

**DEPARTMENT FOR BUSINESS
ENTERPRISE & REGULATORY REFORM**

**EMPLOYMENT RELATIONS
OCCASIONAL PAPER**

The Third Work-Life
Balance Employee Survey:
Technical report

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Standardised coding for non-response items

- 7 Missing information.
Individual eligible to answer question – but no response given/recorded.
- 8 Not applicable.
Individual not eligible to answer question.
- 9 Don't know.
- 3 Refused to answer question.

Variables important for quota sample or important to use of data

serial

Serial number allocated to respondent at time of interview.

weight

Weight to correct for sampling design, based on Standard Industrial Classification.

quota

Interlocking quotas used at sampling stage based upon sex, age and whether employee was employed in the public or private sector.

region

Region of country respondent currently living in.

INTRODUCTION

READ OUT:

Good morning/afternoon/evening (AS APPROPRIATE). I am calling on behalf of the Department of Trade and Industry which is a Government Department. We are conducting an important survey about employment and I am hoping you can answer some questions for us.

ADDITIONAL NOTE 1:

If they ask what the survey is about:

The survey is about your experience of work and it is important that we speak to as many different people across the country as possible. The answers you give will be entirely confidential and will help the government to make policy in an important area.

ADDITIONAL NOTE 2:

If they ask how long it will last
Around 25 minutes.

SECTION S: SCREENING

s01

NOTE:

Respondent is:

- [1] Male
- [2] Female

s02

Are you the youngest person in this house who is over 16 and in paid employment?

- [1] Yes CONTINUE
- [2] No SEEK TO ARRANGE INTERVIEW WITH YOUNGEST AVAILABLE PERSON

s03

Are you currently in paid employment?

- [1] Yes
- [2] No

{IF s03 = 2 (No – not currently in paid employment)}

s03a

Are you currently on leave from your job?

- [1] Yes, sickness leave
- [2] Yes, maternity leave
- [3] Yes, other leave

s04

Are you self-employed or the proprietor or owner of the business where you work?

- [1] Yes
- [2] No

{IF s04 = 1 (Self-employed or owner of the business where they work)}

INTERVIEWER TO ARRANGE INTERVIEW WITH YOUNGEST PERSON IN HOUSEHOLD WHO IS OVER 16, IN PAID EMPLOYMENT AND NOT SELF-EMPLOYED/OWNER OF BUSINESS WHERE THEY WORK. OTHERWISE CLOSE.

{IF s04 = 2 (Not self-employed or owner of the business where they work)}

s05

Including yourself, are there five or more employees at the place where you work? IF NECESSARY TELL THOSE ON SICK/MATERNITY/OTHER LEAVE THAT WE WANT TO DISCUSS THE WORK FROM WHICH THEY ARE CURRENTLY ON LEAVE.

- [1] Yes
- [2] No

{IF s05 = 2 (No – are not five or more employees at workplace)}

INTERVIEWER TO ARRANGE INTERVIEW WITH YOUNGEST PERSON IN HOUSEHOLD WHO IS OVER 16, IN PAID EMPLOYMENT AND NOT SELF-EMPLOYED/OWNER OF BUSINESS WHERE THEY WORK. OTHERWISE CLOSE.

y03

How many people are employed where you work? By this I mean the site where you work.

Enter number (Later banded as y03a)

IF RESPONDENT UNSURE PROMPT INTO THE FOLLOWING BANDS

y03a

- [1] 5-9
- [2] 10-24
- [3] 25-99
- [4] 100-249
- [5] 250-499
- [6] 500-999
- [7] 1000-4999
- [8] 5000-9999
- [9] 10000+
- [-9] Don't know

s06

What was your age last birthday?

Enter number in years (Later banded)

IF REFUSED PROMPT INTO THE FOLLOWING BANDS

{IF s06 = -3 (Refused to give exact age)}

s06_01 – s06_14.

- [1] Under 16
- [2] 16-17
- [3] 18-19
- [4] 20-24
- [5] 25-29
- [6] 30-34
- [7] 35-39
- [8] 40-44
- [9] 45-49
- [10] 50-54
- [11] 55-60
- [12] 61-65 IF FEMALE: THANK AND ASK TO SPEAK TO ANOTHER MEMBER OF HOUSEHOLD
- [13] 66-99 IF MALE: THANK AND ASK TO SPEAK TO ANOTHER MEMBER OF HOUSEHOLD
- [-3] Refused

s07

Is your employer. . . .?

- [1] A private firm or business or a limited company
- [2] Some other kind of organisation

{IF s07 = 2 (Some other kind of organisation)}

s08

What kind of non-private organisation is it?
PROMPT IF NECESSARY

- [1] A public limited company or PLC
- [2] A nationalised industry or state corporation
- [3] Central Government or Civil Service
- [4] Local government or council (including Police, Fire Service,
Local authority controlled schools and colleges)
- [5] A University or other grant funded education establishment
- [6] A Health Authority or NHS Trust
- [7] A charity, voluntary organisation or trust
- [8] The armed forces
- [9] Another kind of organisation (specify)
- [-9] Don't know

SECTION A: ADDITIONAL BACKGROUND INFORMATION

a01

Do you have children living with you who are up to the age of 16, or 16-18 and in full-time education?

- [1] Yes
- [2] No GO TO SECTION B

{IF a01 = 1 (Yes – there are children living with you who are up to the age of 16, or are 16-18 and in full-time education)}

a02

Can I just check that these are your children or children that you are responsible for – for example foster or adopted children or other children that you are the legal guardian of?

- [1] Yes
- [2] No GO TO SECTION B

{IF a02 = 1 (Yes – these are my children or children that I am responsible for)}

a03

How many children do you have (including foster/adopted)?

Enter number.....

a04_01 – a04_06* Applies to all
What is the age of each child – in years?

GET EACH CHILDS EXACT AGE

a04_01*

Age of the first child
Enter number.....(Banded in a04_01band)

a04_02*

Age of the second child
Enter number.....(Banded in a04_02band)

a04_03*

Age of the third child
Enter number.....(Banded in a04_03band)

a04_04*

Age of the fourth child

Enter number (Banded in a04_04band)

a04_05

Age of the fifth child

Enter number(Banded in a04_05band)

a04_06

Age of the sixth child

Enter number(Banded in a04_06band)

{IF any of a04_01 - a04_06 = -7 (Missing data- i.e. refused or were uncertain)}*

a04_01band – a04_06band* Applies to all

What is the age of each child – banded?

Bands applied:

- [1] 0 - <1 (<12 months)
- [2] 1 to <2
- [3] 2 to <3
- [4] 3 to <4
- [5] 4 to <5
- [6] 5 to <6
- [7] 6 to <8
- [8] 8 to <10
- [9] 10 to <12
- [10] 12 to <14
- [11] 14 to <16
- [12] 16 to <19 in full-time education
- [13] Refused but under 16
- [14] Refused but 16 or over
- [-3] Refused

SECTION B: HOURS OF WORK

READ OUT:

I would like to ask you some questions about your work. I would like you to concentrate on your main paid job.

b00

How long have you worked for your current employer – in months?

Enter number in months

[-3] Refused

b01

Do you have a written contract stating your terms and conditions of employment?

- [1] Yes
- [2] No
- [-9] Don't know

b02

Leaving aside your own personal circumstances is your job a permanent one or is there some way it is not permanent?
EMPLOYEES ON PROBATION TO BE TREATED AS PERMANENT.

- [1] Permanent
- [2] Not permanent
- [-9] Don't know

{IF b02 = 2 (Job is not permanent)}

b02a

Would you say that it is temporary, fixed term or some other non-permanent job?
PROMPT IF NECESSARY BY ASKING IF THEY HAVE AN AGREED END DATE?

- [1] Temporary (with no agreed end date)
- [2] Fixed term (with an agreed end date)
- [3] Other non-permanent job
- [-9] Don't know

b03

Do you have a set number of contracted hours of work – that is the hours (excluding paid and unpaid overtime) written into your contract of employment?
PROMPT IF NECESSARY – E.G. 40 HOURS A WEEK.

- [1] Yes
- [2] No
- [-9] Don't know

{IF b03 = 1 (Yes – have a set number of contracted hours of work excluding paid and unpaid overtime) written into contract of employment}

b04*

What are you contracted hours per week, excluding paid and unpaid overtime?
RECORD ACTUAL NUMBER OF HOURS

- Hours per week
- [-3] Refused

Banded version of **b04*** produced at same time. Also those who refused at **b04*** asked to provide information within these bands.

b04band*

Contracted hours per week – banded.

- [1] Less than 10 hours
- [2] 10 - <15 hours
- [3] 15 - <20 hours
- [4] 20 - <26 hours
- [5] 26 - <31 hours
- [6] 31 - <36 hours
- [7] 36 - <41 hours
- [8] 41 - <49 hours
- [9] 49 - <51 hours
- [10] 51 - <56 hours
- [11] 56 - 60 hours
- [12] More than 60 hours
- [13] Varies from week to week

b05*

In your current job, how many hours a week do you usually work in an average week – excluding meal breaks, but including paid and unpaid overtime?
RECORD ACTUAL NUMBER OF HOURS

Hours per week
[-3] Refused

Banded version of **b05*** produced at same time. Also those who refused at **b05*** asked to provide information within these bands.

b05band*

Average actual hours worked per week – banded.

- [1] Less than 10 hours
- [2] 10 - <15 hours
- [3] 15 - <20 hours
- [4] 20 - <26 hours
- [5] 26 - <31 hours
- [6] 31 - <36 hours
- [7] 36 - <41 hours
- [8] 41 - <49 hours
- [9] 49 - <51 hours
- [10] 51 - <56 hours
- [11] 56 - 60 hours
- [12] More than 60 hours
- [13] Varies from week to week

b06

Do you ever do any work that you would regard as paid or unpaid overtime?

- [1] Yes
- [2] No

{IF b06 = 1 (Yes – do work that regard as paid or unpaid overtime)}

b06a

Is this paid, unpaid or both?

- [1] Paid only
- [2] Unpaid only
- [3] Both paid and unpaid
- [-9] Don't know

{IF b06a = 1 (Paid only overtime) OR b06a = 3 (Both paid and unpaid overtime)}

b07

How many hours of paid overtime do you usually work each week?

Hours per week

{IF b06a = 2 (Unpaid only overtime) OR b06a = 3 (Both paid and unpaid overtime)}

b08

How many hours of unpaid overtime or extra hours do you usually work each week?

Hours per week

{IF b06a = 2 (Unpaid only overtime) OR b06a = 3 (Both paid and unpaid overtime)}

b09

When you work unpaid overtime, are you given time off in lieu?
PROMPT IF NECESSARY. THIS MEANS WHERE AN EMPLOYEE TAKES TIME OFF TO COMPENSATE FOR EXTRA HOURS THEY HAVE WORKED.

- [1] Yes, always
- [2] Yes, sometimes
- [3] Never
- [-9] Don't know

{IF b06a = 1 (Paid only overtime) OR b06a = 2 (Unpaid only overtime) OR b06a = 3 (Both paid and unpaid overtime)}

b10_01 – b10_15*

What is the main reason you work overtime?

Set as open response question and subsequently coded into **b10_01 – b10_15***
DO NOT READ OUT.

b10_01*

Work overtime to make more money.

- [1] Yes
- [2] No
- [-9] Don't know

b10_02*

Work overtime because my employer expects it.

- [1] Yes
- [2] No
- [-9] Don't know

b10_03*

Work overtime because I like my job.

- [1] Yes
- [2] No
- [-9] Don't know

b10_04*

Work overtime because my organisation encourages it.

- [1] Yes
- [2] No
- [-9] Don't know

b10_05*

Work overtime because I have too much work.

- [1] Yes
- [2] No
- [-9] Don't know

b10_06*

Work overtime because my colleagues all work more hours.

- [1] Yes
- [2] No
- [-9] Don't know

b10_07*

Work overtime because I don't want to let colleagues down.

- [1] Yes
- [2] No
- [-9] Don't know

b10_08*

Work overtime because it's the nature of the business.

- [1] Yes
- [2] No
- [-9] Don't know

b10_09*

Work overtime because of staff shortages.

- [1] Yes
- [2] No
- [-9] Don't know

b10_10*

Work overtime to meet deadlines/finish job.

- [1] Yes
- [2] No
- [-9] Don't know

b10_11*

Work overtime because of meetings/training/events.

- [1] Yes
- [2] No
- [-9] Don't know

b10_12*

Work overtime due to pressure from work.

- [1] Yes
- [2] No
- [-9] Don't know

b10_13*

Work overtime because of business travel.

- [1] Yes
- [2] No
- [-9] Don't know

b10_14*

Work overtime for other reasons.

- [1] Yes
- [2] No
- [-9] Don't know

b10_15*

Work overtime – don't know.

- [1] Yes
- [2] No

b11

Taking into account both weekends and weekdays, do you get at least two days off every fortnight?

- [1] Yes
- [2] No
- [-9] Don't know

Applies to **b14a – b14d**

READ OUT:

I will now read out a number of statements about aspects of your job and I'd like you to tell me how satisfied or dissatisfied you are with each.

b14a

The work itself – are you?

- [1] Very satisfied
- [2] Satisfied
- [3] Neither satisfied nor dissatisfied
- [4] Dissatisfied
- [5] Very dissatisfied

b14b

Your job security – are you?

- [1] Very satisfied
- [2] Satisfied
- [3] Neither satisfied nor dissatisfied
- [4] Dissatisfied
- [5] Very dissatisfied

b14c

The amount of pay you receive - are you?

- [1] Very satisfied
- [2] Satisfied
- [3] Neither satisfied nor dissatisfied
- [4] Dissatisfied
- [5] Very dissatisfied

b14d

The hours you work – are you?

- [1] Very satisfied
- [2] Satisfied
- [3] Neither satisfied nor dissatisfied
- [4] Dissatisfied
- [5] Very dissatisfied

b15

Thinking about the number of hours you work, including regular overtime, would you prefer a job where you worked more hours per week, fewer hours per week or are you content with the number of hours you work at present?

- [1] More hours per week
- [2] Content with the number of hours currently worked
- [3] Fewer hours per week

{IF b15 = 3 (Would prefer to work fewer hours per week)}

b16

Would you still prefer to work fewer hours if it meant earning less money as a result?

- [1] Yes
- [2] No
- [3] Depends

READ OUT:

In April 2003, the government introduced a new right for parents of children under the age of 6, or disabled children under 18, to request a flexible working arrangement. Employers have a statutory duty to consider such requests seriously.

b17

Are you aware of the right to request flexible working arrangements which was introduced in April 2003?

- [1] Yes
- [2] No
- [-9] Don't know

SECTION C: WORK-LIFE BALANCE PRACTICES AND POLICIES

READ OUT:

Thinking about your paid employment, I now want to ask you about your working arrangements. By working arrangements I mean the amount of hours you work, as well as when and where you work those hours.

c01

How satisfied are you with your current working arrangements?

Interviewer to read out.

- [1] Very satisfied
- [2] Satisfied
- [3] Neither satisfied nor dissatisfied
- [4] Dissatisfied
- [5] Very dissatisfied

{IF **c01** = 4 (Dissatisfied with current working arrangements) OR **c01** = 5 (Very dissatisfied with current working arrangements)}

Applies to **c02_01** – **c02_19**

What are the main reasons you are dissatisfied with your current working arrangements?

Set as open response question and subsequently coded into **c02_02** – **c02_19**

c02_01

Work too many hours - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_02

Work long shifts/hours - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_03

Unhappy with shift pattern - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_04

Inflexible with hours/shifts - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_05

Unpaid overtime/expected to work late - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_06

Reduced home/social life - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_07

Short/under staffed - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_08

Heavy workload/ more assistance needed - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_09

Poor salary - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_10

Poor/unpleasant working environment - main reasons dissatisfied with your current working arrangements

- [[1] Yes
- [2] No
- [-9] Don't know

c02_11

Poor standard of facilities/equipment - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_12

Unsupportive staff/management - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_13

Poor organisation/management - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_14

Pressure of work - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_15

Have to travel away from business - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_16

Work too far away from home - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_17

Would like a full-time/permanent position/job security - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_18

Other - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No
- [-9] Don't know

c02_19

Don't know - main reasons dissatisfied with your current working arrangements

- [1] Yes
- [2] No

c03

QUESTION WORDING IS DEPENDENT UPON RESPONSE AT **b00**.

{IF **b00** = <2 years (Working for current employer for less than 2 years)}

Since starting your current job, have you approached your current employer to make a request to change how you regularly work for a sustained period of time?

{IF **b00** = >2 years (Working for current employer for more than 2 years)}

Over the last two years, have you approached your employer to make a request to change how you regularly work for a sustained period of time?

- [1] Yes
- [2] No

*{IF **c03** = 2 (No – have not approached current employer to make a request to change how regularly work for a sustained period of time)}*

Applies to **c04_01 – c04_16**

Why have you not made a request to change your working arrangements with your current employer (over the last two years)?

c04_01

Content with current work arrangements - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_02

Job does not allow it - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_03

Too much work to do - reason not made a request to change working arrangements with current employer (over last two years).

- [[1] Yes
- [2] No
- [-9] Don't know

c04_04

Concerned about the extra workload for my colleagues - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_05

Concerned about my career - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_06

Concerned about my job security - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_07

Not convinced my employer would allow it - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_08

Do not feel confident enough to ask my employer - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_09

Could not afford any reduction in my income - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_10

Doesn't suit domestic/household arrangements - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_11

Not aware of new right - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_12

Already work flexibly - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_13

Not eligible to request flexible working - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_14

Happy with current work-life balance - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_15

Other - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No
- [-9] Don't know

c04_16

Don't know - reason not made a request to change working arrangements with current employer (over last two years).

- [1] Yes
- [2] No

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}

c05

Who dealt with your request to change how you regularly work?

- [1] Managing director/Owner/Director
- [2] Personnel/HR department
- [3] Head of department
- [4] Line manager/supervisor
- [5] Other
- [-9] Don't know

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}

Applies to **c06_01 – c06_10**

What did you request?

c06_01

Too reduce hours of work – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_02

Work part-time – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_03

Change to when I work including number of days I work – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_04

To increase hours I work including full-time – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_05

Time off/leave arrangements – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_06

Flexi-time – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_07

Work from home – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_08

Assistance with workload – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_09

Other – requested.

- [1] Yes
- [2] No
- [-9] Don't know

c06_10

Don't know – requested.

- [1] Yes
- [2] No

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}

Applies to **c07_01 – c07_06**

How did you make this request?

PROMPT IF REQUIRED

Did you send a letter or form, e-mail, raise it in a meeting or discussion or make a request over the 'phone.

c07_01

Letter or form – how request made.

- [1] Yes
- [2] No
- [-9] Don't know

c07_02

E-mail – how request made.

- [1] Yes
- [2] No
- [-9] Don't know

c07_03

Face-to-face – how request made.

- [1] Yes
- [2] No
- [-9] Don't know

c07_04

Telephone – how request made.

- [1] Yes
- [2] No
- [-9] Don't know

c07_05

Other – how request made.

- [1] Yes
- [2] No
- [-9] Don't know

c07_06

Don't know – how request made.

- [1] Yes
- [2] No

{IF c03 = 1 (Yes – have approached current employer to make a request to change how regularly work for a sustained period of time)}

c08

Was your request to change the way you regularly work agreed to?

- [1] Yes, fully
- [2] Yes, partially accepted/compromise
- [3] No, declined
- [4] Awaiting/pending decision
- [-9] Don't know

{IF c08 = 1 (Request to change way regularly work fully agreed to) OR c08 = 2 (Request to change way regularly work partially accepted/compromise)}

c09

Once your employer had considered your request, did they accept it or did you have to negotiate further or appeal?

- [1] Accepted
- [2] Negotiate/appeal
- [-9] Don't know

{IF c08 = 3 (Declined request to change the way you regularly work)}

c10

How did your employer tell you that they were declining your request?

- [1] Letter or form
- [2] E-mail
- [3] Face-to-face meeting or discussion
- [4] Telephone
- [5] Other
- [-9] Don't know

{IF c08 = 3 (Declined request to change the way you regularly work)}

c11

Did you appeal the decision of your employer?

IF REQUIRED THE DEFINITION OF AN EMPLOYER IS:

Everyone in your management chain, including HR department if you have one.

- [1] Yes
- [2] No

READ OUT:

I would like to ask you about working arrangements at your place of work. If you personally needed any of the following working arrangements, would they be available at your workplace?

Applies to **c12a – c12h**

c12a

Work part-time.

- [1] Yes
- [2] No
- [-9] Don't know

c12b

Work only during school term-time.

- [1] Yes
- [2] No
- [-9] Don't know

c12c

Job share – that is where a full-time job is divided between 2 or more people and they work at different times.

- [1] Yes
- [2] No
- [-9] Don't know

c12d

Work flexi-time – this is where an employee can vary their start and finish times but have an agreement to work a set number of hours per week or per month. This may be informally as well as formally agreed.

