERCONFIRM2_v1	
		MMERCONFIRM2_v1_C Y & ME	
		MMERCONFIRM2_v1_ MT & MK	Is there a shop steward in this establishment, or is there a shop steward at the company level that also represents the employees working at this establishment?
		MMERCONFIRM2_v1_S E	
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
MMERCONFIRM_v3	ASK IF COUNTRY ≠ CY, MT, SE, ME, MK AND IF SINGLEST = 1 & ER_PRESENT = 1 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS AND ANSWERS PROVIDED IN SCREENER] The answer option boxes need to be pre-ticked for the types - if mentioned in the screener.	MMERCONFIRM1_v3	
MMERCONFIRM_v3	ASK IF COUNTRY ≠ CY, MT, SE, ME, MK AND IF SINGLEST = 2 & ER_PRESENT = 1 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS AND ANSWERS PROVIDED IN SCREENER] The answer option boxes need to be pre-ticked for the types - if mentioned in the screener.	MMERCONFIRM2_v3	
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
MMERCONFIRM_v4	ASK IF COUNTRY ≠ CY, MT, SE, ME, MK AND IF SINGLEST = 1 & ER_PRESENT = 0 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS AND ANSWERS PROVIDED IN SCREENER]	MMERCONFIRM1_v4	
MMERCONFIRM_v4	ASK IF COUNTRY ≠ CY, MT, SE, ME, MK AND IF SINGLEST = 2 & ER_PRESENT = 0 [QUESTION NEEDS TO BE MATCHED WITH COUNTRY CONFIGURATIONS]	MMERCONFIRM2_v4	
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
ERATT	ASK IF SINGLEST = 1 & ER_PRESENT = 1	ERATT1	How would you describe the general attitude of the employee representation at this company?
ERATT	ASK IF SINGLEST = 2 & ER_PRESENT = 1	ERATT2	How would you describe the general attitude of the employee representation at this establishment? The term 'establishment' refers to the local site at which you work.
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very constructive
		2	Fairly constructive
		3	Not very constructive
		4	Not at all constructive
INDIR	ASK IF SINGLEST = 1 & ER_PRESENT = 1	INDIR1	Would you say that management{MM_co_unit} at this company prefers to consult with the employee representation or with employees directly?
INDIR	Info button syntax: IF SUBSORHQ = 1 & ER_PRESENT = 1 show {MM_co_estab}; IF SUBSORHQ = 2 & ER_PRESENT = 1 show {MM_estab}	INDIR2	Would you say that management{MM_co_estab}{MM_estab} at this establishment prefers to consult with the employee representation or with employees directly?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Management prefers to consult with the employee representation
		2	Management prefers to consult with employees directly
		3	Management prefers to consult with both the employee representation and employees directly
		4	Management prefers not to consult with employees or their representatives
ERTRUS	ASK IF SINGLEST = 1 & ER_PRESENT = 1	ERTRUS1	In your opinion, to what extent does management{MM_co_unit} at this company trust the employee representation?
ERTRUS	Info button syntax: ASK IF SUBSORHQ = 1 & ER_PRESENT = 1, show {MM_co_estab}; ASK IF SUBSORHQ = 2 & ER_PRESENT = 1, show {MM_estab}	ERTRUS2	In your opinion, to what extent does management{MM_co_estab}{MM_estab} at this establishment trust the employee representation?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	To a great extent
		2	To a moderate extent
		3	To a small extent
		4	Not at all

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF SINGLEST = 1 Intro shown on same screen	REGMEE_intro1	The term 'employees' refers to the people that work for this company that are not managers.
	SHOW IF SINGLEST = 2 Intro shown on same screen	REGMEE_intro2	The term 'establishment' refers to the local site at which you work. The term 'employees' refers to the people that work for this establishment that are not managers.
	ASK IF SINGLEST = 1	REGMEE1	Which of the following practices are used to involve employees of this company in how work is organised?
