

## Letter of Information and Consent Form for University Employees

Title of the Study: Evaluation of Caregiver-friendly Workplace Policy (CFWP) Interventions on the Health of Caregiver-Employees (CEs)

Investigators:

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Research Sponsor: Canadian Institutes of Health Research (CIHR)

Please read this information form carefully. You are receiving this message because you are a member of a McMaster University subject specific internal email list. You have been asked to participate in a short online survey to assess your knowledge about workplace culture at McMaster University, specifically around the experience of employees who are providing unpaid caregiving outside of work. Each survey is anticipated to take 10 minutes of your time. **Survey participants have a chance to win a random raffle prize of one first place \$500 prize, or two second place \$250 prizes!** Your consent is implied by agreeing to this Letter of Information and Consent and the information provided herein. If you agree to this Letter of Information and Consent, please check off the box “I accept the Letter of Information and Consent” before proceeding in the online survey.

Purpose of the Study:

The purpose of this study is to collect information on the workplace culture at McMaster University. In particular, this study will look at the awareness and supportiveness of caregiver-employees in the workplace. Results for this study and all other studies related to the Gender, Health and Caregiver Friendly Workplaces Chair project will be housed on a website dedicated to the Chair project (<http://ghw.mcmaster.ca>). Participants may also request a summary report of the findings. Final findings are anticipated to be available by January 2017.

Procedure:

If you volunteer to participate, you will be asked to fill out a brief, online survey which will take approximately 10 minutes of your time. This online survey will take place a total of three times, and you are invited to participate each time if you wish. You may receive up to three emails

inviting you to participate over the next year. The purpose of this is to measure whether or not your perception of workplace culture at McMaster has changed over time. You will be asked a series of questions about your feelings towards whether or not McMaster is a supportive place to work. An example of a question may include:

Questions	Strongly Agree	Agree	Disagree	Strongly Disagree
1. I am satisfied with the amount of involvement I have in decisions that affect my work.				

Potential Risks:

You may feel uncomfortable (anxious, uneasy) with some of the questions that are asked in the survey, as they address personal stresses and strains that employees often experience. If you feel uncomfortable at any time, you may choose to end your participation in the study by quitting the survey. Your answers will not be saved, as long as you have not submitted the survey. All data entered into the survey is completely anonymous and you will not be identified in any way. Your contact information for the random prize draw is not linked to your survey responses, and there is no way to individually identify you from your responses.

Potential Benefits:

Potential benefits to participants include: contributing to knowledge that will assist current and future caregiver-employees, helping to establish a Caregiver Friendly Workplace Policy (CFWP) in your own workplace, and contributing to scholarship in the field.

Payment or Reimbursement:

Those entering their contact information at the end of the survey to enter the survey raffle have a chance to win a random raffle prize of one first place \$500 prize, or two second place \$250 prizes. Participants will be contacted by email or phone if they have won a prize.

Confidentiality:

The data that is collected from the surveys are completely anonymous. There is no identifying information that will link you to your particular data set and you will in no way be identified in any written publication resulting from the study.

The data collected is purely for research purposes. The research team will have access to the data for the purposes of assessing the effectiveness of the CFWP intervention(s) and the anonymous data may be shared with other members of the research team. All data will be stored on a secure server and on the password protected computers of the research team. Hard copies of any notes, surveys, or journals will be kept in a locked filing cabinet in the primary investigators' office temporarily. Hard copies will be scanned electronically to be stored on the secure server, and then will be destroyed through confidential shredding.

Rights of Research Participants:

Your participation in this study is voluntary. It is your choice to be part of the study or not. If you decide to be part of the study, you can withdraw from participation by exiting the survey at any time before you submit the survey. You will not be able to withdraw your consent after you have clicked submit. If you decide to withdraw, there will be no consequences to you. In cases of withdrawal, any data you have provided will be destroyed. If there are any questions asked which you would prefer not to answer, you are not obligated to do so. If you have any questions

or concerns about the research study, please feel free to contact Rachelle Ireson or Dr. Allison Williams at the contact information provided above.

This study has been reviewed by the McMaster University Research Ethics Board and received ethics clearance. If you have concerns or questions about your rights as a participant or about the way the study is conducted, please contact:

McMaster Research Ethics Secretariat  
Telephone: (905) 525-9140 ext. 23142  
c/o Research Office for Administrative Development and Support  
E-mail: [ethicsoffice@mcmaster.ca](mailto:ethicsoffice@mcmaster.ca)