- [1] Yes
- [2] No
- [-9] Don't know

c12e

Work reduced hours for a limited period – this is where an employee has an arrangement to cut their hours for a set period of time such as a month or six months.

- [1] Yes
- [2] No
- [-9] Don't know

c12f

Work from home on a regular basis – this means an employee works all or some part of the time from home as part of their working hours.

- [1] Yes
- [2] No
- [-9] Don't know

c12g

Work a compressed week – this means working full-time hours over a fewer number of days.

- [1] Yes
- [2] No
- [-9] Don't know

c12h

Work annualised hours – this is where the number of hours an employee has to work is calculated over a full year rather than weekly/monthly.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12a = 1 (Work part-time is available to them)}

c13a

Do you currently, or have you worked part-time over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12b = 1 (Work only during school term-time is available to them)}

c13b

Do you currently, or have you worked only during school term-time over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12c = 1 (Job share is available to them)}

c13c

Do you currently, or have you worked job share over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12d = 1 (Work flexi-time is available to them)}

c13d

Do you currently, or have you worked flexi-time over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12e = 1 (Work reduced hours for a limited period is available to them)}

c13e

Do you currently, or have you worked reduced hours for a limited period over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12f = 1 (Work from home on a regular basis is available to them)}

c13f

Do you currently, or have you worked from home on a regular basis over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12g = 1 (Work a compressed working week is available to them)}

c13g

Do you currently, or have you worked a compressed working week over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12h = 1 (Work annualised hours is available to them)}

c13h

Do you currently, or have you worked annualised hours over the last 12 months and with your current employer?

- [1] Yes
- [2] No
- [-9] Don't know

{IF **c13a** = 1 (Currently or have worked part-time) OR **c13b** = 1 (Currently or have worked only during school term-time) OR **c13c** = 1 (Currently or have worked job share) OR **c13d** = 1 (Currently or have worked flexi-time) OR **c13e** = 1 (Currently or have worked reduced hours for a limited period) OR **c13f** = 1 (Currently or have worked from home on a regular basis) OR **c13g** = 1 (Currently or have worked a compressed working week) OR **c13h** = 1 (Currently or have worked annualised hours)}

Applies to **c13pc01 – c13pc20**

What have been the positive consequences of working in this/these ways?

c13pc01

Do not suffer from as much stress - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc02

Improved relationships at home - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc03

Improved health - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc04

More time to spend with family - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc05

Have more free time - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc06

Childcare arrangements - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc07

Convenient/suits me - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc08

Work the hours I want/flexible - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc09

Organise my life around work - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc10

Attend appointments – doctors/dentist/bank - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc11

Time to study/complete a course - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc12

More holiday time - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc13

Get more work done/more productive/less distraction - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc14

Less travelling/avoid rush hour - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc15

More money - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc16

Work-life balance improved - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc17

Enjoy work/happier - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc18

Other - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc19

Nothing/no positive consequences - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13pc20

Don't know - positive consequence.

- [1] Yes
- [2] No

{IF c13a = 1 (Currently or have worked part-time) OR c13b = 1 (Currently or have worked only during school term-time) OR c13c = 1 (Currently or have worked job share) OR c13d = 1 (Currently or have worked flexi-time) OR c13e = 1 (Currently or have worked reduced hours for a limited period) OR c13f = 1 (Currently or have worked from home on a regular basis) OR c13g = 1 (Currently or have worked a compressed working week) OR c13h = 1 (Currently or have worked annualised hours)}

Applies to **c13nc01 – c13nc14**

What have been the negative consequences of working in this/these ways?

c13nc01

Receive lower pay/salary - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc02

Damaged career prospects - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc03

Negatively affected relationships with colleagues/manager - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc04

Increased stress levels - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc05

Intensified workload - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc06

Holidays become more expensive - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc07

Miss interaction with colleagues - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc08

No over time/set hours - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc09

No flexibility over holiday time - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc10

Tiring/working longer hours - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc11

Missing out on family time - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc12

Other - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc13

Nothing/no negative consequences - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c13nc14

Don't know - negative consequence.

- [1] Yes
- [2] No

{IF c12a = 1 (Work part-time is available to them)}

c14a

Do any of the people you work with most of the time work part-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12b = 1 (Work only during school term-time is available to them)}

c14b

Do any of the people you work with most of the time work only during school term-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12c = 1 (Job share is available to them)}

c14c

Do any of the people you work with most of the time job share?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12d = 1 (Work flexi-time is available to them)}

c14d

Do any of the people you work with most of the time work flexi-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12e = 1 (Work reduced hours for a limited period is available to them)}

c14e

Do any of the people you work with most of the time work reduced hours for a limited period?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12f = 1 (Work from home on a regular basis is available to them)}

c14f

Do any of the people you work with most of the time work from home on a regular basis?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12g = 1 (Work a compressed working week is available to them)}

c14g

Do any of the people you work with most of the time work a compressed working week?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12h = 1 (Work annualised hours is available to them)}

c14h

Do any of the people you work with most of the time work annualised hours?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c14a = 1 (Any people work with work part-time) OR c14b = 1 (Any people work with work only during school term-time) OR c14c = 1 (Any people work with job share) OR c14d = 1 (Any people work with work flexi-time) OR c14e = 1 (Any people work with work reduced hours for a limited period) OR c14f = 1 (Any people work with work from home on a regular basis) OR c14g = 1 (Any people work with work compressed working week) OR c14h = 1 (Any people work with work annualised hours)}

Applies to **c14pc01 – c14pc16**

What have been the positive consequences for you of your colleagues being able to working in this/these ways?

c14pc01

Staff happier/creates better working atmosphere - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc02

Allows business flexibility/ can cover hours needed - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc03

Having to cover colleagues work - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc04

Spend more time with their family - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc05

Can look after children/family commitments - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc06

Less stressful - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc07

Achieve other interests - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc08

More job satisfaction/work harder - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc09

More freedom/time - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc10

More time to do work - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc11

Keeps valued members of staff - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc12

Convenient - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc13

Other - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc14

Doesn't affect me - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc15

None/nothing - positive consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14pc16

Don't know - positive consequence.

- [1] Yes
- [2] No

{IF c14a = 1 (Any people work with work part-time) OR c14b = 1 (Any people work with work only during school term-time) OR c14c = 1 (Any people work with job share) OR c14d = 1 (Any people work with work flexi-time) OR c14e = 1 (Any people work with work reduced hours for a limited period) OR c14f = 1 (Any people work with work from home on a regular basis) OR c14g = 1 (Any people work with work compressed working week) OR c14h = 1 (Any people work with work annualised hours)}

Applies to **c14nc01 – c14nc17**

What have been the negative consequences for you of your colleagues being able to working in this/these ways?

c14nc01

Having to cover colleagues work - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc02

Colleagues not available for 'phone calls/meetings - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc03

More/extra responsibilities on full-time staff/difficulties experienced when doing someone else's rôle - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc04

Work not completed due to lack of staff/delays in work being completed - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc05

Staff shortages/staff unwilling to provide cover - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc06

Restriction in holidays/time off - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc07

Stressful/puts more pressure on other people - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc08

Less productivity/less work gets done - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc09

Less money/reduced income - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc10

Continuity issues/don't get to finish things off - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc11

Increased workload/varied workload - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc12

Lack of interaction between staff/people not knowing what's happening - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc13

Communication issues - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc14

Lack of flexibility in the work hours/days - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc15

Other - negative consequence.

- [1] Yes
- [2] No
- [-9] Don't know

c14nc16

Nothing/no negative consequences - negative consequence

- [1] Yes
- [2] No
- [-9] Don't know

c14nc17

Don't know - negative consequence

- [1] Yes
- [2] No

c15

Are you able to negotiate your working arrangements with your manager?

- [1] Yes
[2] No

{IF c13a = 1 (Currently or have worked part-time) OR c13b = 1 (Currently or have worked only during school term-time) OR c13c = 1 (Currently or have worked job share) OR c13d = 1 (Currently or have worked flexi-time) OR c13e = 1 (Currently or have worked reduced hours for a limited period) OR c13f = 1 (Currently or have worked from home on a regular basis) OR c13g = 1 (Currently or have worked a compressed working week) OR c13h = 1 (Currently or have worked annualised hours)}

Applies to **c16_01 – c16_15**

You said that you work or have worked TEXT FILL HERE – RESPONSES **c13a – c14h**. What are the main reasons you work/worked in this/these way(s)?

c16_01

Childcare needs – a main reason for working in this/these way(s).

- [1] Yes
[2] No
[-9] Don't know

c16_02

Other caring needs for adults (relatives, friends or neighbours) (not childcare) – a main reason for working in this/these way(s).

- [1] Yes
[2] No
[-9] Don't know

c16_03

Demands of employer – a main reason for working in this/these way(s).

- [1] Yes
[2] No
[-9] Don't know

c16_04

Demands of job – a main reason for working in this/these way(s).

- [1] Yes
[2] No
[-9] Don't know

c16_05

Makes life easier/to get things done/be more efficient – a main reason for working in this/these way(s).

- [1] Yes
[2] No
[-9] Don't know

c16_06

Have more free time – a main reason for working in this/these way(s).

- [1] Yes
[2] No
[-9] Don't know

c16_07

The cost of paying for childcare – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_08

To spend more time with my family – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_09

It's the nature of my job/type of work – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_10

To be able to study – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_11

Reduces time/travel/costs – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_12

Health reasons – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_13

More money – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_14

Other – a main reason for working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c16_15

Don't know – a main reason for working in this/these way(s).

- [1] Yes
- [2] No

{IF c13a = 2 (Do not and have not worked part-time) OR c13b = 2 (Do not and have not worked only during school term-time) OR c13c = 2 (Do not and have not job shared) OR c13d = 2 (Do not and have not worked flexi-time) OR c13e = 2 (Do not and have not worked reduced hours for a limited period) OR c13f = 2 (Do not and have not worked from home on a regular basis) OR c13g = 2 (Do not and have not worked a compressed working week) OR c13h = 2 (Do not and have not worked annualised hours)}

Applies to **c17_01 – c17_18**

You said that you do not and have not made use of TEXT FILL HERE – RESPONSES **c13a – c13h**. What are the main reasons why?

Set as open response question and subsequently coded into **c17_01 – c17_17**

c17_01

Too much work to do – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_02

Concerned about colleagues workload – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_03

Concerned about career progression – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_04

Concerned about job security – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_05

Employer would not allow it – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_06

Financial reasons/cannot afford it – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_07

Doesn't suit domestic arrangements – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_08

Happy with current arrangements – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_09

Job doesn't allow it – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_10

No need/not necessary/not applicable – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_11

No children/no childcare needs – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_12

Hadn't thought of it/never been mentioned – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_13

On contract/fixed hours – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_14

Just don't want to – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_15

Want to work full-time – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_16

It's a part-time job/already do it/just applied – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_17

Other – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No
- [-9] Don't know

c17_18

Don't know – main reasons for not working in this/these way(s).

- [1] Yes
- [2] No

{IF c12a = 2 (Working part-time not available) OR c13a = 2 (Do not and have not worked part-time)}

c18a

In your current job would you like to work part-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12b = 2 (working only during school term-time not available) OR c13b = 2 (Do not and have not worked only during school term-time)}

c18b

In your current job would you like to work only during school term-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12c = 2 (job share not available) OR c13c = 2 (Do not and have not job shared)}

c18c

In your current job would you like to job share? That is where a full-time job is divided between 2 or more people and they work at different times.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12d = 2 (flexi-time not available) OR c13d = 2 (Do not and have not worked flexi-time)}

c18d

In your current job would you like to work flexi-time? This is where an employee can vary their start and finish times but have an agreement to work a set number of hours per week or per month. This may be informally as well as formally agreed.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12e = 2 (working reduced hours for a limited period not available) OR c13e = 2 (Do not and have not worked reduced hours for a limited period)}

c18e

In your current job would you like to work reduced hours for a limited period? This is where an employee has an arrangement to cut their hours for a set period of time such as a month or six months.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12f = 2 (working from home on a regular basis not available) OR c13f = 2 (Do not and have not worked from home on a regular basis)}

c18f

In your current job would you like to work from home on a regular basis? This means an employee works all or some part of the time from home as part of their working hours.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12g = 2 (working a compressed working week not available) OR c13g = 2 (Do not and have not worked a compressed working week)}

c18g

In your current job would you like to work a compressed week? This means working full-time hours over a fewer number of days.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12h = 2 (working annualised hours not available) OR c13h = 2 (Do not and have not worked annualised hours)}

c18h

In your current job would you like to work annualised hours? This is where the number of hours an employee has to work is calculated over a full year rather than weekly/monthly.

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12a = 2 (working part-time not available)}

c19a

Could the job you do be done by someone working part-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12b = 2 (working only during school term-time not available)}

c19b

Could the job you do be done by someone working only during school term-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12c = 2 (job share not available)}

c19c

Could the job you do be done by someone job sharing?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12d = 2 (flexi-time not available)}

c19d

Could the job you do be done by someone working flexi-time?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12e = 2 (working reduced hours for a limited period not available)}

c19e

Could the job you do be done by someone working reduced hours for a limited period?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12f = 2 (working from home on a regular basis not available)}

c19f

Could the job you do be done by someone working from home on a regular basis?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12g = 2 (working a compressed working week not available)}

c19g

Could the job you do be done by someone working a compressed working week?

- [1] Yes
- [2] No
- [-9] Don't know

{IF c12h = 2 (working annualised hours not available)}

c19h

Could the job you do be done by someone working annualised hours?

- [1] Yes
- [2] No
- [-9] Don't know

READ OUT:

I would now like to ask about how your experiences at work have changed over the last 12 months (or since you started your job if working in current job for less than 12 months).

Applies to **c20_01 – c20_06**

c20_01

Has how stressed you feel about work. . . ?

- [1] Increased
- [2] Stayed about the same/No change
- [3] Decreased
- [-9] Don't know

c20_02

Has your status among your colleagues. . . ?

- [1] Increased
- [2] Stayed about the same/No change
- [3] Decreased
- [-9] Don't know

c20_03

Has how satisfied you are with your job as a whole. . . ?

- [1] Increased
- [2] Stayed about the same/No change
- [3] Decreased
- [-9] Don't know

c20_04

Has how hard you have to work each hour when you are at work. . . ?

- [1] Increased
- [2] Stayed about the same/No change
- [3] Decreased
- [-9] Don't know

c20_05

Has the total amount of work you do in a typical week. . . ?

- [1] Increased
- [2] Stayed about the same/No change
- [3] Decreased
- [-9] Don't know

c20_06

Has the amount of choice you have over when and where you work. . . ?

- [1] Increased
- [2] Stayed about the same/No change
- [3] Decreased
- [-9] Don't know

READ OUT:

I am now going to ask you questions about your current employer.

c22*

In your opinion, does your employer treat people the same or does it favour certain types of people when considering requests to work flexibly?

- [1] Treats people the same
- [2] Favour certain types
- [-9] Don't know

{IF c22 = 2 (Employer favours certain types)}

Applies to **c23_01 – c23_11**

Which types of people does your employer treat favourably?

Set as open response question and subsequently coded into **c23_01 – c23_11**

c23_01

Treats senior staff favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_02

Treats women favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_03

Treats parents favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_04

Treats staff in lower grade jobs favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_05

Treats long term employees favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_06

Treats people who are friends with senior staff favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_07

Treats people who work hard/committed favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_08

Treats some members (unspecified) favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_09

Treats staff working for certain areas/departments/companies favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_10

Treats others favourably.

- [1] Yes
- [2] No
- [-9] Don't know

c23_11

Don't know who employer treats favourably.

- [1] Yes
- [2] No

{IF c22 = 2 (Employer favours certain types)}

Applies to **c24_01 – c24_10***

Which types of people does your employer treat unfavourably?

Set as open response question and subsequently coded into **c24_01 – c24_10***

c24_01*

Treats non-parents unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_02*

Treats outspoken members of staff unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_03*

Treats staff in lower grade jobs unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_04*

Treats staff who do not work as hard unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_05*

Treats staff who do not get on with the senior staff unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_06*

Treats staff working for certain areas/departments/companies unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_07*

Treats staff aren't treated unfavourably – but some are treated more flexible.

- [1] Yes
- [2] No
- [-9] Don't know

c24_08*

Treats others unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_09*

Treats nobody unfavourably.

- [1] Yes
- [2] No
- [-9] Don't know

c24_10*

Don't know who is treated unfavourably.

- [1] Yes
- [2] No

c25

Do you feel that your manager does enough to provide and promote flexible working arrangements?

- [1] Yes
- [2] No
- [-9] Don't know

c26

Has your employer ever consulted employees or their representative about adjusting working arrangements so they can strike a better work-life balance?

- [1] Yes
- [2] No
- [-9] Don't know

Applies to **c27_01-c27_23***

What single thing, if anything, could your employer reasonably provide for you personally to achieve a better work-life balance?

Set as open response question and subsequently coded into **c27_01 – c27_23***

c27_01*

Flexi-time to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_02*

Crèche to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_03*

Lighten workload/more staff to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_04*

Pay increase to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_05*

Work from home to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_06*

More annual leave to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_07*

Compressed working week to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_08*

Improved facilities/equipment to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_09*

Less overtime/recognised overtime to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_10*

Reduced work hours to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_11*

Increased work hours to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_12*

More training to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_13*

More breaks during the day to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_14*

Change work patterns/shifts to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_15*

More job security to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_16*

Less paperwork/bureaucracy to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_17*

Better work environment to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_18*

Better relationship with senior staff to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_19*

Better communication with senior staff to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_20*

More time to catch up/prepare work to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_21*

Other things to achieve a better work-life balance.

- [1] Yes
- [2] No
- [-9] Don't know

c27_22*

Nothing/ happy with work arrangements.

- [1] Yes
- [2] No
- [-9] Don't know

c27_23*

Don't know what employer could provide for you personally to achieve a better work-life balance

- [1] Yes
- [2] No

c28

How important was the availability of flexible working for you when initially deciding to work with your current employer?

- [1] Very important
- [2] Quite important
- [3] Not important
- [-9] Don't know

c29

How important is the availability of flexible working to you now?

- [1] Very important
- [2] Quite important
- [3] Not important
- [-9] Don't know

SECTION D: HOLIDAYS AND TIME OFF WORK

READ OUT:

I would now like to ask you about time off work.

d01

QUESTION WORDING IS DEPENDENT UPON RESPONSE AT **b00**.

{IF **b00** = <12 months (Working for current employer for less than 12 months)}

Since starting your current job, have you experienced an emergency which you had to deal with at short notice involving a dependant (e.g. child, other family members) during your working week?

{IF **b00** = >12 months (Working for current employer for more than 12 months)}

Over the last two years, have you experienced an emergency which you had to deal with at short notice involving a dependant (e.g. child, other family members) during your working week?

- [1] Yes
- [2] No
- [-9] Don't know

{IF d01 = 1 (Yes - have experienced an emergency to be dealt with at short notice during working week)}

d02

Have you taken time off at short notice to deal with such an emergency?

- [1] Yes
- [2] No
- [-9] Don't know

{IF d02 = 1 (Yes - have taken time off to deal with such an emergency)}

d03a and d03b

RECORD NUMBER OF WORKING DAYS OR HOURS

How many working days/hours have you taken off in total?

d03a Number of days

d03b Number of hours

{IF d2 = 1 (Yes - have taken time off to deal with such an emergency)}

Applies to **d04_01 – d04_07**

Did you take this time off as. . . ?

d04_01

Fully paid leave – time taken off as.

- [1] Yes
- [2] No

d04_02

Partly paid leave – time taken off as.

- [1] Yes
- [2] No

d04_03

Leave without pay – time taken off as.

- [1] Yes
- [2] No

d04_04

Holiday – time taken off as.

- [1] Yes
- [2] No

d04_05

Sick leave – time taken off as.

- [1] Yes
- [2] No

d04_06

Time off but made it up later – time taken off as.

- [1] Yes
- [2] No

d04_07

Some other arrangement– time taken off as.

- [1] Yes
- [2] No

{IF d2 = 2 (No – have not taken time off to deal with such an emergency)}

d05

What are the main reasons for not taking emergency time off to deal with a dependant?

- [1] Pressure of work/no one to cover
- [2] Family member can deal with/attend emergencies
- [3] I can take time off for emergencies
- [4] Haven't needed to
- [5] Other
- [-9] Don't know

READ OUT:

I will now read out a number of reasons why you might take time off at short notice and I'd like you to tell me how often, if at all, your employer would agree to his.

Applies to **d06a – d06d**

d06a

How often would your employer agree to you taking time off at short notice to care for a dependant?

- [1] Almost always
- [2] Sometimes
- [3] Never agree to this
- [4] Not relevant
- [-9] Don't know

d06b

How often would your employer agree to you taking time off at short notice to deal with a household emergency such as a flood?

- [1] Almost always
- [2] Sometimes
- [3] Never agree to this
- [4] Not relevant
- [-9] Don't know

d06c

How often would your employer agree to you taking time off at short notice to care for a sick pet?