	ASK IF SINGLEST = 2	REGMEE2	Which of the following practices are used to involve employees of this establishment in how work is organised?
REGMEE	ASK ALL DO NOT RANDOMISE ITEMS	A	Meetings between employees and their immediate manager
STAFFME	ASK ALL	B	Meetings open to all employees at the establishment
DISSINF	ASK ALL	C	Dissemination of information via newsletters, website, notice boards, email etc.
SOMEDI	ASK ALL	D	Discussions with employees hosted on social media platforms or online discussion boards
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	Yes, on a regular basis
		2	Yes, on an irregular basis
		3	No
SUGGS	ASK IF SINGLEST = 1	SUGGS1	Does this company make use of suggestion schemes{Suggestion_schemes}?
SUGGS	ASK IF SINGLEST = 2	SUGGS2	Does this establishment make use of suggestion schemes{Suggestion_schemes}?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
	ASK IF SINGLEST = 1 Intro shown on separate screen	EIDELAY_intro1	The following questions are about your experiences with the direct involvement of employees in decision-making in this company.
	ASK IF SINGLEST = 2 Intro shown on separate screen	EIDELAY_intro2	The following questions are about your experiences with the direct involvement of employees in decision-making in this establishment. The term 'establishment' refers to the local site at which you work.
EIDELAY	ASK ALL		In your opinion, to what extent does involving employees cause delays in the implementation of changes?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	To a great extent
		2	To a moderate extent
		3	To a small extent
		4	Not at all
EICOMP	ASK IF SINGLEST = 1	EICOMP1	In your opinion, to what extent does involving employees in work organisation changes give the company a competitive advantage?
EICOMP	ASK IF SINGLEST = 2	EICOMP2	In your opinion, to what extent does involving employees in work organisation changes give the establishment a competitive advantage?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	To a great extent
		2	To a moderate extent
		3	To a small extent
		4	Not at all

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF (YEARSOP<=2016 OR YEARSOP=MISSING)	MMEPIN1	Please think about the period since the beginning of 2016. In your opinion, to what extent have employees directly influenced management decisions in the following areas?
	SHOW IF YEARSOP > 2016 & SINGLEST = 1	MMEPIN2	Please think about the period since this company was set up. In your opinion, to what extent have employees directly influenced management decisions in the following areas?
	SHOW IF YEARSOP > 2016 & SINGLEST = 2	MMEPIN3	Please think about the period since this establishment was set up. In your opinion, to what extent have employees directly influenced management decisions in the following areas?
MMEPINORG	ASK ALL RANDOMISE ITEMS (MMEPINORG, MMEPINDISM, MMEPINTRAIN, MMEPINTIME, MMEPINPAY)	A	The organisation and efficiency of work processes
MMEPINDISM	ASK ALL	C	Dismissals
MMEPINTRAIN	ASK ALL	E	Training and skills development
MMEPINTIME	ASK ALL	F	Working time arrangements
MMEPINPAY	ASK ALL	G	Payment schemes
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	To a great extent
		2	To a moderate extent
		3	To a small extent
		4	Not at all
		7	No decisions have been made in this area
	SHOW IF ER_PRESENT = 1 & (YEARSOP <= 2016 OR YEARSOP=MISSING) & (MMEPINORG =1 to 4 OR MMEPINOSH =1 to 4 OR MMEPINTRAIN =1 to 4 OR MMEPINTIME=1 to 4 OR MMEPINPAY=1 to 4)	MMERIN1	Please think about the period since the beginning of 2016. In your opinion, to what extent has the employee representation influenced management decisions in the following areas?
	SHOW IF ER_PRESENT = 1 & (YEARSOP > 2016) & SINGLEST = 1 & (MMEPINORG =1 to 4 OR MMEPINOSH =1 to 4 OR MMEPINTRAIN =1 to 4 OR MMEPINTIME=1 to 4 OR MMEPINPAY=1 to 4)	MMERIN2	Please think about the period since this company was set up. In your opinion, to what extent has the employee representation influenced management decisions in the following areas?