- [1] Almost always
- [2] Sometimes
- [3] Never agree to this
- [4] Not relevant
- [-9] Don't know

d06d

How often would your employer agree to you taking time off at short notice to attend a hair or beauty appointment?

- [1] Almost always
- [2] Sometimes
- [3] Never agree to this
- [4] Not relevant
- [-9] Don't know

{IF a01 = 1 (Have children living with them who are up to the age of 16, or 16-18 and in full-time education)}

d08

By law parents are entitled to take unpaid leave of up to 13 weeks to look after their child within the first 5 years following the birth. This is called parental leave. In the last 12 months and with your current employer, have you taken parental leave.

- [1] Yes
- [2] No

Set as open response question and subsequently coded into single variable **d09**
{IF d08 = 1 (Yes – have taken parental leave in the last 12 months and with my current employer)}

d09

What did you use our parental leave for?

- [1] Look after child/ill child
- [2] Other
- [3] Don't know

READ OUT:

I would now like to ask you about paid holiday.

d10

How many days of paid holiday are you entitled to each year?

Enter number of days

d13

In your last holiday leave year did you take all the holiday that you were entitled to?

- [1] Yes
- [2] No
- [-9] Don't know

{IF d13 = 2 (No – didn't take all the holiday entitled to)}

Applies to **d14_01-d14_13**

Why did you not take all the holiday that you were entitled to?

d14_01

Demands of the child - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_02

Carry days over/accumulate longer holidays for following year - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_03

Too much work/too busy - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_04

Didn't use it before specified date - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_05

Pressure from work/wasn't allowed - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_06

Not eligible yet - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_07

Health reasons - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_08

Not entitled to holiday pay - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_09

Didn't need/want to - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_10

Can't afford to go on holiday/wanted to earn money instead - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_11

Didn't realise/wasn't told how much holiday was available - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_12

Other - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No
- [-9] Don't know

d14_13

Don't know - reason didn't take all holiday entitled to.

- [1] Yes
- [2] No

{IF d13 = 2 (No – didn't take all the holiday entitled to)}

d15

In your last holiday year, were you compensated for the leave that you did not take. By compensate I mean were you paid for untaken leave or allowed to carry it over?

- [1] Yes
- [2] No
- [-9] Don't know

{IF d15 = 1 (Yes – was compensated for the leave that was not taken)}

d16

How were you compensated for the leave you did not take?

- [1] Paid for all of it
- [2] Paid for some of it
- [3] Allowed to carry all of the days over to the next year
- [4] Allowed to carry some, but not all, of the days over to the next year
- [5] Paid for some and allowed to carry the rest over
- [6] Other
- [-9] Don't know

SECTION E: CARERS

READ OUT:

I'd now like to talk to you about caring informally for others which is not part of your paid work. Some people have extra responsibilities because they look after someone who has long-term physical or mental ill-health or disability, or problems related to old age.

e01*

Are there any adults (living or not living with you) who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity?

- [1] Yes
- [2] No
- [-9] Don't know

{IF e01 = 1 (Yes – are adults who look after)}

e01a*

Are they living in your household?

- [1] Yes – in own household
- [2] Yes – in another household
- [3] Yes – both in own household and in another household
- [4] No
- [5] Not sure
- [-9] Don't know

{IF e01a = 1 (Look after adult in own household) OR e01a = 3 (Look after adult in both own household and in another household)}

e02

How many people do you care for in your household?

Enter number of people

{IF e01a = 2 (Look after adult in another household) OR e01a = 3 (Look after adult in both own household and in another household)}

e02a

How many people do you care for in another household?

Enter number of people

{IF e02 >= 1 (Valid number of adults looked after in their own household) OR e02a >=1 (Valid number of adults looked after in another household)}

Applies to all **e03_01 – e03_12**

Who is it that you look after or help?

DO NOT READ OUT

e03_01

Spouse/partner – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_02

Parent – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_03

Parent-in-law – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_04

Grandparent – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_05

Brother/sister – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_06

Adult son/daughter – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_07

Adult son/daughter in law – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_08

Other relative – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_09

Friend or neighbour – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_10

Client of voluntary organisation – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_11

Other – person looked after/helped.

- [1] Yes
- [2] No
- [-9] Don't know

e03_12

Don't know – person looked after/helped.

- [1] Yes
- [2] No

{IF e01 = 1 (Yes – are adults who they look after or to whom give special help)}

e04

How many hours do you spend caring for the people you have mentioned in a typical week?

Enter number of hours.....

e05

Are you aware that the government wants to extend the right to request flexible working to carers of adults?

- [1] Yes
- [2] No
- [-9] Don't know

SECTION F: CHILDCARE

READ OUT:

I'd now like to ask you about support by employers for working parents.

Applies to **f01_01 – f01_17***

What would be the one main arrangement, if any, that employers could provide to support working parents?

Set as open response question and subsequently coded into single variable **f01_01 – f01_17***

f01_01*

Flexible hours/flexi-time - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_02*

Crèche/help with childcare - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_03*

Time off when child is sick/emergencies - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_04*

Allowed time off for school holidays - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_05*

Allow to work from home - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_06*

General awareness and understanding - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_07*

More money/higher salary - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_08*

Allow time for dropping off and picking up children from school - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_09*

Job share - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_10*

Allow more time off - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_11*

Term-time contracts - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_12*

Paternity leave - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_13*

Work part-time/shorter hours - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_14*

Flexibility (unspecified) - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_15*

Other - main arrangement employers could provide to support working parents.

- [1] Yes
- [2] No
- [-9] Don't know

f01_16*

None/nothing - main arrangement employers could provide to support working parents.

- [[1] Yes
- [2] No
- [-9] Don't know

f01_17*

Don't know - main arrangement employers could provide to support working parents.

- [[1] Yes
- [2] No
- [-9] Don't know

SECTION G: ABOUT YOUR EMPLOYER

g01

Thinking about the organisation you work for, what is your overall impression of them as an employer?

- [1] Very good
- [2] Good
- [3] Neither good nor bad
- [4] Bad
- [5] Very bad
- [-9] Don't know

g02

In general, how would you describe relations between managers and employees at the establishment where you work?

- [1] Very good
- [2] Good
- [3] Neither good nor bad
- [4] Bad
- [5] Very bad
- [-9] Don't know

g03

Thinking about the place where you work, are the people there mostly women, about half women and half men, or mostly men?

- [1] Mostly women
- [2] About half women and half men
- [3] Mostly men
- [4] Other
- [-9] Don't know

READ OUT:

Thinking about all the different possible working arrangements, can you tell me whether you strongly agree, agree, neither agree nor disagree, disagree or strongly disagree with the following statements? Applies to **g04a – g04I**

g04a

Everyone should be able to balance their work and home lives in the way they want.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04b

People work best when they can balance their work and the other aspects of their lives.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04c

Employees must not expect to be able to change their working pattern if to do so would disrupt the business.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04d

It's not the employer's responsibility to help people balance their work with other aspects of their life.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04e

People who work flexibly get more work done.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04f

Employees without children should have the same flexibility in working arrangements as parents.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04g

People who work flexibly create more work for others.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04h

Employers who offer flexible working value their staff more.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04i

Having more choice in working arrangements improves workplace morale.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04j

People who work flexibly need closer supervision.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04k

Employers should give all employees the same priority when considering requests to work flexibly.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

g04l

People who work flexibly are less likely to get promoted.

- [1] Strongly agree
- [2] Agree
- [3] Neither agree not disagree
- [4] Disagree
- [5] Strongly disagree
- [-9] Don't know

SECTION Y: ABOUT YOUR JOB

READ OUT:

I would now like to ask you a few more questions about your job.

y01

What does the organisation you work for mainly make or do at the place where you work?

- [1] Agriculture, hunting and forestry
- [2] Fishing
- [3] Mining, quarrying
- [4] Manufacturing
- [5] Electricity, gas and water supply
- [6] Construction
- [7] Wholesale, retail and motor trade
- [8] Hotels and restaurants
- [9] Transport, storage & communication
- [10] Financial intermediation
- [11] Real estate, renting and business activities
- [12] Public administration & defence
- [13] Education
- [14] Health & social work
- [15] Other community, social & personal
- [16] Private households with employed persons
- [17] Extra-territorial organisation
- [-3] Refused/insufficient information

y02

Does the organisation that you work for have a single workplace in the UK or more than one workplace in the UK?

- [1] Single workplace in the UK
- [2] More than one workplace in the UK
- [-9] Don't know

y04

In the organisation where you work, what is the main job that you do?

Set as open response question and subsequently coded into categories.

- [1] Managerial and senior officials
- [2] Professional occupations
- [3] Associate professional and technical
- [4] Administrative and secretarial
- [5] Skilled trades/occupations
- [6] Personal service occupations
- [7] Sales and customer service occupations
- [8] Process, plant and machine operatives
- [9] Elementary occupations
- [-3] Refused/insufficient information

y05

Who are you paid by?

READ OUT OPTIONS.

- [1] The organisation you do the work for
- [2] An employment agency
- [-9] Don't know

y06

In your job, do you have formal responsibility for supervising the work of other employees?

- [1] Yes
- [2] No

y07

Do you have any managerial duties?

- [1] Manager
- [2] Foreman/supervisor
- [3] Not manager/supervisor

y08

Are there any trade unions or staff associations at your workplace that someone doing your job can join?

Subsequently coded out into **y08_01 – y08_04**.

- [1] Yes – Trade Union
- [2] Yes – Staff Association
- {3} Yes – both Trade Union and Staff Association
- [4] No
- [-9] Don't know

{IF y08 = 1 (Yes – there is a Trade Union at workplace that someone doing my job can join OR y08 = 3 (Yes – both Trade Unions and Staff Association)}

y09_01

Is (are) the trade union(s) recognised by your employer for pay bargaining purposes?

- [1] Yes
- [2] No
- [-9] Don't know

{IF y08 = 2 (Yes – there is a staff association at workplace that someone doing my job can join OR y08 = 3 (Yes – both Trade Unions and Staff Association)}

y09_02

Is (are) the staff association(s) recognised by your employer for pay bargaining purposes?

- [1] Yes
- [2] No
- [-9] Don't know

{IF y08 = 1 (Yes – there is a Trade Union at workplace that someone doing my job can join OR y08 = 2 (Yes – there is a staff association at workplace that someone doing my job can join) OR y08 = 3 (Yes – both Trade Unions and Staff Association)}

y11

Are you a member of a trade union of staff association there?

- [1] Yes
- [2] No, but have been in the past
- [3] No, have never been a member
- [-9] Don't know

SECTION Z: ABOUT YOU

READ OUT:

And finally a few questions about you.

z01

Are you currently living with a partner?

[1] Yes

[2] No

z01a*

What is your marital or civil partnership status?

[1] Single

[2] Married

[3] In a civil partnership

[4] Divorced

[5] Widowed

[6] Separated

[-3] Refused

z02_01 – z02_47*

What is the highest level of examination or qualification that you now hold, including any that you may have gained since leaving school?

Set as open response question and subsequently coded as **z02_01-z02_47***.

z02_01*

Highest educational qualification - GCSE A* - C grades

[1] Yes

[2] No

[-9] Don't know

z02_02*

Highest educational qualification - O Level/GCSE DG grades

[1] Yes

[2] No

[-9] Don't know

z02_03*

Highest educational qualification - 'O' Level

[1] Yes

[2] No

[-9] Don't know

z02_04*

Highest educational qualification - 'A' Level

[1] Yes

[2] No

[-9] Don't know

z02_05*

Highest educational qualification - First Degree (e.g. BA BSc)

- [1] Yes
- [2] No
- [-9] Don't know

z02_06*

Highest educational qualification - Professional qualifications at degree level (e.g. chartered accountant/surveyor)

- [1] Yes
- [2] No
- [-9] Don't know

z02_07*

Highest educational qualification - Ph.D. (Doctorate)

- [1] Yes
- [2] No
- [-9] Don't know

z02_08*

Highest educational qualification - Masters (e.g. M.Sc. MA)

- [1] Yes
- [2] No
- [-9] Don't know

z02_09*

Highest educational qualification - NVQ Level 5

- [1] Yes
- [2] No
- [-9] Don't know

z02_10*

Highest educational qualification - Postgraduate diploma/certificate (incl. Post Graduate Certificate of Education (PGCE))

- [1] Yes
- [2] No
- [-9] Don't know

z02_11*

Highest educational qualification - NVQ/SVQ Level 4

- [1] Yes
- [2] No
- [-9] Don't know

z02_12*

Highest educational qualification - Diploma in Higher Education

- [1] Yes
- [2] No
- [-9] Don't know

z02_13*

Highest educational qualification - HNC

- [1] Yes
- [2] No
- [-9] Don't know

z02_14*

Highest educational qualification - HND

- [1] Yes
- [2] No
- [-9] Don't know

z02_15*

Highest educational qualification - BTEC Higher

- [1] Yes
- [2] No
- [-9] Don't know

z02_16*

Highest educational qualification - Teaching qualifications for schools/further education (below degree level)

- [1] Yes
- [2] No
- [-9] Don't know

z02_17*

Highest educational qualification - Nursing/other medical qualification (below degree level)

- [1] Yes
- [2] No
- [-9] Don't know

z02_18*

Highest educational qualification - RSA Higher Diploma

- [1] Yes
- [2] No
- [-9] Don't know

z02_19*

Highest educational qualification - 'AS' Level

- [1] Yes
- [2] No
- [-9] Don't know

z02_20*

Highest educational qualification - SCE Higher

- [1] Yes
- [2] No
- [-9] Don't know

z02_21*

Highest educational qualification - Scottish Certificate 6th year studies

- [1] Yes
- [2] No
- [-9] Don't know

z02_22*

Highest educational qualification - NVQ/SVQ,GSVQ Level 3

- [1] Yes
- [2] No
- [-9] Don't know

z02_23*

Highest educational qualification - GNVQ Advanced

- [1] Yes
- [2] No
- [-9] Don't know

z02_24*

Highest educational qualification - ONC

- [1] Yes
- [2] No
- [-9] Don't know

z02_25*

Highest educational qualification - OND

- [1] Yes
- [2] No
- [-9] Don't know

z02_26*

Highest educational qualification - BTEC National

- [1] Yes
- [2] No
- [-9] Don't know

z02_27*

Highest educational qualification - City and Guilds Advanced Craft Final Level/Part III

- [1] Yes
- [2] No
- [-9] Don't know

z02_28*

Highest educational qualification - RSA Advanced Diploma

- [1] Yes
- [2] No
- [-9] Don't know

z02_29*

Highest educational qualification - NVQ Level 2

- [1] Yes
- [2] No
- [-9] Don't know

z02_30*

Highest educational qualification - SCE Standard/Ordinary grades 1-3

- [1] Yes
- [2] No
- [-9] Don't know

z02_31*

Highest educational qualification - CSE Grade 1

- [1] Yes
- [2] No
- [-9] Don't know

z02_32*

Highest educational qualification - NVQ/SVQ/GSVQ Level 2

- [1] Yes
- [2] No
- [-9] Don't know

z02_33*

Highest educational qualification - GNVQ Intermediate

- [1] Yes
- [2] No
- [-9] Don't know

z02_34*

Highest educational qualification - BTEC/SCOTVEC First/General Diploma

- [1] Yes
- [2] No
- [-9] Don't know

z02_35*

Highest educational qualification - City and Guilds/Ordinary Level/Part II

- [1] Yes
- [2] No
- [-9] Don't know

z02_36*

Highest educational qualification - RSA Diploma

- [1] Yes
- [2] No
- [-9] Don't know

z02_37*

Highest educational qualification - SCE Standard/Ordinary below grade 3

- [1] Yes
- [2] No
- [-9] Don't know

z02_38*

Highest educational qualification - CSE Grades 2-5

- [1] Yes
- [2] No
- [-9] Don't know

z02_39*

Highest educational qualification - NVQ/SVQ/GSVQ Level 1

- [1] Yes
- [2] No
- [-9] Don't know

z02_40*

Highest educational qualification - GNVQ Foundation

- [1] Yes
- [2] No
- [-9] Don't know

z02_41*

Highest educational qualification - BTEC/SCOTVEC First/General Certificate

- [1] Yes
- [2] No
- [-9] Don't know

z02_42*

Highest educational qualification - City and Guilds Part I

- [1] Yes
- [2] No
- [-9] Don't know

z02_43*

Highest educational qualification - RSA Stage I – III

- [1] Yes
- [2] No
- [-9] Don't know

z02_44*

Highest educational qualification - SCOTVEC Modules/Junior Certificate

- [1] Yes
- [2] No
- [-9] Don't know

z02_45*

Highest educational qualification - Other

- [1] Yes
- [2] No
- [-9] Don't know

z02_46*

Highest educational qualification - None

- [1] Yes
- [2] No
- [-9] Don't know

z02_47*

Highest educational qualification - Refused

- [1] Yes
- [2] No

z03

Do you have any long-term illness, health problem or disability? By long-term we mean that it can be expected to last for a year or more.

- [1] Yes
- [2] No
- [-3] Refused

z04

To which of these ethnic groups do you consider you belong?

READ OUT OPTION.

IF NECESSARY ALSO: By this I mean your cultural background.

- [1] White
- [2] Mixed
- [3] Asian or Asian British
- [4] Black or Black British
- [5] Chinese
- [6] Other ethnic group
- [-3] Refused

z04a

And to which of these ethnic groups do you consider you belong?

READ OUT.

Options given vary according to response given at **z04**.

{IF **z04** = 1 {White}}

Options are:

- [1] White British
- [2] Another white background

{IF **z04** = 2 (Mixed)}

Options are:

- [3] White and Black Caribbean
- [4] White and Black African
- [5] White and Asian
- [6] Another mixed background

{IF **z04** = 3 {Asian or Asian British}}

Options are:

- [7] Indian
- [8] Pakistani
- [9] Bangladeshi
- [10] Another Asian background

{IF **z04** = 4 {Black or Black British}}

Options are:

- [11] Caribbean
- [12] African
- [13] Another Black background

{IF **z04** = 5 {Chinese}}

CODE AS

- [14] Chinese

{IF **z04** = 6 {Other Ethnic Group}}

CODE AS

- [15] Other ethnic group

{IF **z04** = -3 {Refused}}

CODE AS

- [-3] Refused

{IF z01 = 1 (Yes, currently living with a partner)}

z05

Is your partner/husband/wife in paid employment?

- [1] Yes
- [2] No

z07

How much are you paid before tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly?

- [1] Annually
- [2] Monthly
- [3] Weekly
- [-3] Refused

{IF z07= 1 (Amount paid annually)}

z07a

Annual salary is:

Amount in pounds.....

{IF z07= 2 (Amount paid weekly)}

z07b

Monthly salary is:

Amount in pounds.....

{IF z07= 3 (Amount paid weekly)}

z07c

Weekly salary is:

Amount in pounds.....

{IF z07 = 1 (Annual pay) OR z07 = 2 (Monthly pay) OR z07 = 3 (Weekly pay)}

z08

Can I just check, is that before Tax and National Insurance or after Tax and National Insurance?

- [1] Before Tax and National Insurance
- [2] After Tax and National Insurance
- [-3] Refused

{IF a01 = 1 (Yes – have children living with them up to age of 16 (or 16-19 in full-time education)) OR e01a = 1(Yes – look after adult in own household) OR e01a = 3 (Yes – look after adult in both own and another household) OR z01 = 1(Live with partner)}

z09

Approximately, what is the gross total income of your household before Tax and other deductions such as National Insurance? Would you like to answer this annually, monthly or weekly?

- [1] Annually
- [2] Monthly
- [3] Weekly
- [-3] Refused

{IF z09 = 1 (Household income annually)}

z09a

Annual household income is:

Amount in pounds.....

{IF z09 = 2 (Household income weekly)}

z09b

Annual household income is:

Amount in pounds.....

{IF z09= 3 (Household income weekly)}

z09c

Weekly household income is:

Amount in pounds.....

z12

Thank you very much for taking part in his survey. In case we or another research agency wanted to contact you again in relation to the issues we discussed, would you be willing to be contacted again?

- [1] Yes – willing to be recontacted
- [2] No – not willing o be recontacted

z13

If the Department of Trade and Industry wanted to do a follow-up to this study, would you be willing for us to pass you details to another research organisation like ourselves?

- [1] Yes – willing for details to be passed on
- [2] No – not willing for details to be passed on

{IF z12 = 1 (Willing to be recontacted)}

GET THE PERSONS NAME

{IF z13 = 1 (Willing for details to be passed on)}

GET THE PERSONS ADDRESS

READ OUT

On behalf of the DTI and ICM, I would like to thank you for the time and help you've given me today.

If you would like to ascertain that we are a *bone fida* research company, I can offer you a freephone number to call. Would you like it? {If yes – (number supplied)}

I am (name inserted here) and if you have any questions about this research, I can give you a phone number to contact us on. Would you like it? {If yes – (Name and number of contact supplied)}.

and 'appeal' were well understood – with appeal usually having formal connotations. One or two respondents wanted clarification on what was meant by 'employer' i.e. their immediate line manager or the organisation as a whole.

Suggest possibly include note re 'employer' for interviewer to use if needed?

c12 I would now like to ask you about working arrangements at your work place. Which of the following are available at the place you work?

Work part-time: this means working less than 30 hours a week

- Available or not?

Work only during school term-time

- Available or not?

Job-share: this means where a FT job is divided between 2 or more people and they work at different times.

- Available or not?

Work flexi-time: this means where an employee has no set start or finish time but an agreement to work a set number of hours per week or per month.

- Available or not?

Work a compressed working week: this means working your contracted hours over a fewer number of days.

- Available or not?

Work annualised hours: this means where the number of hours an employee has to work is calculated over a full year rather than a week or month, typically with more hours during busy periods and fewer in quiet periods.

- Available or not?

Work from home on a regular basis: this means an employee works all or some part of the time from home as part of their working hours.

- Available or not?

c14 Thinking about the people you work with most of the time, do any of them work in these ways?

Work part-time

Work only during school term-time

Job-share

Work flexi-time

Work a compressed working week

Work annualised hours

Work reduced hours for a limited period

Work from home on a regular basis

Findings and recommendations:

We were interested in finding out if the definitions for these arrangements were sufficient and also to consider response scale.

On the scale – there were a number of cases where the individual did not know the response so a ‘don’t know’ option will be needed.

In question c14 we were in particular probing for their understanding of ‘the people you work with most of the time’.

The following issues arose in relation to the individual concepts:

- On part-time work even though the 30-hour threshold was specified in definition, when respondents were asked to indicate who they were thinking about when they thought of part-timers a number used other definitions e.g. those working less than full-time; those working 2 or 3 days instead of 4/5
- Flexi-time – here there was some confusion as to whether we were talking about a formal system or more informal arrangements based on agreements between line managers and employees
- Even using the definition one or two respondents had a problem with the concept of ‘compressed working week’
- Very few respondents understood what was meant by annualised hours –despite the definition. It was an unfamiliar concept to almost all of them. One or two respondents tried to fit informal variations in hours into the concept
- Work from home – despite the definition some people had a tendency to think in terms only of those working at home on a full-time basis

Suggest: definitions will generally need to be repeated wherever term is used and in some cases the more detailed definitions should perhaps be standard. To avoid guessing and the possible over recording especially of annualised hours perhaps question introduction should emphasise ok to say ‘don’t know’.

Re the ‘people you work with most of the time’ all respondents saw this as meaning work colleagues rather than e.g. customer; clients. For a number of respondents the phrase was taken as meaning those in the immediate working vicinity; or colleagues that they had most work contact with because they were most friendly with them; however other saw it as people doing similar jobs. One or two respondent extended the reference group that they were considering as we went through the list.

Suggest that this expression is defined.

c15 Which of these following two statements best describes how people's working arrangements are decided at your workplace.

- Everyone doing similar jobs has the same working arrangements
- People can negotiate their own working arrangements with their manager

Findings and recommendations

In particular we looked at whether there was a need to repeat the working arrangements definition; what respondents were thinking of when we said 'similar jobs' and again what did they understand by the term 'negotiate'?

There were few problems with this question. Understanding of working arrangement had generally continued from the first questions. 'similar job' was generally defined as those in the same occupation or doing 'similar tasks'. Negotiate was well understood on the whole.

Suggest: no changes to this question.

c20 I would now like to ask about your experience at work in the last 12 months or since you've been with your current employer.

Thinking back over the last 12 months, in what ways has your work with your current employer changed. For each aspect of your work I read out, please tell me if you think for you it has increased, decreased or stayed about the same.

How hard you have to work each hour when you are at work

- Increased
- Decreased
- Stayed About the Same / No change

The total amount of work you do in an average week

- Increased
- Decreased
- Stayed About the Same / No change

The amount of choice you have over when and where you work

- Increased
- Decreased
- Stayed About the Same / No change

How stressed you feel about work

- Increased
- Decreased
- Stayed About the Same / No change

Your status among your colleagues

- Increased
- Decreased
- Stayed About the Same / No change

Your sense of well-being at work

- Increased
- Decreased
- Stayed About the Same / No change

Findings and recommendations

Due to the number of items in this question we just tested those that had been newly devised. We focussed on understanding of each of these statements and also the time period considered in giving responses.

General points: some respondents said that their responses to these questions varied as at some points in the year the change had been upwards and at others downwards. A suggestion is to have an unprompted response of 'it varies' but the issues could also be addressed by inserting 'generally' before the response categories. Also time scale needs to be inserted in with each item? Some respondents forgot that they were asked about 12 months and talked about during the time they have been with employer. In some cases this was as long as 7 or 12 years.

Re specific statements:

A number were unproblematic e.g. people generally understood the first statement as being about intensity and some actually talked about work as becoming more intense.

Although the phrase 'the total amount of work you do in a week' was generally taken as referring to work load, one respondent working part-time with variable hours thought in terms of the total number of hours worked.

The term status was used differently by different respondents – some thought of it in terms of formal position in the organisational hierarchy; others saw the question as being about their respect/treatment by their colleagues.

Well-being also had differing meanings some respondents talked about happiness at work; others referred to health and safety.

c21 Earlier you said that some of your colleagues do some kind of flexible working. How much of the change you described was because of working flexibly?

- A lot
- Some
- None

Findings and recommendations:

This question is not in the draft questionnaire. It was introduced so that respondents referred back to their responses in C14 and C20. It was tested to see how easy it was for respondents to recall their responses to these two questions. It was also tested to see whether the scale used was appropriate. The results of the testing showed that the question was hard to answer, and, in terms of the actual wording, some respondents were not sure what was meant by the 'change you described'. We suggest that this could be expanded slightly to read 'the changes that you have just described in aspects of your job'.

c22 [Read out- I am now going to ask you questions about your current employer] In your opinion, does your employer treat people the same or does it favour certain types of people when considering requests to work flexibly?

- Treats people the same
- Favour certain types

c23 [If employees report that their employer favours certain types] Which types of people does your employer treat favourably?

- OPEN RESPONSE

c24 [And who/which types of people does your employer treat unfavourably?

- OPEN RESPONSE

Findings and recommendations:

We explored the concepts of 'treating people the same' and those of giving least/most options and treating more or less favourably. Treating people the same was generally understood as not differentiating between individuals/groups when making decisions [about flexible working].

The original wording for C23 and C24 seemed to produce more divergent findings than the revised wording: under the first good performers; longer serving staff; people working for a particular manager were mentioned by some respondents with others talking about men v women or grade. Grade and gender dominated responses to the second.

Suggest: consider the range of responses looking for in determining which approach to use.

c28 How important was the availability of flexible working for you when deciding to work with your current employer?

- Very important
- Quite Important
- Not important

Findings and recommendations:

We were particularly interested to see how easy it was for respondents to think back to when they first took up the position and whether they knew about the availability of the option when they decided to work for the employer. This was a well understood question although one respondent thought it over complicated for a simple issue. However in a few cases individuals were keen to talk about the importance of flexibility to them now – saying that although it wasn't an issue when they applied for their current employment, it would be now as their circumstances had changed. Suggest one possible solution would be to include an 'Other – please specify' category to enable responses that this was not important when they took up the position but it is very important now or vice versa.

d01 In the last 12 months, have you experienced an emergency which you had to deal with at short notice involving a dependant (e.g., children, other family members) during your working week?

- Yes
- No

d07 [All who say they have NOT taken any emergency time off to deal with a dependant?] What are the main reasons for not taking emergency time off to deal with a dependent?

- OPEN RESPONSE

Findings and recommendations:

Here we wanted to make sure that respondents were clear about the reference period (12 months). We also checked understanding of 'emergency time off' 'dependents' and (in this and the following question) 'short notice'. We found some variation in understanding of short-notice, although most thought of time frames within one day. Emergency was generally well understood as was concept of dependents.

d06 I will now read out a number of reasons why you might take time off at short notice and I'd like you to tell me how often your employer would agree to this.

Taking time off to attend a beauty appointment

- Would your employer almost always, sometimes or never agree to this?

Taking time off to attend a dentist or doctor's appointment

- Would your employer almost always, sometimes or never agree to this?

Taking time off to care for a dependent

- Would your employer almost always, sometimes or never agree to this?

Taking time off to care for a sick pet

- Would your employer almost always, sometimes or never agree to this?

Taking time off to deal with a household emergency such as a flood

- Would your employer almost always, sometimes or never agree to this?

Taking time off to stay at home to wait for a delivery

- Would your employer almost always, sometimes or never agree to this?

Findings and recommendations:

We wanted to make sure that they continued to think about time off at short notice and also effectiveness of response categories.

In a number of cases it became clear the respondent in some or all cases in the list was thinking about longer notice. When asked to answer the questions again, with the interviewer specifying that in each case we were talking about short notice, they typically had different responses to some or all the questions.

Suggest: add 'at short notice' to each of the items.

Although respondents were generally able to use the response categories to answer the question some had responses that didn't fit – for example being allowed to work at home to receive a delivery; some wanted a don't know or 'it depends' category; one or two said that they would be allowed time-off if they gave a different reason for short- notice absence.

Male respondents found the 'time-off for a beauty appointment' particularly amusing.

d08 Some parents are entitled to take up to 13 weeks unpaid leave to look after their child within the first 5 years following the birth. This is called parental leave.

In the last 12 months and with your current employer, have you taken parental leave?

- Yes
- No

d08a [All parents who did not take parental leave] What are the main reasons for not taking parental leave?

- Please record answers

Probing: Here we particularly wanted to check understanding of parental leave and the unpaid aspect of this.

Despite the definition we found that this concept caused confusion for several respondents with e.g. some taking it to mean paternity leave; some thinking

that it was about time-off to look after children more generally. Clearly some had not absorbed the 'unpaid' bit of the definition.

Suggest: this needs more thought but perhaps definition should specify that this is a legal provision. Perhaps give the definition after the question?

d10 I would now like to ask you about paid holiday. How many days of paid holiday are you entitled to each year? Does this include Bank Holidays?

- Yes
- No
- Don't know

Findings and recommendations:

Here we wanted to explore how they decided on the number of days i.e. to what extent did it involve guess work. We also wanted to compare understanding of paid holiday and annual leave. Finally we wanted to find-out how Bank Holidays are treated and whether this caused any confusion particularly for those whose job normally involves working on Bank Holidays.

Generally the term paid holiday was better understood than annual leave. Some people were able to answer the questions easily, others were less sure. Some flexible workers in particular were hazy about their holiday entitlement, and in particular where they sometimes or always worked bank holidays, were not clear how to answer this aspect of the question.

Suggest: add a 'don't know' option to the question on number of days' holiday. The subsequent question on how sure they are about their responses will be important here.

g04 [Ask All] [READ OUT] I will read out a number of statements and I'd like you to tell me how much you agree or disagree.

People who work flexibly get less work done

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Employees without children should have the same flexibility in working arrangements as parents

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

People who work flexibly create more work for others

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Employers who offer flexible working value their staff more

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Having more choice in how you work improves workplace morale

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

People who work flexibly need closer supervision

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Employers should give all employees the same priority when considering requests to work flexibly

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

People who work flexibly are less likely to get promoted

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

Findings and recommendations:

Here we focussed on understanding the statements especially the terms, workplace morale, work flexibly, and supervision. We also tested response scales.

Although for most respondents these questions worked well in a minority of cases some issues emerged:

- Some respondents said that their response would depend on the kind of flexible working discussed (e.g. part-time v home-working).
- Other respondents only thought about certain kinds of flexible working when they were answering this question (e.g. just flexi-time).
- One respondent was confused by the introduction of the phrase 'how you work'.
- There were some differences in the definitions given for 'workplace morale' – some answered in terms of their own state of mind; others mentioned the general atmosphere at work.

b10_01 – b10_15

A single response should have been recorded for each employee. 13 cases coded as multiple response and should not have been. Combined variable available as **b10** at beginning of derived variables coding the 13 cases involved as -5.

Section C

c22

There should have been a third answer option for those who thought that their employer treated some types of people unfavourably. This cannot now be rectified.

c24_01 – c24_10

Should have been asked of those cases who answered that their employer treated some types of people unfavourably at **c22**. Because this option was omitted **c24_01 – c24_10** was asked of 406 cases answering **c22** as “employer treated some people favourably”.

c27_01 – c27_23

A single response should have been recorded for each employee. 174 cases coded as multiple response and should not have been. Combined variable available as **c27** at beginning of derived variables coding the 174 cases involved as -5.

careresp

This variable is constructed using variable **e01a**. The caveat issues discussed for **e01a** should therefore be considered when using **careresp**.

Section E

e01 and e01a

The wording of this question was amended once the fieldwork was underway. Some respondents were confused by the original version of question which read:

“May I check, are there any adults living with or not living with you who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity and are they living in your household?”

Interviewers then probed respondents to the following pre-codes:

- Yes - in this household
- Yes - in another household
- Yes - both in this household and in another household
- No

The amended wording of question e01 was:

- “May I check, are there any adults living with or not living with you who are sick, disabled or elderly whom you look after or give special help to, other than in a professional capacity?”

Those answering “yes” (i.e. those with caring responsibilities to adults) were then asked an additional question **e01a**:

“Are they living in your household, in another household or in both this household and in another household?”

Yes - in this household

Yes - in another household

Yes - both in this household and in another household

No

Not sure

Section F

f01_01 – f01_17

A single response should have been recorded for each employee.

228 cases coded as multiple response and should not have been.

Combined variable available as **f01** at beginning of derived variables coding the 228 cases involved as -5.

Section Z

z01a

This question appears to have initially caused some confusion and was changed once the fieldwork had begun. The confusion was felt to be due to the use of the term ‘civil partnership’. Some respondents may have mistaken ‘civil partnership’ for ‘cohabitation’ as a large proportion gave the response civil partnership.

In order to overcome this confusion, where respondents said they were in a “civil partnership”, interviewers double-checked that respondents clearly understood the term “civil partnership” as presented below by asking the following question:

- “You said you are in a civil partnership. Can I just check - civil partnerships are similar to marriage but are for same-sex couples. Are you in a civil partnership?”

However several problems remained with this variable.

z02_01 – z02_47

A single response should have been recorded for each employee.

2 cases coded as multiple response and should not have been.

Combined variable available as **z02** at beginning of derived variables coding the 2 cases involved as -5.

Derived variables

actualhours

This variable is constructed using variable **b05**. All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

b10

13 cases coded as multiple response at **b10_01 – b10_15** and should not have been. This variable combines responses from **b10_01 – b10_15** with the 13 cases coded as -5.

betterwlb

Derived from **c27** and therefore includes 174 cases coded as multiple response at **c17_01 – c27_23** which should not have been. However, 68 of these gave responses which fell into separate categories at **supportwp** and have therefore been included in the variable. The remaining 106 have been coded as -6.

c27

174 cases coded as multiple response at **c27_01 – c27_23** and should not have been. This variable combines responses from **b10_01 – b10_15** with the 174 cases coded as -5.

conthours

This variable is constructed using variable **b04**. All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

diffhours

This variable is constructed using both **b04** and **b05** (see caveats above). All figures reported after the decimal place have, in all cases, been treated as proportions of hours.

educband

This is a banded form of **z02** which combines responses from **z02_01 – z02_47**. 2 cases coded as multiple response at **z02_01 – z02_47** and should not have been. These cases are coded as -5.

f01

228 cases coded as multiple response at **f01_01 – f01_17** and should not have been. This variable combines responses from **f01_01 – f01_17** with the 228 cases coded as -5.

hdiffband

This variable gives a banded form of **diffhours** and the same issues therefore apply.

hhinc

This variable gives a banded form of household income and is partly derived from **z09a1**, **z09b1** and **z09c1**.

Employees who refused to give their exact household income were also asked if they would provide their household income by choosing which band of income theirs fell into. The information collected from these individuals is also included in **hhinc**. The variables which contained this information are not however available in this dataset.

This variable was imported directly and not derived using this dataset – no syntax is therefore available for its derivation.

parental

This variable is derived from variables **youngest** which is based solely on the responses given at **a04_01** – **a04_06**. It does not, therefore, include the values given at **a04_01band** – **a04_04band** which had no corresponding values at **a04_01** – **a04_04**.

reasovertm

This variable is constructed using **b10** which in turn is derived from **b10_01** – **b10_15**. 13 cases were coded as multiple response at **b10_01** – **b10_15** and should not have been which are coded as –6.

supportwp

Derived from **f01** and therefore includes 228 cases coded as multiple response at **f01_01** – **f01_17** which should not have been. However, 112 of these gave responses which fell into separate categories at **supportwp** and have therefore been included in the variable. The remaining 116 have been coded as –6.

workgend

This variable is constructed using **workstatus** which in turn is derived from **b04**. All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

workstatus

This variable is constructed using variable **b04**. All figures reported after the decimal points have been treated as proportions for the purposes of this variable.

youngchild

This variable is derived from variables **youngest** which is based solely on the responses given at **a04_01** – **a04_06**. It does not, therefore, include the values given at **a04_01band** – **a04_04band** which had no corresponding values at **a04_01** – **a04_04**.

youngest

This variable is based solely on the responses given at **a04_01** – **a04_06**. It does not, therefore, include the values given at **a04_01band** – **a04_04band** which had no corresponding values at **a04_01** – **a04_04**.

z02

2 cases coded as multiple response at **z02_01 – z02_47** and should not have been. This variable combines responses from **z02_01 – z02_47** with the 2 cases coded as -5.

- Working reduced hours: This means where an employee has an agreement to cut their hours for a set period of time (e.g. a month, six months) and then return to their original working hours. This is sometimes known as V-time working.
An example of this could be where a relative is sick and you would like to work fewer hours to care for them; or where you may have had a n operation and you do not want to work your normal hours for a period of time.
- Working from home on a regular basis: This applies where an employee works all or part of the time from home as part of their working hours.
- Compressed working week: This means for example working a forty hour week over four days, or a nine-day fortnight, but this is NOT the same as shift-working. Both nine day fortnights and four and a half day weeks working arrangements involve the 5 day working week being compressed into fewer full days. Such arrangements refer to full-time working only.
- Annualised hours: This means where the number of hours an employee has to work is calculated over a full year. E.g. instead of say 40 hours a week employees are contracted to work say 1,900 hours per year (after allowing for leave and other entitlements). Longer hours are worked over certain parts of the year and shorter hours at other periods. Variations in hours are related to seasonal factors or fluctuation in demand for companies' goods or services.

quota
(1=1) (6=1) (2=2) (7=2) (3=3) (8=3) (4=4) (9=4) (5=5) (10=5) (11 thru 12=-3) INTO
age.

VARIABLE LABELS age "age: Age banded for tables".

VALUE LABELS

age
1 "16-24"
2 "25-34"
3 "35-44"
4 "45-54"
5 "55-64"
-3 "Refused".

FORMATS age (f3.0).

COMMENT Variable **AGEBAND**.
COMMENT Age banded - for use in tables.

RECODE

age
(1 = 1) (2 thru 3 = 2) (4 = 3) (5 = 4) (-3 = -3) INTO ageband.
EXECUTE.

VARIABLE LABELS ageband "ageband: Age - banded for use in tables".

VALUE LABELS

ageband
1 "16-24"
2 "25-44"
3 "45-54"
4 "55+"
-3 "Refused".

FORMATS ageband (f3.0).

COMMENT To produce new variable **b10** to combine all responses from **b10_01** -
b10_15 into one variable.
COMMENT **b10_01 -b10_15** to be left as dummy variables.

NUMERIC b10 (f3.0).

DO IF (b10_01=1).
RECODE
b10 (SYSMIS =1).
END IF.
EXECUTE.