	SHOW IF ER_PRESENT = 1 & (YEARSOP > 2016) & SINGLEST = 2 & (MMEPINORG =1 to 4 OR MMEPINOSH =1 to 4 OR MMEPINTRAIN =1 to 4 OR MMEPINTIME=1 to 4 OR MMEPINPAY=1 to 4)	MMERIN3	Please think about the period since this establishment was set up. In your opinion, to what extent has the employee representation influenced management decisions in the following areas?
MMERINORG	ASK IF ER_PRESENT = 1 & MMEPINORG =1 to 4 RANDOMISE ITEMS (MMEPINORG, MMEPINDISM, MMEPINTRAIN, MMEPINTIME, MMEPINPAY)	A	The organisation and efficiency of work processes
MMERINDISM	ASK IF ER_PRESENT = 1 & MMEPINDISM=1 to 4	C	Dismissals
MMERINTRAIN	ASK IF ER_PRESENT = 1 & MMEPINTRAIN =1 to 4	E	Training and skills development
MMERINTIME	ASK IF ER_PRESENT = 1 & MMEPINTIME =1 to 4	F	Working time arrangements
MMERINPAY	ASK IF ER_PRESENT = 1 & MMEPINPAY=1 to 4	G	Payment schemes
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	To a great extent
		2	To a moderate extent
		3	To a small extent
		4	Not at all

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
	SHOW IF SINGLEST = 1 Show on a separate screen	SICKLEAVE1_intro	The following questions are about difficulties with human resource management that companies might face.
	SHOW IF SINGLEST = 2 Show on a separate screen	SICKLEAVE2_intro	The following questions are about difficulties with human resource management that establishments might face. The term 'establishment' refers to the local site at which you work.
SICKLEAVE	ASK IF SINGLEST = 1	SICKLEAVE1	Do you think the level of sickness leave in this company is too high?
SICKLEAVE	ASK IF SINGLEST = 2	SICKLEAVE2	Do you think the level of sickness leave in this establishment is too high?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
LOWMOT	ASK IF SINGLEST = 1	LOWMOT1	Overall, how motivated do you think employees of this company are?
LOWMOT	ASK IF SINGLEST = 2	LOWMOT2	Overall, how motivated do you think employees of this establishment are?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very motivated
		2	Fairly motivated
		3	Not very motivated
		4	Not at all motivated
FINDSKILL	ASK IF SINGLEST = 1	FINDSKILL1	How difficult is it for this company to find employees with the required skills?
FINDSKILL	ASK IF SINGLEST = 2	FINDSKILL2	How difficult is it for this establishment to find employees with the required skills?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very difficult
		2	Fairly difficult
		3	Not very difficult
		4	Not at all difficult
RETAINEMP	ASK IF SINGLEST = 1	RETAINEMP1	How difficult is it for this company to retain employees?
RETAINEMP	ASK IF SINGLEST = 2	RETAINEMP2	How difficult is it for this establishment to retain employees?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very difficult
		2	Fairly difficult
		3	Not very difficult
		4	Not at all difficult
QWPREL	ASK IF SINGLEST = 1	QWPREL1	How would you describe the relations between management{MM_co_unit} and employees at this company in general?
QWPREL	ASK IF SINGLEST=2, infobutton syntax If SUBSORHQ =1 show {MM_co_estab}, IF ASK SUBSORHQ =2 show {MM_estab}	QWPREL2	How would you describe the relations between management{MM_co_estab}{MM_estab} and employees at this establishment in general? The term 'establishment' refers to the local site at which you work.