DO IF (b10_02=1).
RECODE
b10 (SYSMIS =2).
END IF.
EXECUTE.

```
DO IF (b10_03=1).  
RECODE  
  b10 (SYSMIS =3).  
END IF.  
EXECUTE.
```

```
DO IF (b10_04=1).  
RECODE  
  b10 (SYSMIS =4).  
END IF.  
EXECUTE.
```

```
DO IF (b10_05=1).  
RECODE  
  b10 (SYSMIS =5).  
END IF.  
EXECUTE.
```

```
DO IF (b10_06=1).  
RECODE  
  b10 (SYSMIS =6).  
END IF.  
EXECUTE.
```

```
DO IF (b10_07=1).  
RECODE  
  b10 (SYSMIS =7).  
END IF.  
EXECUTE.
```

```
DO IF (b10_08=1).  
RECODE  
  b10 (SYSMIS =8).  
END IF.  
EXECUTE.
```

```
DO IF (b10_09=1).  
RECODE  
  b10 (SYSMIS =9).  
END IF.  
EXECUTE.
```

```
DO IF (b10_10=1).  
RECODE  
  b10 (SYSMIS =10).  
END IF.  
EXECUTE.
```

```
DO IF (b10_11=1).  
RECODE  
  b10 (SYSMIS =11).  
END IF.  
EXECUTE.
```

```
DO IF (b10_12=1).  
RECODE  
  b10 (SYSMIS =12).  
END IF.  
EXECUTE.
```

```
DO IF (b10_13=1).
RECODE
  b10 (SYSMIS =13).
END IF.
EXECUTE.
```

```
DO IF (b10_14=1).
RECODE
  b10 (SYSMIS =14).
END IF.
EXECUTE.
```

```
DO IF (b10_15=1).
RECODE
  b10 (SYSMIS =-9).
END IF.
EXECUTE.
```

```
DO IF (b10_01=-8).
RECODE
  b10 (SYSMIS =-8).
END IF.
EXECUTE.
```

```
DO IF (b10_02=1 & b10_05=1).
COMPUTE
  b10=15.
END IF.
EXECUTE.
```

```
DO IF (b10_11=1 & b10_13=1).
COMPUTE
  b10 =16.
END IF.
EXECUTE.
```

```
DO IF (serial = 2539 | serial = 2565 | serial = 6026 | serial = 7282 | serial = 8636 | serial =
8670
| serial = 9353 | serial = 12356 | serial = 14919 | serial = 18525 | serial = 20202 | serial =
22970 | serial = 23052).
COMPUTE
  b10 = -5.
END IF.
EXECUTE.
```

```
VARIABLE LABEL
  b10    "b10#: Main reason for working overtime".
```

```
VALUE LABELS
  b10
  1      "To make more money"
  2      "My employer expects it"
  3      "I like my job"
  4      "My organisation encourages it"
  5      "I have too much work to finish in normal working hours"
  6      "My colleagues all work more hours"
  7      "Don't want to let down the people I work with"
  8      "Nature of the business"
  9      "Staff shortages"
  10     "Meet deadlines/finish job"
```

- 11 "Meetings/training/events"
- 12 "Pressure from work"
- 13 "Business travel"
- 14 "Other reasons"
- 15 "Employer expects & too much work"
- 16 "Meetings/training & business travel"
- 5 "Case allowed multiple response in error"
- 8 "Not applicable"
- 9 "Don't know".

 COMMENT Variable **BETTERWLB**.
 COMMENT One arrangement employers could provide to improve WLB.
 COMMENT CARE: Selected responses (as listed) only for tables.

 COMMENT FLEXIBILITY IN WORKING ARRANGEMENTS:
 Flexi-time
 Work from home
 Compressed working week
 Increase/reduce hours
 Change shifts
 Less overtime/recognized overtime
 More annual leave

COMMENT BETTER RESOURCES & WORK ENVIRONMENT:
 Lighten workload/more staff
 More breaks during day
 Less paperwork/bureaucracy
 More training
 More time to catch up
 Better work environment
 Improve facilities
 Better relationship with Senior management
 Better communication with SM

COMMENT PAY:
 Pay increase

COMMENT NOTHING:
 Nothing/Happy with work arrangement

COMMENT DON'T KNOW:
 Don't know

COMPUTE betterwlb = -5.
 IF ((c27_01 = 1 | c27_05 = 1 | c27_06 = 1 | c27_07 = 1 | c27_09 = 1 | c27_10 = 1 | c27_11 = 1 | c27_14 = 1) & betterwlb = -5) betterwlb = 1.
 IF ((c27_03 = 1 | c27_08 = 1 | c27_12 = 1 | c27_13 = 1 | c27_16 = 1 | c27_17 = 1 | c27_18 = 1 | c27_19 = 1 | c27_20 = 1) & betterwlb = -5) betterwlb = 2.
 IF ((c27_04 = 1) & betterwlb = -5) betterwlb = 3.
 IF ((c27_22 = 1) & betterwlb = -5) betterwlb = 4.
 IF ((c27_01 = -9) & betterwlb = -5) betterwlb = -9.
 EXECUTE.

IF (c27olap =2 | c27olap =3 | c27olap =4 | c27olap =5) betterwlb = -6.

EXECUTE.

VARIABLE LABELS betterwlb "betterwlb#: Single thing employers could provide to improve WLB - selected".

VALUE LABELS

betterwlb
1 "Flexibility in working arrangements"
2 "Better resources and working environment"
3 "Pay"
4 "Nothing"
-5 "Excluded from selected responses"
-6 "Case excluded - falls into more than one category"
-9 "Don't know".

FORMATS betterwlb (f3.0).

COMMENT Variable **C13NCFIN**.
COMMENT Negative consequences of working flexible arrangements – financial detriment.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c13ncfin = -5.
IF (c13ncgroup = 1 | c13ncgroup = 3) c13ncfin = 1.
EXECUTE.
IF ((c13ncgroup = 2 | c13ncgroup = 4) & c13ncfin = -5) c13ncfin = 2.
EXECUTE.

VARIABLE LABELS c13ncfin "c13ncfin: Negative consequences of flexible working - financial detriment".

VALUE LABELS

c13ncfin
1 "Financial detriment"
2 "Not financial detriment"
-5 "Excluded from selected responses"

FORMATS c13ncfin (f3.0).

COMMENT Variable **C13NCGROUP**.
COMMENT Negative consequences of flexible working arrangements.
COMMENT CARE: Selected responses (as listed) only for tables.

COMMENT FINANCIAL DETRIMENT:
Lower pay-less money
More expensive hols
No overtime

COMMENT REDUCED WLB:
Intensified workload
Damaged career prospect
Increased stress
Negatively affected relationships
Tiring/work longer hours
No flexibility over holiday time

Missing out on family time

COMMENT NO NEGATIVE CONSEQUENCES:
Nothing/no negative consequences

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

```
COMPUTE c13ncgroup = -5.  
IF (c13nc01 = 1 | c13nc06 = 1 | c13nc08 = 1) c13ncgroup = 1.  
IF ((c13nc02 = 1 | c13nc03 = 1 | c13nc04 = 1 | c13nc05 = 1 | c13nc09 = 1 | c13nc10 = 1 |  
c13nc11 = 1) & c13ncgroup = -5) c13ncgroup = 2.  
IF ((c13nc01 = 1 | c13nc06 = 1 | c13nc08 = 1) & (c13nc02 = 1 | c13nc03 = 1 | c13nc04 = 1 |  
c13nc05 = 1 | c13nc09 = 1 | c13nc10 = 1 | c13nc11 = 1)) c13ncgroup = 3.  
IF (c13nc13 = 1) c13ncgroup = 4.  
EXECUTE.
```

VARIABLE LABELS c13ncgroup "c13ncgroup: Negative consequences of flexible working arrangements - grouped".

VALUE LABELS

c13ncgroup	
1	"Financial detriment"
2	"Reduced WLB"
3	"Both financial detriment and reduced WLB"
4	"No negative consequences"
-5	"Excluded from selected responses".

FORMATS c13ncgroup (f3.0).

```
*****  
COMMENT Variable C13NCNO.  
COMMENT Negative consequences of working flexible arrangements - none.  
COMMENT CARE Selected responses (as listed) only for tables.  
*****
```

```
COMPUTE c13ncno = -5.  
IF (c13ncgroup = 4) c13ncno = 1.  
EXECUTE.  
IF ((c13ncgroup = 1 | c13ncgroup = 2 | c13ncgroup = 3) & c13ncno = -5) c13ncno = 2.  
EXECUTE.
```

VARIABLE LABELS c13ncno "c13ncno: Negative consequences of flexible working - none".

VALUE LABELS

c13ncno	
1	"No negative consequences"
2	"Not no negative consequences"
-5	"Excluded from selected responses"

FORMATS c13ncno (f3.0).

```
*****  
COMMENT Variable C13NCWLB.  
COMMENT Negative consequences of working flexible arrangements – reduced WLB.  
COMMENT CARE Selected responses (as listed) only for tables.  
*****
```

```

COMPUTE c13ncwlb = -5.
IF (c13ncgroup = 2| c13ncgroup = 3) c13ncwlb = 1.
EXECUTE.
IF ((c13ncgroup = 1 | c13ncgroup = 4) & c13ncwlb = -5) c13ncwlb = 2.
EXECUTE.

```

VARIABLE LABELS c13ncwlb "c13ncwlb: Negative consequences of flexible working - reduced WLB".

```

VALUE LABELS
  c13ncwlb
  1      "Reduced WLB"
  2      "Not reduced WLB"
 -5      "Excluded from selected responses"

```

FORMATS c13ncwlb (f3.0).

```

*****
COMMENT   Variables C13PCCON.
COMMENT   Positive consequences of working flexible arrangements - convenience.
COMMENT   CARE Selected responses (as listed) only for tables.
*****

```

```

COMPUTE c13pcccon = -5.
IF (c13pcgroup = 2| c13pcgroup = 5| c13pcgroup = 7 | c13pcgroup = 8) c13pcccon = 1.
EXECUTE.

IF ((c13pcgroup = 1 | c13pcgroup = 3 | c13pcgroup = 4 | c13pcgroup = 6) & c13pcccon = -5)
c13pcccon = 2.
EXECUTE.

```

VARIABLE LABELS c13pcccon "c13pcccon: Positive consequences of flexible working - convenience".

```

VALUE LABELS
  c13pcccon
  1      "Convenience"
  2      "Not convenience"
 -5      "Excluded from selected responses"

```

FORMATS c13pcccon (f3.0).

```

*****
COMMENT   Variable C13PCGROUP
COMMENT   positive consequences of working flexible arrangements.
COMMENT   CARE: Selected responses (as listed) only for tables.
*****

```

```

*****

```

```

COMMENT   HAVING MORE TIME:
          Have more time
          More time to spend with family
          More time for holiday
          Time to study etc.

```

```

COMMENT   CONVENIENCE:
          Convenient-suits me
          Work the hours I want/flexible
          Suits childcare arrangements
          Less travelling-avoid rush time

```

Attend appointments

COMMENT IMPROVED WLB:
Improved health
Improved relationships at home
Don't suffer from as much stress
WLB improved
Enjoy work/happier

COMMENT NO POSITIVE CONSEQUENCES:
Nothing/no positive consequences

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

COMPUTE c13pcgroup = -5.
IF (c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) c13pcgroup = 1.
IF ((c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1) & c13pcgroup = -5) c13pcgroup = 2.
IF ((c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1 | c13pc16 = 1 | c13pc17 = 1) & c13pcgroup = -5) c13pcgroup = 3.
IF (c13pc19 = 1) c13pcgroup = 4.
IF ((c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) & (c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1)) c13pcgroup = 5.
IF ((c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) & (c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1 | c13pc16 = 1 | c13pc17 = 1)) c13pcgroup = 6.
IF ((c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1) & (c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1 | c13pc16 = 1 | c13pc17 = 1)) c13pcgroup = 7.
IF ((c13pc04 = 1 | c13pc05 = 1 | c13pc11 = 1 | c13pc12 = 1) & (c13pc06 = 1 | c13pc07 = 1 | c13pc08 = 1 | c13pc10 = 1 | c13pc14 = 1) & (c13pc01 = 1 | c13pc02 = 1 | c13pc03 = 1 | c13pc16 = 1 | c13pc17 = 1)) c13pcgroup = 8.
EXECUTE.

VARIABLE LABELS c13pcgroup "c13pcgroup: Positive consequences of working flexible arrangements - groups".

VALUE LABELS

c13pcgroup
1 "More time"
2 "Convenience"
3 "Improved WLB"
4 "No positive consequences"
5 "Time and convenience"
6 "Time and improved WLB"
7 "Convenience and improved WLB"
8 "All three categories"
-5 "Excluded from selected responses".

FORMATS c13pcgroup (f3.0).

COMMENT Variables **C13PCNO**.
COMMENT Positive consequences of working flexible arrangements - none.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c13pcno = -5.
IF (c13pcgroup = 4) c13pcno = 1.
EXECUTE.

IF ((c13pcgroup = 1 | c13pcgroup = 2 | c13pcgroup = 3 | c13pcgroup = 4 | c13pcgroup = 5 | c13pcgroup = 6 | c13pcgroup = 7 | c13pcgroup = 8) & c13pcno = -5) c13pcno = 2.
EXECUTE.

VARIABLE LABELS c13pcno "c13pcno: Positive consequences of flexible working - none".

VALUE LABELS

c13pcno
1 "No positive consequences"
2 "Not no positive consequences"
-5 "Excluded from selected responses"

FORMATS c13pcno (f3.0).

COMMENT Variables **C13PCTIME** .
COMMENT Positive consequences of working flexible arrangements – more time.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c13pctime = -5.

IF (c13pcgroup = 1| c13pcgroup = 5| c13pcgroup = 6 | c13pcgroup = 8) c13pctime = 1.
EXECUTE.

IF ((c13pcgroup = 2 | c13pcgroup = 3 | c13pcgroup = 4 | c13pcgroup = 7) & c13pctime = -5)
c13pctime = 2.
EXECUTE.

VARIABLE LABELS c13pctime "c13pctime: Positive consequences of flexible working - time".

VALUE LABELS

c13pctime
1 "Having more time"
2 "Not having more time"
-5 "Excluded from selected responses"

FORMATS c13pctime (f3.0).

COMMENT Variables **C13PCWLB**.
COMMENT Positive consequences of working flexible arrangements – improved WLB.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c13pcwlb = -5.

IF (c13pcgroup = 3| c13pcgroup = 6| c13pcgroup = 7 | c13pcgroup = 8) c13pcwlb = 1.
EXECUTE.

IF ((c13pcgroup = 1 | c13pcgroup = 2 | c13pcgroup = 4 | c13pcgroup = 5) & c13pcwlb = -5)
c13pcwlb = 2.
EXECUTE.

VARIABLE LABELS c13pcwlb "c13pcwlb: Positive consequences of flexible working - WLB improved".

VALUE LABELS

c13pcwlb
1 "WLB improved"
2 "Not WLB improved"
-5 "Excluded from selected responses"

FORMATS c13pcwlb (f3.0).

```
*****
COMMENT Variable C14NCGROUP.
COMMENT Negative consequences of colleagues' flexible working arrangements.
COMMENT CARE: Selected responses (as listed) only for tables.
*****
```

```
*****
```

```
COMMENT WORKLOAD RELATED CONSEQUENCES:
Having to cover colleagues' work
Increased workload
More/extra responsibilities
Staff shortages/staff unwilling to cover
Work not completed
Less productivity/less gets done
```

```
COMMENT INDIVIDUAL CONSEQUENCES:
Less money/reduced income
Restriction in holidays/time off
Lack of flexibility in work hours/days
Stressful/puts more pressure on FT staff
```

```
COMMENT COMMUNICATION RELATED CONSEQUENCES:
Colleagues not available for meetings etc
Lack of interaction/people not knowing what's going on
Communication issues
```

```
COMMENT NO NEGATIVE CONSEQUENCES:
None/nothing
```

```
COMMENT DON'T KNOW:
Don't know
```

```
COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
*****
```

```
COMPUTE c14ncgroup = -5.
IF (c14nc01 = 1 | c14nc03 = 1 | c14nc04 = 1 | c14nc05 = 1 | c14nc08 = 1 | c14nc11 = 1)
c14ncgroup = 1.
IF ((c14nc06 = 1 | c14nc07 = 1 | c14nc09 = 1 | c14nc14 = 1) & (c14ncgroup = -5)) c14ncgroup
= 2.
IF ((c14nc02 = 1 | c14nc12 = 1 | c14nc13 = 1) & (c14ncgroup = -5)) c14ncgroup = 3.
IF ((c14nc01 = 1 | c14nc03 = 1 | c14nc04 = 1 | c14nc05 = 1 | c14nc08 = 1 | c14nc11 = 1) &
(c14nc06 = 1 | c14nc07 = 1 | c14nc09 = 1 | c14nc14 = 1 )) c14ncgroup = 4.
IF ((c14nc01 = 1 | c14nc03 = 1 | c14nc04 = 1 | c14nc05 = 1 | c14nc08 = 1 | c14nc11 = 1) &
(c14nc02 = 1 | c14nc12 = 1 | c14nc13 = 1)) c14ncgroup = 5.
IF ((c14nc06 = 1 | c14nc07 = 1 | c14nc09 = 1 | c14nc14 = 1) & (c14nc02 = 1 | c14nc12 = 1 |
c14nc13 = 1)) c14ncgroup = 6.
IF (c14nc16 = 1) c14ncgroup = 7.
IF (c14nc17 = 1) c14ncgroup = 8.
EXECUTE.
```

VARIABLE LABELS c14ncgroup "c14ncgroup: negative consequences colleagues' flexible working arrangements - grouped".

```
VALUE LABELS
c14ncgroup
1 "Workload related"
```

2 "Individual consequences"
 3 "Communication"
 4 "Workload related and individual consequences"
 5 "Workload related and communication"
 6 "Individual consequences and communication"
 7 "No negative consequences"
 8 "Don't know"
 -5 "Excluded from selected responses".

FORMATS c14ncgroup (f3.0).

 COMMENT Variables **C14NCCOM** .
 COMMENT Negative consequences of colleagues' flexible working arrangements - communication.
 COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c14nccom = -5.
 IF (c14ncgroup = 3 | c14ncgroup = 5 | c14ncgroup = 6) c14nccom = 1.
 EXECUTE.
 IF (c14ncgroup = 1 | c14ncgroup = 2 | c14ncgroup = 4 | c14ncgroup = 7 | c14ncgroup = 8) c14nccom = 2.
 EXECUTE.

VARIABLE LABELS c14nccom "c14nccom: Negative consequences of colleagues' flexible working - communication".

VALUE LABELS
 c14nccom
 1 "Communication"
 2 "Not communication"
 -5 "Excluded from selected responses".

FORMATS c14nccom (f3.0).

 COMMENT **C14NC DK**.
 COMMENT Negative consequences of colleagues' flexible working arrangements – don't know.
 COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c14ncdk = -5.
 IF (c14ncgroup = 8) c14ncdk = 1.
 EXECUTE.
 IF (c14ncgroup = 1 | c14ncgroup = 2 | c14ncgroup = 3 | c14ncgroup = 4 | c14ncgroup = 5 | c14ncgroup = 6 | c14ncgroup = 7) c14ncdk = 2.
 EXECUTE.

VARIABLE LABELS c14ncdk "c14ncdk: Negative consequences of colleagues' flexible working - don't know".

VALUE LABELS
 c14ncdk
 1 "Don't know"
 2 "Not don't know"
 -5 "Excluded from selected responses".

FORMATS c14ncdk (f3.0).

```
*****
COMMENT    Variables C14NCIND .
COMMENT    Negative consequences of colleagues' flexible working arrangements –
            individual consequences.
COMMENT    CARE Selected responses (as listed) only for tables.
*****
```

```
COMPUTE c14ncind = -5.
IF (c14ncgroup = 2| c14ncgroup = 4| c14ncgroup = 6) c14ncind = 1.
EXECUTE.
IF (c14ncgroup = 1 | c14ncgroup = 3 | c14ncgroup = 5 | c14ncgroup = 7 | c14ncgroup = 8)
c14ncind = 2.
EXECUTE.
```

VARIABLE LABELS c14ncind "c14ncind: Negative consequences of colleagues' flexible working - individual consequences".

```
VALUE LABELS
    c14ncind
    1      "Individual consequences"
    2      "Not individual consequences"
    -5     "Excluded from selected responses".
```

FORMATS c14ncind (f3.0).

```
*****
COMMENT    Variables C14NCNO .
COMMENT    Negative consequences of colleagues' flexible working arrangements - none.
COMMENT    CARE Selected responses (as listed) only for tables.
*****
```

```
COMPUTE c14ncno = -5.
IF (c14ncgroup = 7) c14ncno = 1.
EXECUTE.
IF (c14ncgroup = 1 | c14ncgroup = 2 | c14ncgroup = 3 | c14ncgroup = 4 | c14ncgroup = 5 |
c14ncgroup = 6 | c14ncgroup = 8) c14ncno = 2.
EXECUTE.
```

VARIABLE LABELS c14ncno "c14ncno: Negative consequences' of colleagues' flexible working - no negative consequences".

```
VALUE LABELS
    c14ncno
    1      "No negative consequences"
    2      "Not no negative consequences"
    -5     "Excluded from selected responses".
```

FORMATS c14ncno (f3.0).

```
*****
COMMENT    Variables C14NCWORK.
COMMENT    Negative consequences of colleagues' flexible working arrangements – work
            related.
COMMENT    CARE Selected responses (as listed) only for tables.
*****
```

```
COMPUTE c14ncwork = -5.
IF (c14ncgroup = 1| c14ncgroup = 4| c14ncgroup = 5) c14ncwork = 1.
EXECUTE.
```

IF (c14ncgroup = 2 | c14ncgroup = 3 | c14ncgroup = 6 | c14ncgroup = 7 | c14ncgroup = 8)
c14ncwork = 2.
EXECUTE.

VARIABLE LABELS c14ncwork "c14ncwork: Negative consequences of colleagues' flexible working - work related".

VALUE LABELS

c14ncwork
1 "Work related"
2 "Not work related"
-5 "Excluded from selected responses".

FORMATS c14ncwork (f3.0).

COMMENT Variables **C14PCAFF** .
COMMENT Positive consequences of colleagues' flexible working arrangements – no affect.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c14pcaff = -5.
IF (c14pcgroup = 8) c14pcaff = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup = 3 | c14pcgroup = 4 | c14pcgroup = 5 | c14pcgroup = 6 | c14pcgroup = 7 | c14pcgroup = 9 | c14pcgroup = 10) c14pcaff = 2.
EXECUTE.

VARIABLE LABELS c14pcaff "c14pcaff: Positive consequences of colleagues' flexible working - no affect".

VALUE LABELS

c14pcaff
1 "No affect"
2 "Not no affect"
-5 "Excluded from selected responses".

FORMATS c14pcaff (f3.0).

COMMENT Variables **C14PCBUS** .
COMMENT Positive consequences of colleagues' flexible working arrangements – business benefits.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c14pcbus = -5.
IF (c14pcgroup = 2 | c14pcgroup = 4 | c14pcgroup = 6 | c14pcgroup = 7) c14pcbus = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 3 | c14pcgroup = 5 | c14pcgroup = 8 | c14pcgroup = 9 | c14pcgroup = 10) c14pcbus = 2.
EXECUTE.

VARIABLE LABELS c14pcbus "c14pcbus: Positive consequences of colleagues' flexible working - business benefits".

VALUE LABELS

c14pcbus
1 "Business benefits"

2 "Not business benefits"
-5 "Excluded from selected responses".

FORMATS c14pcbus (f3.0).

```
*****  
COMMENT Variables C14PCDK.  
COMMENT Positive consequences of colleagues' flexible working arrangements – don't  
know.  
COMMENT CARE Selected responses (as listed) only for tables.  
*****
```

```
COMPUTE c14pcdk = -5.  
IF (c14pcgroup = 10) c14pcdk = 1.  
EXECUTE.  
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup= 3 | c14pcgroup = 4 | c14pcgroup = 5 |  
c14pcgroup = 6 | c14pcgroup = 7 | c14pcgroup = 8 | c14pcgroup = 9) c14pcdk = 2.  
EXECUTE.
```

VARIABLE LABELS c14pcdk "c14pcdk: Positive consequences of colleagues' flexible working - don't know".

```
VALUE LABELS  
c14pcdk  
1 "Don't know"  
2 "Not don't know"  
-5 "Excluded from selected responses".
```

FORMATS c14pcdk (f3.0).

```
*****  
COMMENT Variable C14PCGROUP.  
COMMENT Positive consequences of colleagues' flexible working arrangements.  
COMMENT CARE: Selected responses (as listed) only for tables.  
*****
```

```
*****
```

```
COMMENT WORK ENVIRONMENT BENEFITS:  
Better/happier atmosphere  
More job satisfaction  
Less stressful  
More time to work  
  
COMMENT BUSINESS BENEFITS:  
Allows business flexibility  
Achieve other interests  
Keeps valued staff members  
  
COMMENT INDIVIDUAL BENEFITS:  
People can look after children-family  
Spend more time with family  
More freedom-time  
Convenience  
  
COMMENT DOESN'T AFFECT ME:  
It does not affect me  
  
COMMENT NO POSITIVE CONSEQUENCES:  
None/nothing
```

COMMENT DON'T KNOW:
Don't know

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

```
COMPUTE c14pcgroup = -5.  
IF (c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) c14pcgroup = 1.  
IF ((c14pc02 = 1 | c14pc07 = 1 | c14pc11 = 1) & (c14pcgroup = -5)) c14pcgroup = 2.  
IF ((c14pc04 = 1 | c14pc05 = 1 | c14pc09 = 1 | c14pc12 = 1) & (c14pcgroup = -5)) c14pcgroup  
= 3.  
IF ((c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) & (c14pc02 = 1 | c14pc07 = 1 |  
c14pc11 = 1)) c14pcgroup = 4.  
IF ((c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) & (c14pc04 = 1 | c14pc05 = 1 |  
c14pc09 = 1 | c14pc12 = 1)) c14pcgroup = 5.  
IF ((c14pc02 = 1 | c14pc07 = 1 | c14pc11 = 1) & (c14pc04 = 1 | c14pc05 = 1 | c14pc09 = 1  
| c14pc12 = 1)) c14pcgroup = 6.  
IF ((c14pc01 = 1 | c14pc06 = 1 | c14pc08 = 1 | c14pc10 = 1) & (c14pc02 = 1 | c14pc07 = 1 |  
c14pc11 = 1) & (c14pc04 = 1 | c14pc05 = 1 | c14pc09 = 1 | c14pc12 = 1)) c14pcgroup = 7.  
IF (c14pc14 = 1) c14pcgroup = 8.  
IF (c14pc15 = 1) c14pcgroup = 9.  
IF (c14pc16 = 1) c14pcgroup = 10.  
EXECUTE.
```

VARIABLE LABELS c14pcgroup "c14pcgroup: Positive consequences colleagues' flexible
working arrangements - grouped".

VALUE LABELS

c14pcgroup	
1	"Work environment benefits"
2	"Business benefits"
3	"Individual benefits"
4	"Work and business benefits"
5	"Work and individual benefits"
6	"Business and individual benefits"
7	"All three categories"
8	"Doesn't affect me"
9	"No positive consequences"
10	"Don't know"
-5	"Excluded from selected responses".

FORMATS c14pcgroup (f3.0).

```
*****  
COMMENT Variables C14PCIND.  
COMMENT Positive consequences of colleagues' flexible working arrangements –  
individual benefits.  
COMMENT CARE Selected responses (as listed) only for tables.  
*****
```

```
COMPUTE c14pcind = -5.  
IF (c14pcgroup = 3 | c14pcgroup = 5 | c14pcgroup = 6 | c14pcgroup = 7) c14pcind = 1.  
EXECUTE.  
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup = 4 | c14pcgroup = 8 | c14pcgroup = 9 |  
c14pcgroup = 10) c14pcind = 2.  
EXECUTE.
```

VARIABLE LABELS c14pcind "c14pcind: Positive consequences of colleagues' flexible
working - individual benefits".

VALUE LABELS

c14pcind
1 "Individual benefits"
2 "Not individual benefits"
-5 "Excluded from selected responses".

FORMATS c14pcind (f3.0).

COMMENT Variables **C14PCNO**.
COMMENT Positive consequences of colleagues' flexible working arrangements - none.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c14pcno = -5.
IF (c14pcgroup = 9) c14pcno = 1.
EXECUTE.
IF (c14pcgroup = 1 | c14pcgroup = 2 | c14pcgroup= 3 | c14pcgroup = 4 | c14pcgroup = 5 |
c14pcgroup = 6 | c14pcgroup = 7 | c14pcgroup = 8 | c14pcgroup = 10) c14pcno = 2.
EXECUTE.

VARIABLE LABELS c14pcno "c14pcno: Positive consequences of colleagues' flexible working - no positive consequences".

VALUE LABELS

c14pcno
1 "No positive consequences"
2 "Not no positive consequences"
-5 "Excluded from selected responses".

FORMATS c14pcno (f3.0).

COMMENT Variables **C14PCWORK**.
COMMENT Positive consequences of colleagues' flexible working arrangements – work environment.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE c14pcwork = -5.
IF (c14pcgroup = 1| c14pcgroup = 4| c14pcgroup = 5 | c14pcgroup = 7) c14pcwork = 1.
EXECUTE.
IF (c14pcgroup = 2 | c14pcgroup = 3 | c14pcgroup = 6 | c14pcgroup = 8 | c14pcgroup = 9 |
c14pcgroup = 10) c14pcwork = 2.
EXECUTE.

VARIABLE LABELS c14pcwork "c14pcwork: Positive consequences of colleagues' flexible working - work environment".

VALUE LABELS

c14pcwork
1 "Work environment benefits"
2 "Not work environment benefits"
-5 "Excluded from selected responses".

FORMATS c14pcwork (f3.0).

COMMENT To produce new variable **c27** to combine all responses from **c27_01 - c27_23** into one variable.
 COMMENT **c27_01 - c27_23** to be left as dummy variables.

NUMERIC c27 (f3.0).

```
DO IF (c27_01=1 & (c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
  c27 (SYSMIS =1).
END IF.
EXECUTE.
```

```
DO IF (c27_02=1 & (c27_01 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
  c27 (SYSMIS =2).
END IF.
EXECUTE.
```

```
DO IF (c27_03=1 & (c27_01 ~=1 & c27_02 ~=1 & c27_04 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
  c27 (SYSMIS =3).
END IF.
EXECUTE.
```

```
DO IF (c27_04=1 & (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_05 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
  c27 (SYSMIS =4).
END IF.
EXECUTE.
```

```
DO IF (c27_05=1 & (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_06~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
  c27 (SYSMIS =5).
END IF.
EXECUTE.
```

```
DO IF (c27_06=1 & (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 & c27_11~=1 &
c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 & c27_17~=1 &
c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)) .
RECODE
  c27 (SYSMIS =6).
END IF.
EXECUTE.
```



```
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_21~=1 & c27_22~=1 & c27_23~=1)).
```

```
RECODE
```

```
  c27 (SYSMIS =20).
```

```
END IF.
```

```
EXECUTE.
```

```
DO IF (c27_21=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_22~=1 & c27_23~=1)).
```

```
RECODE
```

```
  c27 (SYSMIS =21).
```

```
END IF.
```

```
EXECUTE.
```

```
DO IF (c27_22=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_23~=1)).
```

```
RECODE
```

```
  c27 (SYSMIS =22).
```

```
END IF.
```

```
EXECUTE.
```

```
DO IF (c27_23=1& (c27_01 ~=1 & c27_02 ~=1 & c27_03 ~=1 & c27_04 ~=1 & c27_05~=1 &
c27_06~=1 & c27_07~=1 & c27_08~=1 & c27_09~=1 & c27_10~=1 &
c27_11~=1 & c27_12~=1 & c27_13~=1 & c27_14~=1 & c27_15~=1 & c27_16~=1 &
c27_17~=1 & c27_18~=1 & c27_19~=1 & c27_20~=1 & c27_21~=1 & c27_22~=1)).
```

```
RECODE
```

```
  c27 (SYSMIS =-9).
```

```
END IF.
```

```
EXECUTE.
```

```
DO IF (c27_01=-8& SYSMIS (c27)).
```

```
RECODE
```

```
  c27 (SYSMIS =-8).
```

```
END IF.
```

```
EXECUTE.
```

```
RECODE
```

```
  c27 (SYSMIS=-5).
```

```
EXECUTE.
```

```
VARIABLE LABEL
```

```
  c27    "c27#: Single thing employer could provide to improve WLB".
```

```
VALUE LABELS
```

```
  c27
```

```
  1      "Flexi-time"
  2      "Crèche"
  3      "Lighten workload/more staff"
  4      "Pay increase"
  5      "Work from home"
  6      "More annual leave"
  7      "Compressed working week"
  8      "Improved facilities/equipment"
  9      "Less/recognised overtime"
 10      "Reduced work hours"
 11      "Increased work hours"
```

12 "More training"
 13 "More breaks"
 14 "Change work patterns/shifts"
 15 "More job security"
 16 "Less paperwork/bureaucracy"
 17 "Better work environment"
 18 "Better relationship with senior staff"
 19 "Better communication with senior staff"
 20 "More time to catch up/prepare work"
 21 "Other things"
 22 "Nothing"
 -5 "Case allowed multiple response in error"
 -8 "Not applicable"
 -9 "Don't know".

FORMATS c27 (f3.0).

 COMMENT Variable **C27OLAP**.
 COMMENT Variable needed to sort out cases of category overlap at **BETTERWLB**.
 COMMENT CARE: Variable for the purpose of identifying category overlapping cases.

COMPUTE c27olap = 0.
 EXECUTE.

IF (c27_01 = 1 | c27_05 = 1 | c27_06 = 1 | c27_07 = 1 | c27_09 = 1 | c27_10 = 1 | c27_11 = 1
 | c27_14 = 1) c27olap = 1.
 IF (c27_03 = 1 | c27_08 = 1 | c27_12 = 1 | c27_13 = 1 | c27_16 = 1 | c27_17 = 1 | c27_18 =
 1 | c27_19 = 1 | c27_20 = 1) c27olap = c27olap + 1.
 IF (c27_04 = 1) c27olap = c27olap + 1.
 IF (c27_22 = 1) c27olap = c27olap + 1.
 IF (c27_23 = 1) c27olap = c27olap + 1.
 EXECUTE.

VARIABLE LABELS c27olap "c27olap: Needed to identify cases of category overlap at
 BETTERWLB".

VALUE LABELS
 c27olap
 0 "Case falls into no category"
 1 "Case falls into one category only"
 2 "Case falls into two categories"
 3 "Case falls into three categories"
 4 "Case falls into four categories"
 5 "Case falls into all five categories".

FORMATS c27olap (f3.0).

 COMMENT Variable **CARE20PLUS**.
 COMMENT Carer for at least 20 hours per week.

RECODE
 e04
 (-7=Copy) (-8=Copy) (0 thru 19=1) (20 thru Highest=2) INTO care20plus.
 EXECUTE.

VARIABLE LABELS care20plus 'care20plus: Care for at least 20 hours per week'.

VALUE LABELS

care20plus	
1	"Less than 20 hours"
2	"20 hours or more"
-7	"Missing data"
-8	"Not applicable".

FORMATS care20plus (f3.0).

 COMMENT Variable **CAREBAND**.
 COMMENT Total number of adults cared for in other household - banded.

IF (carettotal = -8) careband = -8.

RECODE

carettotal
 (0=0) (1=1) (2=2) (3 thru 8=3) INTO careband.
 EXECUTE.

VARIABLE LABELS careband "careband: Total number of adults cared for - banded".

VALUE LABELS

careband	
0	"No people"
1	"1 person"
2	"2 people"
3	"3 or more people"
-8	"Not applicable".

FORMATS careband (f3.0).

 COMMENT Variable **CAREHOURS**.
 COMMENT Number of hours carers spent caring in a typical week - banded.
 COMMENT Banded for use in tables.

RECODE

e04
 (-8=-8) (-7=-7)(1 thru 5=1) (6 thru 10=2) (11 thru 20=3) (20 thru Highest=4) INTO
 carehours.
 EXECUTE.

VARIABLE LABELS carehours "carehours: Hours spent caring in a typical week - banded".

VALUE LABELS

carehours	
1	"1-5 hours"
2	"6-10 hours"
3	"11-20 hours"
4	"More than 20 hours"
-7	"Missing data"
-8	"Not applicable".

FORMATS carehours (f3.0).

 COMMENT Variable **CAREOTH**.

COMMENT Number of adults cared for in other household.

RECODE
e02a
(-8=-8)(0=0)(1=1) (2=2) (3=3) INTO careoth.
EXECUTE.

VARIABLE LABELS careoth "careoth: Number of adults cared for in another household".

VALUE LABELS
careoth
0 "None cared for in other household"
1 "1 person"
2 "2 people"
3 "3 or more people"
-8 "Not applicable".

FORMATS careoth (f3.0).

COMMENT Variable **CAREOWN**.
COMMENT Number of adults cared for in own household.

RECODE
e02
(-8=-8) (0=0) (1=1) (2=2) (3 thru 8=3) INTO careown.
EXECUTE.

VARIABLE LABELS careown "careown: Number of adults cared for in own household".

VALUE LABELS
careown
0 "None cared for in own household"
1 "1 person"
2 "2 people"
3 "3 or more people"
-8 "Not applicable".

FORMATS careown (f3.0).

COMMENT Variable **CARERESP**.
COMMENT Employee has caring responsibilities - recoded for tables

IF (e01a = -8) careresp = -8.
IF (e01a = 1 | e01a = 3) careresp = 1.
IF (e01a = 2) careresp = 2.
IF (e01a = 4) careresp = 3.
EXECUTE.

VARIABLE LABELS careresp "careresp#: Employee has caring responsibilities - recoded".

VALUE LABELS
careresp
1 "Yes, in this household"
2 "Yes, in another household"
3 "No"
-8 "Not applicable".

FORMATS careresp (f3.0).

```
*****
COMMENT Variable CARETOTAL.
COMMENT Total number of adults cared for in other household.
*****
```

```
IF (e02 = -8) carettotal = -8.
COMPUTE carettotal = SUM (e02 + e02a) .
IF (carettotal = -16) carettotal = -8.
EXECUTE.
```

VARIABLE LABELS carettotal "carettotal: Total number of adults cared for".

```
VALUE LABELS
  carettotal
    -8      "Not applicable".
```

FORMATS carettotal (f3.0).

```
*****
COMMENT Variable CONTHOURS.
COMMENT Contracted hours per week - Banded
COMMENT Banded for use in tables.
*****
```

```
RECODE
  b04
  (-7=-7) (-8=-8) (-9=-9) (Lowest thru 30 = 1) (30.01 thru 35 = 2) (35.01 thru 40 = 3) (40.01
thru Highest=4) INTO conthours .
EXECUTE .
IF ((conthours = -7 | conthours = -8 | conthours = -9) & (b04band = 1 | b04band = 2 |
b04band = 3 | b04band = 4 | b04band = 5 )) conthours = 1.
EXECUTE.
IF ((conthours = -7 | conthours = -8 | conthours = -9) & (b04band = 6)) conthours = 2 .
EXECUTE .
IF ((conthours = -7 | conthours = -8 | conthours = -9) & (b04band = 7)) conthours = 3 .
EXECUTE .
IF ((conthours = -7 | conthours = -8 | conthours = -9) & (b04band = 8 | b04band = 9 |
b04band = 10 | b04band = 11 | b04band = 12 )) conthours = 4.
EXECUTE.
IF ((conthours = -7 | conthours = -8 | conthours = -9) & (b04band = 13)) conthours = 5 .
EXECUTE .
```

VARIABLE LABELS conthours "conthours#: Contracted hours banded for tables".

```
VALUE LABELS
  conthours
    1      "30 hours and less"
    2      ">30 hours - 35 hours"
    3      ">35 hours - 40 hours"
    4      "More than 40 hours"
    5      "Varies from week to week"
    -8     "Not applicable"
    -9     "Don't know".
```

FORMATS conthours (f3.0).

```
*****
COMMENT Variable CWASAT.
COMMENT Level of satisfaction with current working arrangements.
COMMENT Values reversed for regression analysis.
```

RECODE
c01
(1=5) (2=4) (3=3) (4=2) (5=1) INTO cwasat .
EXECUTE.

VARIABLE LABELS cwasat "cwasat: Level of satisfaction with current working arrangements
- reversed".

VALUE LABELS
cwasat
1 "Very dissatisfied"
2 "Dissatisfied"
3 "Neither satisfied nor dissatisfied"
4 "Satisfied"
5 "Very satisfied".

FORMATS cwasat (f3.0).

COMMENT Variable **DAYHOLBAND**.
COMMENT Number of days paid holiday entitled to per year - banded.
COMMENT Banded for use in tables.

RECODE
d10
(0 thru 19=1) (20 thru 24=2) (25=3) (26 thru 30=4) (31 thru Highest=5) (-7=-7)
INTO dayholband.
EXECUTE .

VARIABLE LABELS dayholband "dayholband: Number of days paid holiday - banded".

VALUE LABELS
dayholband
1 "Less than 20 days"
2 "20-24 days"
3 "25 days"
4 "26-30 days"
5 "More than 30 days"
-7 "Missing data".

FORMATS dayholband (f3.0).

COMMENT Variable **DAYS**.
COMMENT Tidying to days taken off in an emergency.
COMMENT Brings variable into line with **HTODAYS** for combining.
COMMENT Removes all values above 100.

RECODE
d03a
(100 thru Highest=SYSMIS) (-9 = SYSMIS) (-8=SYSMIS) (ELSE=Copy) INTO days .
RECODE
days
(SYSMIS=-8) INTO days.
EXECUTE.

VARIABLE LABELS days "days: Days taken off in an emergency - recoded".

VALUE LABELS

days
-8 "Not applicable".

```
*****  
COMMENT Variable DAYSBAND.  
COMMENT Days taken off in an emergency - banded.  
COMMENT Combines those who gave response in hours and those in days - banded.  
*****
```

```
RECODE  
emerdays  
(0 thru 2.0 =1) (2.01 thru 4.99 = 2) (5.00 thru Highest = 3) INTO daysband.  
RECODE  
daysband  
(SYSMIS=-8) INTO daysband.  
EXECUTE.
```

VARIABLE LABELS daysband "daysband: Days taken off in an emergency - banded".

VALUE LABELS

daysband
1 "1-2 days"
2 "3-4 days"
3 "5 days or more"
-8 "Not applicable".