	REVERSE SCALE (%50 1 to 5 and 50% 5 to 1)	1	Very good
		2	Good
		3	Neither good nor bad
		4	Bad
		5	Very bad

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
INDACT	ASK IF SINGLEST = 1 & (YEARSOP<=2016 OR YEARSOP=MISSING)	INDACT1	Since the beginning of 2016, has any industrial action (such as a strike, work-to-rule or protest/demonstration) taken place that was directly related to an issue specific to this company?
INDACT	ASK IF SINGLEST = 2 & (YEARSOP<=2016 OR YEARSOP=MISSING)	INDACT2	Since the beginning of 2016, has any industrial action (such as a strike, work-to-rule or protest/demonstration) taken place that was directly related to an issue specific to this establishment?
INDACT	ASK IF SINGLEST = 1 & YEARSOP > 2016	INDACT11	Since this company was set up, has any industrial action (such as a strike, work-to-rule or protest/demonstration) taken place that was directly related to an issue specific to this company?
INDACT	ASK IF SINGLEST = 2 & YEARSOP > 2016	INDACT21	Since this establishment was set up, has any industrial action (such as a strike, work-to-rule or protest/demonstration) taken place that was directly related to an issue specific to this establishment?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
	ASK IF SUBSORHQ = 1 Show on a separate screen	PMSTRATLP1_intro	The following questions are not about this establishment, but about the entire company that this establishment is the headquarters of.
	ASK IF SUBSORHQ = 2 Show on a same screen	PMSTRATLP2_intro	The term 'establishment' refers to the local site at which you work.
	ASK IF SINGLEST = 1 OR SUBSORHQ = 1 Ranking question; {company} for SUBSORHQ = 1	PMSTRATLP1	How important are the following four factors for the competitive success of this company{Company}? Please order them from most to least important, entering 1 for the most important down to 4 for the least important.
	ASK IF SUBSORHQ = 2 Ranking question	PMSTRATLP2	How important are the following four factors for the competitive success of this establishment? Please order them from most to least important, entering 1 for the most important down to 4 for the least important.
PMSTRATLP	RANDOMISE ITEMS (PMSTRATLP, PMSTRATBQ, PMSTRATCUST, PMSTRATNPS)	A	Offering products or services at lower prices than the competition
PMSTRATBQ		B	Offering products or services that are of better quality than those offered by the competition
PMSTARTCUST		C	Customising products or services to meet specific customer requirements
PMSTRATNPS		D	Regularly developing products, services or processes that are new to the market
COMPETMARK	ASK IF SINGLEST = 1 OR SUBSORHQ = 1 {company} for SUBSORHQ = 1	COMPETMARK1	How competitive would you say the market for the main products or services provided by this company{Company} is?
COMPETMARK	ASK IF SUBSORHQ = 2	COMPETMARK2	How competitive would you say the market for the main products or services provided by this establishment is?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very competitive
		2	Fairly competitive
		3	Not very competitive
		4	Not at all competitive
PDEMSTAB	ASK IF SINGLEST = 1 OR SUBSORHQ = 1 {company} for SUBSORHQ = 1	PDEMSTAB1	How predictable would you say demand for the main products or services provided by this company{Company} is?
PDEMSTAB	ASK IF SUBSORHQ = 2	PDEMSTAB2	How predictable would you say demand for the main products or services provided by this establishment is?
	REVERSE SCALE (%50 1 to 4 and 50% 4 to 1)	1	Very predictable
		2	Fairly predictable
		3	Not very predictable
		4	Not at all predictable

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
PRODVOL	ASK IF (SINGLEST =1 OR SUBSORHQ =1) & (YEARSOP <=2016 OR YEARSOP=MISSING) {company} for SUBSORHQ =1	PRODVOL1	Since the beginning of 2016, how has the amount of goods or services produced by this company{Company} changed?
PRODVOL	ASK IF SUBSORHQ = 2 & (YEARSOP <=2016 OR YEARSOP=MISSING)	PRODVOL2	Since the beginning of 2016, how has the amount of goods or services produced by this establishment changed?