FORMATS daysband (f3.0).

```
*****  
COMMENT Variable DIFFHOURS.  
COMMENT Difference between hours contracted to work and actual hours worked.  
*****
```

```
IF (b04>=0 & b05>=0) diffhours = (b04-b05).  
EXECUTE.
```

VARIABLE LABELS diffhours "diffhours#: Difference between contracted and actual hours".

```
*****  
COMMENT Variable EDUCBAND  
COMMENT Highest educational qualification - banded for use in tables.  
*****
```

```
RECODE  
z02  
(46=1) (38=2) (9=3) (11=3) (4=Copy) (10=6) (30=7) (37=7) (-3=Copy) (1 thru 3=2) (14  
thru 18=3) (22 thru 23=3)  
(26 thru 29=3) (31 thru 32=3) (39 thru 43=3) (33 thru 36=3) (5 thru 6=5) (7 thru 8=6) (12  
thru 13=7) (19 thru 21=7)  
(24 thru 25=7) (44 thru 45=7) INTO educband .
```

```
IF (serial = 226 | serial = 5457) educband = -5.  
EXECUTE.
```

VARIABLE LABELS educband 'educband#: Highest educational qualification banded'.

VALUE LABELS

educband
1 "None"
2 "GCSEs/O Level/CSEs"
3 "Vocational qualifications"
4 "A Levels"
5 "Degree/Professional qualifications"
6 "Postgraduate degree"
7 "Other"
-3 "Refused"
-5 "Case allowed multiple response in error".

FORMATS educband (f3.0).

COMMENT Variable **EMERDAYS**.
COMMENT Days taken off in an emergency.
COMMENT Combines those who gave response in hours and those in days.

IF (htoday >= 0) emerdays =htoday.
IF (days >= 0 & SYSMIS (emerdays)) emerdays = days.
IF (htoday >=0 & days >=0) emerdays = htoday + days.
IF (htoday = -8 & days = -8) emerdays = -8.

VARIABLE LABELS emerdays "emerdays: Days taken off in an emergency - combined".

VALUE LABELS

emerdays
-8 "Not applicable".

COMMENT Variable **ETHBAND**
COMMENT Ethnicity - banded for use in tables.

RECODE

z04
(1=1) (2 thru 6 =2) (-3=-3) INTO ethband .
EXECUTE.

VARIABLE LABELS ethband "ethband: Ethnicity - banded".

VALUE LABELS

ethband
1 "White"
2 "Non-white"
-3 "Refused".

FORMATS ethband (f3.0).

COMMENT Variable **ETHDUMMY**.
COMMENT Ethnicity as dummy variable.

RECODE

z04
(1=1) (2 thru 6=0) (-3=-3) INTO ethdummy.
EXECUTE.

VARIABLE LABELS ethdummy "ethdummy: Ethnicity as a dummy variable".

VALUE LABELS

ethdummy
0 "Non-white"
1 "White"
-3. "Refused".

FORMATS ethdummy (f3.0).

COMMENT To produce new variable **F01** to combine all responses from **F01_01 - F01_17** into one variable.

COMMENT **F01_01 - F01_17** to be left as dummy variables.

NUMERIC f01 (f3.0).

DO IF (f01_01=1 & (f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 & f01_06 ~=1 & f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 & f01_17~=1)).

RECODE
f01(SYSMIS = 1).
END IF .
EXECUTE .

DO IF (f01_02 =1 & (f01_01~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 & f01_06 ~=1 & f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 & f01_17~=1)).

RECODE
f01(SYSMIS = 2).
END IF .
EXECUTE .

DO IF (f01_03 =1& (f01_01~=1 & f01_02~=1 & f01_04~=1 & f01_05~=1 & f01_06 ~=1 & f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 & f01_17~=1)).

RECODE
f01(SYSMIS = 3).
END IF .
EXECUTE .

DO IF (f01_04 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_05~=1 & f01_06 ~=1 & f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 & f01_17~=1)).

RECODE
f01(SYSMIS = 4).
END IF .
EXECUTE .

DO IF (f01_05 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_06 ~=1 & f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 & f01_17~=1)).

```
RECODE
  f01(SYSMIS = 5).
END IF .
EXECUTE .
```

```
DO IF (f01_06 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_07 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 6).
END IF .
EXECUTE .
```

```
DO IF (f01_07 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_08 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 7).
END IF .
EXECUTE .
```

```
DO IF (f01_08 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_09~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 8).
END IF .
EXECUTE .
```

```
DO IF (f01_09 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_10~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 9).
END IF .
EXECUTE .
```

```
DO IF (f01_10 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 10).
END IF .
EXECUTE .
```

```
DO IF (f01_11 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 11).
END IF .
EXECUTE .
```

```
DO IF (f01_12 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 12).
END IF .
EXECUTE .
```

```
DO IF (f01_13 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_14~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 13).
END IF .
EXECUTE .
```

```
DO IF (f01_14 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_15~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 14).
END IF .
EXECUTE .
```

```
DO IF (f01_15 =1& (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_16~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 15).
END IF .
EXECUTE .
```

```
DO IF (f01_16 =1 & (f01_01~=1 & f01_02~=1 & f01_03~=1 & f01_04~=1 & f01_05~=1 &
f01_06 ~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 &
f01_17~=1)).
RECODE
  f01(SYSMIS = 16).
END IF .
EXECUTE .
```

```
DO IF (f01_17 =1 & (f01_01=1 & f01_02=1 & f01_03=1 & f01_04=1 & f01_05~=1 & f01_06
~=1 & f01_07 ~= 1 & f01_08~=1 & f01_09~=1 &
f01_10~=1 & f01_11~=1 & f01_12~=1 & f01_13~=1 & f01_14~=1 & f01_15~=1 &
f01_16~=1)).
RECODE
  f01(SYSMIS = -9).
END IF .
EXECUTE .
```

```
DO IF (F01_01 = -9).
RECODE
f01(SYSMIS = -9).
END IF .
EXECUTE .
```

```
RECODE
  f01 (SYSMIS=-5) .
EXECUTE .
```

```
VARIABLE LABEL
  f01    "f01#: Main arrangement to support working parents".
```

```
VALUE LABELS
  f01
  1      "Flexible hours/flexi-time"
  2      "Crèche/help with childcare"
  3      "Time off when child sick/emergencies"
  4      "Time off for school holidays"
  5      "Work from home"
  6      "General awareness and understanding"
  7      "More money/higher salary"
  8      "Time off for dropping off/picking up kids"
  9      "Job share"
  10     "More time off"
  11     "Term-time contracts"
  12     "Paternity leave"
  13     "Part-time/shorter hours"
  14     "Flexibility (unspecified)"
  15     "Other"
  16     "None/nothing"
  -5     "Case allowed multiple response in error"
  -9     "Don't know".
```

```
FORMATS f01 (f3.0).
```

```
*****
COMMENT   Variable F01OLAP.
COMMENT   Variable needed to sort out cases of category overlap at SUPPORTWP.
COMMENT   CARE: Variable for the purpose of identifying category overlapping cases.
*****
```

```
COMPUTE f01olap = 0 .
EXECUTE .
```

```
IF (f01_01 = 1 | f01_05 = 1 | f01_09 = 1 | f01_11 = 1 | f01_13 = 1 ) f01olap = 1.
IF (f01_02 = 1 | f01_03 = 1 | f01_04 = 1 | f01_06 = 1 | f01_08 = 1 | f01_10 = 1 | f01_12 = 1 )
f01olap = f01olap + 1.
IF (f01_16 = 1 ) f01olap = f01olap + 1.
IF (f01_17 = 1 ) f01olap = f01olap + 1.
EXECUTE.
```

```
VARIABLE LABELS f01olap    "f01olap : Needed to identify cases of category overlap at
SUPPORTWP".
```

```
VALUE LABELS
  f01olap
  0      "Case falls into no category"
  1      "Case falls into one category only"
  2      "Case falls into two categories"
  3      "Case falls into three categories"
  4      "Case falls into all four categories".
```

```
FORMATS f01olap (f3.0).
```

```
*****
```

COMMENT Variable **FIG3.6A - FIG3.6H.**
 COMMENT Composite variable for figure 3.6.
 COMMENT Brings together results of c13a - c13h, naliketoa - naliketoh,
 nanowanta- nanowanth and notapplica - notapplich

```

RECODE
naliketoa
  (1=Copy) INTO fig3.6a .
RECODE
naliketob
  (1=Copy) INTO fig3.6b .
RECODE
naliketoc
  (1=Copy) INTO fig3.6c .
RECODE
naliketod
  (1=Copy) INTO fig3.6d .
RECODE
naliketoe
  (1=Copy) INTO fig3.6e .
RECODE
naliketof
  (1=Copy) INTO fig3.6f .

RECODE
naliketog
  (1=Copy) INTO fig3.6g .
RECODE
naliketoh
  (1=Copy) INTO fig3.6h .
IF (c13a = 1) fig3.6a = 2.
IF (c13b = 1) fig3.6b = 2.
IF (c13c = 1) fig3.6c = 2.
IF (c13d = 1) fig3.6d = 2.
IF (c13e = 1) fig3.6e = 2.
IF (c13f = 1) fig3.6f = 2.
IF (c13g = 1) fig3.6g = 2.
IF (c13h = 1) fig3.6h = 2.
IF (c13a = 2) fig3.6a = 3.
IF (c13b = 2) fig3.6b = 3.
IF (c13c = 2) fig3.6c = 3.
IF (c13d = 2) fig3.6d = 3.
IF (c13e = 2) fig3.6e = 3.
IF (c13f = 2) fig3.6f = 3.
IF (c13g = 2) fig3.6g = 3.
IF (c13h = 2) fig3.6h = 3.
IF (nanowanta = 1) fig3.6a = 4.
IF (nanowantb = 1) fig3.6b = 4.
IF (nanowantc = 1) fig3.6c = 4.
IF (nanowantd = 1) fig3.6d = 4.
IF (nanowante = 1) fig3.6e = 4.
IF (nanowantf = 1) fig3.6f = 4.
IF (nanowantg = 1) fig3.6g = 4.
IF (nanowanth = 1) fig3.6h = 4.
IF (notapplica = 1) fig3.6a = 5.
IF (notapplicb = 1) fig3.6b = 5.
IF (notapplicc = 1) fig3.6c = 5.
IF (notapplicd = 1) fig3.6d = 5.
IF (notapplice = 1) fig3.6e = 5.
  
```


IF (notapplicf = 1) fig3.6f = 5.
IF (notapplicg = 1) fig3.6g = 5.
IF (notapplich = 1) fig3.6h = 5.
EXECUTE.

VARIABLE LABELS

fig3.6a "fig3.6a: Part-time"
fig3.6b "fig3.6b: Term-time"
fig3.6c "fig3.6c: Job share"
fig3.6d "fig3.6d: Flexi-time"
fig3.6e "fig3.6e: Reduced hours"
fig3.6f "fig3.6f: Work from home"
fig3.6g "fig3.6g: Compressed week"
fig3.6h "fig3.6h: Annualised hours".

VALUE LABELS

fig3.6a fig3.6b fig3.6c fig3.6d fig3.6e fig3.6f fig3.6g fig3.6h
1 "Would like to work - but not available"
2 "Currently working this arrangement"
3 "Arrangement available - but not taken up"
4 "Arrangement not available - not wanted"
5 "Not answering any of above - due to don't know responses".

FORMATS fig3.6a fig3.6b fig3.6c fig3.6d fig3.6e fig3.6f fig3.6g fig3.6h (f3.0).

COMMENT Variable **FLEXAVAIL**
COMMENT Availability of flexible working arrangements - count

COMPUTE flexavail = 0.
EXECUTE.

IF (c12a = 1) flexavail = 1.
EXECUTE.

IF (c12b = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12c = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12d = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12e = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12f = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12g = 1) flexavail = flexavail + 1.
EXECUTE.

IF (c12h = 1) flexavail = flexavail + 1.
EXECUTE.

IF (flexavail = 0 & (c12a = -9 | c12b = -9 | c12c = -9 | c12d = -9 | c12e = -9 | c12f = -9 | c12g = -9 | c12h = -9)) flexavail = -9.
EXECUTE.

VARIABLE LABEL flexavail "flexavail: Availability of flexible working arrangements - count".

VALUE LABELS

flexavail
-9 "Don't know".

FORMATS flexavail (f3.0).

COMMENT Variable **FLEXCAT**.
COMMENT Flexibility score of employer - compressed.
COMMENT Compressed for use in tables.

RECODE

flexscore
(0 thru 2=1) (3 thru 6=2) (7 thru 10=3) (-5 = -5) INTO flexcat.
EXECUTE.

VARIABLE LABELS flexcat "flexcat: Flexibility score of employer - compressed".

VALUE LABELS

flexcat
1 "Low flexibility score"
2 "Medium flexibility score"
3 "High flexibility score"
-5 "Excluded case-don't know recorded at one of input variables".

FORMATS flexcat (f3.0).

COMMENT Variable **FLEXSCORE**.
COMMENT Flexibility score of employer.

NUMERIC flexscore (f3.0).

RECODE

flexscore (SYSMIS=0) .
IF (c12a = 1) flexscore = 1 .
IF (c12b = 1) flexscore = flexscore + 1 .
IF (c12c = 1) flexscore = flexscore + 1 .
IF (c12d = 1) flexscore = flexscore + 1 .
IF (c12e = 1) flexscore = flexscore + 1 .
IF (c12f = 1) flexscore = flexscore + 1 .
IF (c12g = 1) flexscore = flexscore + 1 .
IF (c12h = 1) flexscore = flexscore + 1 .
IF (c25 = 1) flexscore = flexscore + 1 .
IF (c26 = 1) flexscore = flexscore + 1 .
IF (c12a = -9|c12b = -9|c12c = -9|c12d = -9|c12e = -9|c12f = -9|c12g = -9|c12h = -9 |c25 = -9|c26 = -9) flexscore = -5.
EXECUTE .

VALUE LABELS

flexscore
-5 "Excluded case-don't know recorded at one of input variables".

VARIABLE LABELS flexscore "flexscore: Flexibility score of employer".

```
*****
COMMENT    Variable FLEXWORK.
COMMENT    Flexible worker status.
*****
```

```
COMPUTE flexwork = 3 .
IF (c13a = 1) flexwork = 1 .
IF ((c13b = 1| c13c = 1| c13d = 1| c13e = 1| c13f = 1| c13g=1| c13h = 1)& flexwork = 3)
flexwork = 2 .
EXECUTE .
```

```
VARIABLE LABELS flexwork "flexwork: Flexible worker status".
```

```
VALUE LABELS
  flexwork
    1      "Part-time"
    2      "Flexible working and not part-time"
    3      "No part-time or flexible working".
```

```
FORMATS flexwork (f3.0).
```

```
*****
COMMENT    Variable FTPTDUMMY.
COMMENT    Full-time/Part-time as dummy variable.
*****
```

```
RECODE
  b05
  (30.00 thru HIGHEST=1) (1 thru 29.99=0) (-7=-7) INTO ftptdummy.
DO IF (serial = 21138) .
RECODE
  ftptdummy (1=-7) .
END IF .
EXECUTE .
```

```
VARIABLE LABELS ftptdummy "ftptdummy: FT/PT as a dummy variable".
```

```
VALUE LABELS
  ftptdummy
    1      "Full-time"
    0      "Part-time"
   -7     "Missing data".
```

```
FORMATS ftptdummy(f3.0).
```

```
*****
COMMENT    Variable G01REV.
COMMENT    Overall impression of employers - scale reversed.
COMMENT    Scale reversed for use in tables.
*****
```

```
RECODE
  g01
  (1=5) (2=4) (3=3) (4=2) (5=1)(-9=-9) INTO g01rev .
EXECUTE .
```

```
VARIABLE LABELS g01rev "g01rev: Impression of employers - reversed scale".
```

```
VALUE LABELS
  g01rev
```

1 "Very bad"
 2 "Bad"
 3 "Neither bad nor good"
 4 "Good"
 5 "Very good"
 -9 "Don't know".

FORMATS g01rev (f3.0).

 COMMENT Variable **G02REV**.
 COMMENT Relations between employees and managers - scale reversed.
 COMMENT Scale reversed for use in tables.

RECODE
 g02
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g02rev .
 EXECUTE .

VARIABLE LABELS g02rev "g02rev: Relations between managers & employees".

VALUE LABELS
 g02rev
 1 "Very bad"
 2 "Bad"
 3 "Neither bad nor good"
 4 "Good"
 5 "Very good"
 -9 "Don't know".

FORMATS g02rev (f3.0).

 COMMENT Variable **G04AREV - G04IREV**.
 COMMENT Scale reversed for use in tables.

RECODE
 g04a
 (1=5) (2=4) (3=3) (4=2) (5=1) INTO g04arev .
 EXECUTE .

VARIABLE LABELS g04arev "g04arev: Everyone should be able to balance their work and home lives in the way that they want - reversed".

VALUE LABELS
 g04arev
 1 "Strongly disagree"
 2 "Disagree"
 3 "Neither disagree nor agree"
 4 "Agree"
 5 "Strongly agree".

FORMATS g04arev (f3.0).

RECODE
 g04b
 (1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04brev .
 EXECUTE .

VARIABLE LABELS g04brev "g04brev: People work best when they can balance their work and the other aspects of their lives - reversed".

VALUE LABELS

g04brev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04brev (f3.0).

RECODE

g04c
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04crev .
EXECUTE .

VARIABLE LABELS g04crev "g04crev: Employees must not expect to be able to change their work patterns if disturbs business - reversed".

VALUE LABELS

g04crev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04crev (f3.0).

RECODE

g04d
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04drev .
EXECUTE .

VARIABLE LABELS g04drev "g04drev: Not employers responsibility to help people balance their work with other aspects of their life- reversed".

VALUE LABELS

g04drev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04drev (f3.0).

RECODE

g04e
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04erev .
EXECUTE .

VARIABLE LABELS g04erev "g04erev: People who work flexibly get more work done - reversed".

VALUE LABELS

```
g04erev
 1      "Strongly disagree"
 2      "Disagree"
 3      "Neither disagree nor agree"
 4      "Agree"
 5      "Strongly agree"
-9      "Don't know".
```

FORMATS g04erev (f3.0).

RECODE

```
g04f
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04frev .
EXECUTE .
```

VARIABLE LABELS g04frev "g04frev: Employees without children should have same flexibility in working arrangements as parents- reversed".

VALUE LABELS

```
g04frev
 1      "Strongly disagree"
 2      "Disagree"
 3      "Neither disagree nor agree"
 4      "Agree"
 5      "Strongly agree"
-9      "Don't know".
```

FORMATS g04frev (f3.0).

RECODE

```
g04g
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04grev .
EXECUTE .
```

VARIABLE LABELS g04grev "g04grev: People who work flexibly create more work for others- reversed".

VALUE LABELS

```
g04grev
 1      "Strongly disagree"
 2      "Disagree"
 3      "Neither disagree nor agree"
 4      "Agree"
 5      "Strongly agree"
-9      "Don't know".
```

FORMATS g04grev (f3.0).

RECODE

```
g04h
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04hrev .
EXECUTE .
```

VARIABLE LABELS g04hrev "g04hrev: Employers who offer flexible working value their staff more - reversed".

VALUE LABELS

```
g04hrev
 1      "Strongly disagree"
```

2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04hrev (f3.0).

RECODE

g04i
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04irev .
EXECUTE .

VARIABLE LABELS g04irev "g04irev: Having more choice in working arrangements
improves workplace morale - reversed".

VALUE LABELS

g04irev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04irev (f3.0).

RECODE

g04j
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04jrev .
EXECUTE .

VARIABLE LABELS g04jrev "g04jrev: People who work flexibly need closer supervision -
reversed".

VALUE LABELS

g04jrev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04jrev (f3.0).

RECODE

g04k
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04krev .
EXECUTE .

VARIABLE LABELS g04krev "g04krev: Employers should give all employees the same
priority when considering requests to work flexibly - reversed".

VALUE LABELS

g04krev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"

5 "Strongly agree"
-9 "Don't know".

FORMATS g04krev (f3.0).

RECODE
g04l
(1=5) (2=4) (3=3) (4=2) (5=1) (-9=-9) INTO g04lrev .
EXECUTE .

VARIABLE LABELS g04lrev "g04lrev: People who work flexibly are less likely to get promoted - reversed".

VALUE LABELS
g04lrev
1 "Strongly disagree"
2 "Disagree"
3 "Neither disagree nor agree"
4 "Agree"
5 "Strongly agree"
-9 "Don't know".

FORMATS g04lrev (f3.0).

COMMENT Variable **GENDUMMY**.
COMMENT Gender as dummy variable.

RECODE
s01
(1=1) (2=0) INTO gendummy.
EXECUTE.

VARIABLE LABELS gendummy "gendummy: Gender as a dummy variable".

VALUE LABELS
gendummy
0 "Female"
1 "Male".

FORMATS gendummy (f3.0).

COMMENT Variable **GENPARENT**.
COMMENT Sex by parental status.