PRODVOL	ASK IF ASK IF (SINGLEST =1 OR SUBSORHQ =1) & YEARSOP > 2016 {company} for SUBSORHQ =1	PRODVOL11	Since it was set up, how has the amount of goods or services produced by this company{Company} changed?
PRODVOL	ASK IF SUBSORHQ = 2 & YEARSOP > 2016	PRODVOL21	Since this establishment was set up, how has the amount of goods or services produced by this establishment changed?
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	It has increased
		2	It has stayed about the same
		3	It has decreased
PROFIT	ASK IF SINGLEST =1 OR IF SUBSORHQ =1 {company} for SUBSORHQ =1	PROFIT1	In 2018, did this company{Company} make a profit?
PROFIT	ASK IF SUBSORHQ = 2	PROFIT2	In 2018, did this establishment make a profit?
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	Yes, we made a profit
		2	No, we made loss
		3	We broke even
		7	Not applicable, our company is a not-for-profit organisation
PROFPLAN	ASK IF (SINGLEST =1 OR SUBSORHQ =1) & (PROFIT=1 to 3) {company} for SUBSORHQ =1	PROFPLAN1	Was this company{Company} expected to make a profit in 2018?
PROFPLAN	ASK IF SUBSORHQ = 2 & (PROFIT=1 to 3)	PROFPLAN2	Was this establishment expected to make a profit in 2018?
	REVERSE SCALE (%50 1 to 2 and 50% 2 to 1)	1	Yes
		2	No
CHEMPFUT	ASK IF SINGLEST = 1	CHEMPFUT1	In the next three years, how do you expect the total number of employees of this company to change?
CHEMPFUT	ASK IF SINGLEST = 2	CHEMPFUT2	In the next three years, how do you expect the total number of employees of this establishment to change?
	REVERSE SCALE (%50 1 to 3 and 50% 3 to 1)	1	It will increase
		2	It will stay about the same
		3	It will decrease
MAINACT2D	ASK IF SINGLEST = 1 AND (ACTCONFIRM2=1 OR A SECTOR SELECTED AT MAINACT)	MAINACT2D_1	Please select this company's main activity category from the list below.
MAINACT2D	ASK IF SINGLEST = 2 AND (ACTCONFIRM2=1 OR A SECTOR SELECTED AT MAINACT)	MAINACT2D_2	Please select this establishment's main activity category from the list below.
	(SHOW THE 2-DIGIT CODES FOR THE CONFIRMED CATEGORY IF ACTCONFIRM=1) OR (SHOW THE 2-DIGIT CODES FOR THE SECTOR SELECTED AT MAINACT)		[RESPONSE LIST 2 - 2-DIGIT NACE]
		998	Don't know
		999	No answer
	ASK ALL Show on the same screen	SEXRES_intro	Thank you very much for completing this questionnaire. Could you finally answer a few questions about yourself?
SEXRES	ASK ALL		Which of the following categories best captures how you think of yourself?
		1	Woman
		2	Man
		3	Other
POSRES	ASK ALL		What position do you hold?
		1	General Manager
		2	Owner-Manager
		3	Human Resource Manager (Personnel Manager)
		4	Training Manager
		5	Finance/Accounting Manager
		6	Other

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
CONTACTER	ASK IF ER_PRESENT (in MM)=1 AND [ER_PRESENT (from screener)=0 OR MM_RESP (from screener)=5] Show on same screen; show as two questions below each other (not as a grid)	CONTACTER_intro	The European Company Survey is a unique survey because both employers and employee representatives are asked to share their experiences. We would also like to invite the employee representation in this establishment/company to complete a short online survey, but were not able to collect contact details during the phone interview. We can assure you that the survey will be carried out under all the confidentiality and data protection rules. All the data gathered from the survey will be anonymised and none of you answers will be shared with the employee representative and vice versa.
ER_NAME	SEE TAB 'ER TYPE' FOR CORRECT QUESTION	Label_ER-BODY = 1	
		Label_ER-BODY = 2	What is the name of the shop steward that represents the employees in your company?
		Label_ER-BODY = 3	
		Label_ER-BODY = 4	
		Label_ER-BODY = 5	
		Label_ER-BODY = 6	
		Label_ER-BODY = 7	
		Label_ER-BODY = 8	
		Label_ER-BODY = 1	
		Label_ER-BODY = 2	What is the name of the shop steward that represents the employees in your establishment?
		Label_ER-BODY = 3	
		Label_ER-BODY = 4	
		Label_ER-BODY = 5	
		Label_ER-BODY = 6	
		Label_ER-BODY = 7	
		Label_ER-BODY = 8	
		Label_ER-BODY = 1	
		Label_ER-BODY = 2	What is the name of the shop steward that represents the largest number of employees in your company?
		Label_ER-BODY = 3	
		Label_ER-BODY = 4	
		Label_ER-BODY = 5	
		Label_ER-BODY = 6	
		Label_ER-BODY = 7	
		Label_ER-BODY = 8	
		Label_ER-BODY = 1	
		Label_ER-BODY = 2	What is the name of the shop steward that represents the largest number of employees in your establishment?
		Label_ER-BODY = 3	
		Label_ER-BODY = 4	
		Label_ER-BODY = 5	
		Label_ER-BODY = 6	
		Label_ER-BODY = 7	
		Label_ER-BODY = 8	
			Mr./Ms. (radio buttons)
			[Name:]
			[Don't know]
			[Refused]

Question name	Routing & DP instructions	Code/label	ENM - English (Malta)
ER_EMAIL			Can you give me his/her email address and phone number so that we can also invite him/her to participate in the online survey?
	Only email is asked and not phone number; for phone number, use establishment phone number.		[Email address:]
			[Don't know]
			[Refused]
	ASK ALL Show on same screen; show as two questions below each other (not as a grid)	REPORTMM_intro	We would like to offer you a customised summary report which would allow you to compare your results to those of other workplaces in your sector and in your country. To do this, we will need to link your contact details with your survey answers, but this information will be stored separately and only Ipsos will have access to it. Once the reports are produced, in the second half of 2019, your contact information will be securely destroyed.
REPORTMM1			Would you like to receive this report?
		1	Yes
		2	No
REPORTMM2	AUTO FILL AS "NO" IF REPORTMM1=2		Would you be happy for Ipsos to retain your contact information until the report is produced?
		1	Yes
		2	No
	ASK IF REPORTMM2=1 "YES" AND COUNTRY NOT EQUAL TO GERMANY Show on same screen; show as two questions below each other (not as a grid)	FOLLOWMM_intro	Eurofound and Cedefop may conduct follow-up research to gain better insight into workplace practices with regard to work organisation, human resource management and business outcomes.{Consent} To be able to re-contact you for this follow-up research, they would like to keep your contact details, appended to your survey answers. This data would be retained for a maximum of two years, kept secure according to industry standards and only be used for the purpose mentioned.
FOLLOWMM1	ASK IF REPORTMM2=1 "YES" AND COUNTRY NOT EQUAL TO GERMANY		Would you be happy for Ipsos to share your contact details and survey answers with Eurofound and Cedefop?
		1	Yes
		2	No
FOLLOWMM2	ASK IF COUNTRY IS NOT EQUAL TO GERMANY. DP instruction: AUTO FILL AS "NO" if FOLLOWMM1=2		Would you be happy for Eurofound and Cedefop, or an organisation working on their behalf, to contact you for follow-up research relating to this study in the next two years?
		1	Yes
		2	No
FOLLOWMM2_DE	ASK IF REPORTMM2=1 "YES" AND COUNTRY=GERMANY		
		1	
		2	