IF (s01 = 1 & a02 = 1) genparent = 1 .
IF (s01 = 2 & a02 = 1) genparent = 2 .
IF (s01 = 1 & a02 = 2) genparent = 3 .
IF (s01 = 2 & a02 = 2) genparent = 4 .
IF (s01 = 1 & a02 = -8) genparent = 3.
IF (s01 = 2 & a02 = -8) genparent = 4.
EXECUTE.

VARIABLE LABELS genparent "genparent: Sex and parental status".

VALUE LABELS
genparent

1 "Males with dependent children"
 2 "Females with dependent children"
 3 "Males without dependent children"
 4 "Females without dependent children"
 -8 "Not applicable".

FORMATS genparent (f3.0).

```
*****
COMMENT Variable HDIFFBAND.
COMMENT Difference between hours contracted to work and actual hours worked -
banded.
COMMENT Banded for use in tables.
*****
```

```
RECODE
diffhours
(lowest thru -10.00=1) (-9.99 thru -.01 =2) (0=3) (.10 thru highest =4) INTO
hdiffband .
EXECUTE .
```

VARIABLE LABELS hdiffband "hdiffband#: Difference between contracted and actual hours - banded".

```
VALUE LABELS
hdiffband
1 "10 or more hours than contracted"
2 "Up to 10 hours more than contracted"
3 "Same hours as contracted"
4 "Less hours than contracted".
```

FORMATS hdiffband (f3.0).

```
*****
COMMENT Variable HHINCHIGHDUMMY.
COMMENT Household income £40K and over as dummy variable.
*****
```

```
RECODE
hhinc
(4 = 1) (1 thru 3 =0) (-7 = -7) INTO hhinchighdummy .
EXECUTE.
```

VARIABLE LABELS hhinchighdummy "hhinchighdummy: Household income £40K and over - dummy variable"

```
VALUE LABELS
hhinchighdummy
0 "No"
1 "Hhinc £40K and over"
-7 "Missing data".
```

FORMATS hhinchighdummy (f3.0).

```
*****
COMMENT Variable HHINLOWDUMMY.
COMMENT Household income under £15K as dummy variable.
*****
```

```
RECODE
hhinc
```

(1=1) (2 thru 4=0) (-7=-7) INTO hhincldummy .
EXECUTE.

VARIABLE LABELS hhincldummy "hhincldummy: Household income Under £15K -
dummy variable".

VALUE LABELS

hhincldummy
0 "No"
1 "Hhinc under £15K"
-7 "Missing data".

FORMATS hhincldummy (f3.0).

COMMENT Variable **HOURSSAT**.
COMMENT Level of satisfaction with hours worked.
COMMENT Values reversed for regression analysis.

RECODE

b14d
(1=5) (2=4) (3=3) (4=2) (5=1) INTO hourssat .
EXECUTE.

VARIABLE LABELS hourssat "hourssat: Level of satisfaction with hours worked -
reversed".

VALUE LABELS

hourssat
1 "Very dissatisfied"
2 "Dissatisfied"
3 "Neither satisfied nor dissatisfied"
4 "Satisfied"
5 "Very satisfied".

FORMATS hourssat (f3.0).

COMMENT Variable **HTODAYS**.
COMMENT Conversion of hours taken off in an emergency to days.

IF (d03b > 0) htodays = d03b / 7.5 .

RECODE

htodays
(SYSMIS=-8) INTO htodays.
EXECUTE.

VARIABLE LABELS htodays "htodays: Hours taken in emergency - converted to days".

VALUE LABELS

htodays
-8 "Not applicable".

COMMENT Variable **JOBSECSAT**.
COMMENT Level of satisfaction with job security.
COMMENT Values reversed for regression analysis.

```
RECODE
  b14b
  (1=5) (2=4) (3=3) (4=2) (5=1) INTO jobsecsat .
EXECUTE.
```

```
VARIABLE LABELS
  jobsecsat      "jobsecsat: Level of satisfaction with job security - reversed".
```

```
VALUE LABELS
  jobsecsat
  1      "Very dissatisfied"
  2      "Dissatisfied"
  3      "Neither satisfied nor dissatisfied"
  4      "Satisfied"
  5      "Very satisfied".
```

```
FORMATS jobsecsat (f3.0).
```

```
*****
COMMENT      Variable LENGTHSERV.
COMMENT      Length of service - banded for use in tables.
*****
```

```
RECODE
  b00
  (-7=Copy) (0 thru 11=1) (12 thru 23=2) (24 thru 60=3) (61 thru Highest=4) INTO
lengthserv .
EXECUTE .
```

```
VARIABLE LABEL lengthserv "lengthserv: Length of service - banded".
```

```
VALUE LABEL
  lengthserv
  1      "< 1 year"
  2      "1 year - < 2 years"
  3      "2 years - 5 years"
  4      "More than 5 years"
  -7     "Missing data".
```

```
FORMATS lengthserv (f3.0).
```

```
*****
COMMENT      Variable LOS.
COMMENT      Length of service - banded for use in tables.
*****
```

```
RECODE
  b00
  (1 thru 11=1) (12 thru 59=2) (60 thru Highest=3) (-7 = -7) INTO los.
EXECUTE .
```

```
VARIABLE LABEL los "los: Length of service - banded".
```

```
VALUE LABELS
  los
  1      "Less than one year"
  2      "1 year to less than 5 years"
  3      "5 years or more"
  -7     "Missing data".
```

FORMATS los (f3.0).

```
*****  
COMMENT Variable LTIDUMMY.  
COMMENT Long-term illness/disability as dummy variable.  
*****
```

```
RECODE  
z03  
(1=1) (2=0) (-3=-3) INTO ltidummy .  
EXECUTE.
```

VARIABLE LABELS ltidummy 'ltidummy: Long-term illness/disability as a dummy variable'.

```
VALUE LABELS  
ltidummy  
0 "No"  
1 "Yes"  
-3 "Refused".
```

FORMATS ltidummy (f3.0).

```
*****  
COMMENT Variable MANAGEMENT.  
COMMENT Managerial duties.  
*****
```

```
RECODE  
y07  
(1=1) (2=1) (3=2) INTO management.  
EXECUTE.
```

VARIABLE LABELS management "management: Managerial duties".

```
VALUE LABELS  
management  
1 "Manager/supervisor"  
2 "Not manager/supervisor".
```

FORMATS management (f3.0).

```
*****  
COMMENT Variable MANGDUMMY.  
COMMENT Managerial duties as dummy variable.  
*****
```

```
RECODE  
management  
(1=1) (2=0) INTO mangdummy.  
EXECUTE.
```

VARIABLE LABELS mangdummy "mangdummy: Managerial duties as dummy variable".

```
VALUE LABELS  
mangdummy  
0 "Not manager/supervisor"  
1 "Manager/supervisor".
```

FORMATS mangdummy (f3.0).

 COMMENT Variable **NALIKETOA - NALIKETOH**.
 COMMENT Flexible working arrangement not available but would like to work it.

COMPUTE naliketoa = 2 .
 IF (c12a = 2 & c18a = 1) naliketoa = 1.
 COMPUTE naliketob = 2 .
 IF (c12b = 2 & c18b = 1) naliketob = 1.
 COMPUTE naliketoc = 2 .
 IF (c12c = 2 & c18c = 1) naliketoc = 1.
 COMPUTE naliketod = 2 .
 IF (c12d = 2 & c18d = 1) naliketod = 1.
 COMPUTE naliketoe = 2 .
 IF (c12e = 2 & c18e = 1) naliketoe = 1.
 COMPUTE naliketof = 2 .
 IF (c12f = 2 & c18f = 1) naliketof = 1.
 COMPUTE naliketog = 2 .
 IF (c12g = 2 & c18g = 1) naliketog = 1.
 COMPUTE naliketoh = 2 .
 IF (c12h = 2 & c18h = 1) naliketoh = 1.
 EXECUTE.

VARIABLE LABELS

naliketoa	"naliketoa: Work part-time - not available and would like to"
naliketob	"naliketob: Work term-time only - not available and would like to"
naliketoc	"naliketoc: Job share - not available and would like to"
naliketod	"naliketod: Work flexi-time - not available and would like to"
naliketoe	"naliketoe: Work reduced hours for limited period - not available and would like to"
naliketof	"naliketof: Work from home - not available and would like to"
naliketog	"naliketog: Work compressed week - not available and would like to"
naliketoh	"naliketoh: Work annualised hours - not available and would like to".

VALUE LABELS

naliketoa	naliketob	naliketoc	naliketod	naliketoe	naliketof	naliketog	naliketoh
1	"Yes"						
2	"No".						

FORMATS naliketoa naliketob naliketoc naliketod naliketoe naliketof naliketog naliketoh (f3.0).

 COMMENT Variable **NANOWANTA - NANOWANTH**.
 COMMENT Flexible working arrangement not available and not wanted.

COMPUTE nanowanta = 2 .
 IF (c12a = 2 & c18a = 2) nanowanta = 1.
 COMPUTE nanowantb = 2 .
 IF (c12b = 2 & c18b = 2) nanowantb = 1.
 COMPUTE nanowantc = 2 .
 IF (c12c = 2 & c18c = 2) nanowantc = 1.
 COMPUTE nanowantd = 2 .
 IF (c12d = 2 & c18d = 2) nanowantd = 1.
 COMPUTE nanowante = 2 .
 IF (c12e = 2 & c18e = 2) nanowante = 1.
 COMPUTE nanowantf = 2 .
 IF (c12f = 2 & c18f = 2) nanowantf = 1.
 COMPUTE nanowantg = 2 .

IF (c12g = 2 & c18g = 2) nanowantg = 1.
 COMPUTE nanowanth = 2 .
 IF (c12h = 2 & c18h = 2) nanowanth = 1.
 EXECUTE.

VARIABLE LABELS

nanowanta	"nanowanta: Work part-time - not available and not wanted"
nanowantb	"nanowantb: Work term-time only - not available and not wanted"
nanowantc	"nanowantc: Job share - not available and not wanted"
nanowantd	"nanowantd: Work flexi-time - not available and not wanted"
nanowante	"nanowante: Work reduced hours for limited period - not available and not wanted"
nanowantf	"nanowantf: Work from home - not available and not wanted"
nanowantg	"nanowantg: Work compressed week - not available and not wanted"
nanowanth	"nanowanth: Work annualised hours - not available and not wanted".

VALUE LABELS

nanowanta nanowantb nanowantc nanowantd nanowante nanowantf nanowantg nanowanth	
1	"Yes"
2	"No".

FORMATS nanowanta nanowantb nanowantc nanowantd nanowante nanowantf nanowantg
 nanowanth (f3.0).

 COMMENT Variable **NEGDDUMMY**.
 COMMENT Able to negotiate work arrangements as dummy variable.

RECODE

c15
 (1=1) (2=0) INTO negdummy.
 EXECUTE.

VARIABLE LABELS negdummy "negdummy: Able to negotiate work arrangements as a dummy variable".

VALUE LABELS

negdummy	
0	"No"
1	"Yes".

FORMATS negdummy (f3.0).

 COMMENT Variable **NOCHANGEBUS**.
 COMMENT Reasons not made a request to change working arrangements – business response.
 COMMENT Constructed for use in Table A5.12.
 COMMENT **NOCHANGEBUS**: Includes those who gave business response and those who gave both a personal and a business response.

COMPUTE nochangebus = -5 .
 IF ((reasongroup = 2 | reasongroup=3)) nochangebus = 1.
 EXECUTE.

IF (reasongroup = 1) nochangebus = 2.
 EXECUTE.

VARIABLE LABELS nochangebus "nochangebus: Reason not requested to change working arrangements - business".

VALUE LABELS

nochangebus
1 "Business reasons"
2 "Not business reasons"
-5 "Excluded from selected responses"

FORMATS nochangebus (f3.0).

COMMENT Variable **NOCHANGEPEP**.
COMMENT Reasons not made a request to change working arrangements – personal response.
COMMENT Constructed for use in Table A5.12.
COMMENT **NOCHANGEPEP**: Includes those who gave personal response and those who gave both a personal and a business response.

COMPUTE nochangeper = -5 .
IF ((reasongroup = 1 | reasongroup=3)) nochangeper = 1.
EXECUTE.

IF (reasongroup = 2) nochangeper = 2.
EXECUTE.

VARIABLE LABELS nochangeper "nochangeper: Reason not requested to change working arrangements - personal".

VALUE LABELS

nochangeper
1 "Personal reasons"
2 "Not personal reasons"
-5 "Excluded from selected responses"

FORMATS nochangeper (f3.0).

COMMENT Variable **NOTAPPLICA - NOTAPPLICH** .
COMMENT To deal with don't know statements for figure 3.6.

COMPUTE notappla = 2.
IF (c12a = -9 | c18a = -9) notappla = 1 .
IF (c13a = -9) notappla = 1.
COMPUTE notapplcb = 2.
IF (c12b = -9 | c18b = -9) notapplcb = 1 .
IF (c13b = -9) notapplcb = 1.
COMPUTE notapplcc = 2.
IF (c12c = -9 | c18c = -9) notapplcc = 1 .
IF (c13c = -9) notapplcc = 1.
COMPUTE notapplcd = 2.
IF (c12d = -9 | c18d = -9) notapplcd = 1 .
IF (c13d = -9) notapplcd = 1.
COMPUTE notapplce = 2.
IF (c12e = -9 | c18e = -9) notapplce = 1 .
IF (c13e = -9) notapplce = 1.
COMPUTE notapplcf = 2.

```

IF (c12f = - 9 | c18f = - 9) notapplicf = 1 .
IF (c13f = -9) notapplicf = 1.
COMPUTE notapplicg = 2.
IF (c12g = - 9 | c18g = - 9) notapplicg = 1 .
IF (c13g = -9) notapplicg = 1.
COMPUTE notapplich = 2.
IF (c12h = - 9 | c18h = - 9) notapplich = 1 .
IF (c13h = -9) notapplich = 1.
EXECUTE.

```

VARIABLE LABELS

```

notapplica "notapplica: Work part-time - dealing with don't know"
notapplicb "notapplicb: Work term-time only - dealing with don't know"
notapplicc "notapplicc: Job share - dealing with don't know"
notapplicd "notapplicd: Work flexi-time - dealing with don't know"
notapplice "notapplice: Work reduced hours for limited period - dealing with don't
know"
notapplicf "notapplicf: Work from home - dealing with don't know"
notapplicg "notapplicg: Work compressed week - dealing with don't know"
notapplich "notapplich: Work annualised hours - dealing with don't know".

```

VALUE LABELS

```

notapplica notapplicb notapplicc notapplicd notapplice notapplicf notapplicg
notapplich
1 "Don't know at one of feed variables"
2 "No don't know responses".

```

FORMATS notapplica notapplicb notapplicc notapplicd notapplice notapplicf notapplicg notapplich (f3.0).

```

*****
COMMENT Variables NOFLEXBUS.
COMMENT Main reasons for not working flexible arrangements - business.
COMMENT CARE Selected responses (as listed) only for tables.
*****

```

```

COMPUTE noflexbus = -5 .
IF (notflexgroup = 3| notflexgroup = 5| notflexgroup = 6 | notflexgroup = 7 ) noflexbus = 1.
EXECUTE.

```

```

IF ((notflexgroup = 1 | notflexgroup = 2 | notflexgroup = 4) & noflexbus = -5) noflexbus = 2.
EXECUTE.

```

VARIABLE LABELS noflexbus "noflexbus: Reason for not working available flexible arrangements - business".

VALUE LABELS

```

noflexbus
1 "Business reasons"
2 "Not business reasons"
-5 "Excluded from selected responses"

```

FORMATS noflexbus (f3.0).

```

*****
COMMENT Variables NOFLEXFIN.
COMMENT Main reasons for not working flexible arrangements - financial.
COMMENT CARE Selected responses (as listed) only for tables.
*****

```


COMPUTE noflexfin = -5 .
IF (notflexgroup = 2 | notflexgroup = 4 | notflexgroup = 6 | notflexgroup = 7) noflexfin = 1.
EXECUTE.

IF ((notflexgroup = 1 | notflexgroup = 3 | notflexgroup = 5) & noflexfin = -5) noflexfin = 2.
EXECUTE.

VARIABLE LABELS noflexfin "noflexfin: Reason for not working available flexible
arrangements - financial".

VALUE LABELS

noflexfin
1 "Financial reasons"
2 "Not financial reasons"
-5 "Excluded from selected responses"

FORMATS noflexfin (f3.0).

COMMENT Variable **NOTFLEXGROUP**.
COMMENT Main reason for not making use of flexible arrangements.
COMMENT CARE: Selected responses (as listed) only for tables.

COMMENT PERSONAL:
Happy with current arrangements
Doesn't suit domestic situation
No need

COMMENT FINANCIAL:
Financial reasons

COMMENT BUSINESS/EMPLOYER:
Employer wouldn't allow it
Job doesn't allow it
Too much work
Concerned about career
Concerned about job security
On fixed contract

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

COMPUTE notflexgroup = -5.
IF (c17_07 = 1 | c17_08 = 1 | c17_10 = 1) notflexgroup = 1.
IF ((c17_06 = 1) & notflexgroup = -5) notflexgroup = 2 .
IF ((c17_01 = 1 | c17_03 = 1 | c17_04 = 1 | c17_05 = 1 | c17_09 = 1 | c17_13 = 1) &
notflexgroup = -5) notflexgroup = 3 .
IF ((c17_07 = 1 | c17_08 = 1 | c17_10 = 1) & (C17_06 = 1)) notflexgroup = 4 .
IF ((c17_07 = 1 | c17_08 = 1 | c17_10 = 1) & (c17_01 = 1 | c17_03 = 1 | c17_04 = 1 |
c17_05 = 1 | c17_09 = 1 | c17_13 = 1)) notflexgroup = 5.
IF ((c17_06 = 1) & (c17_01 = 1 | c17_03 = 1 | c17_04 = 1 | c17_05 = 1 | c17_09 = 1 |
c17_13 = 1)) notflexgroup = 6.
IF ((c17_07 = 1 | c17_08 = 1 | c17_10 = 1) & (c17_06 = 1) & (c17_01 = 1 | c17_03 = 1 |
c17_04 = 1 | c17_05 = 1 | c17_09 = 1 | c17_13 = 1)) notflexgroup = 7.
EXECUTE.

VARIABLE LABELS notflexgroup "notflexgroup : Main reasons for not making use of flexible arrangements - groups".

VALUE LABELS

notflexgroup
1 "Personal reasons"
2 "Financial reasons/cannot afford to"
3 "Business/employer reasons"
4 "Personal and financial categories"
5 "Personal and business/employer reasons"
6 "Financial and business/employer reasons"
7 "All three categories"
-5 "Excluded from selected responses".

FORMATS notflexgroup (f3.0).

COMMENT Variables **NOFLEXPER**.
COMMENT Main reasons for not working flexible arrangements - personal.
COMMENT CARE Selected responses (as listed) only for tables.

COMPUTE noflexper = -5 .

IF (notflexgroup = 1 | notflexgroup = 4 | notflexgroup = 5 | notflexgroup = 7) noflexper = 1.
EXECUTE.

IF ((notflexgroup = 2 | notflexgroup = 3 | notflexgroup = 6) & noflexper = -5) noflexper = 2.
EXECUTE.

VARIABLE LABELS noflexper "noflexper: Reason for not working available flexible arrangements - personal".

VALUE LABELS

noflexper
1 "Personal reasons"
2 "Not personal reasons"
-5 "Excluded from selected responses"

FORMATS noflexper (f3.0).

COMMENT Variable **NUMBOFEMP**.
COMMENT Number of employees at workplace - banded.

RECODE

y03a
(1=1) (2=1) (3=2) (4=3) (5 Thru 9 =4) (-9=-9) INTO numbofemp.
EXECUTE.

VARIABLE LABELS numbofemp "numbofemp: Number of employees at workplace".

VALUE LABELS

numbofemp
1 "5-24"
2 "25-99"
3 "100-249"
4 "250+"

-9 "Don't know".

FORMATS numbofemp (f3.0).

```
*****  
COMMENT Variable ONEORMORE.  
COMMENT One or more flexible working arrangement available.  
*****
```

```
IF ((c12a = 1 | c12b = 1 | c12c = 1 | c12d = 1 | c12e = 1 | c12f = 1 | c12g = 1 | c12h = 1))  
oneormore = 1 .  
IF (SYSMIS(oneormore)) oneormore = 2 .  
EXECUTE .
```

VARIABLE LABELS oneormore "oneormore: One or more flexible working arrangements available".

VALUE LABELS

```
oneormore  
1 "One or more flexible working arrangement available"  
2 "No flexible working arrangements available or don't know".
```

FORMATS oneormore (f3.0).

```
*****  
COMMENT Variable PAIDOTBAND.  
COMMENT Paid overtime hours per week - banded.  
COMMENT Banded for use in tables.  
*****
```

RECODE

```
b07  
(0 thru 0.99=1) (1.00 thru 2.99 =2) (3.00 thru 5.99 =3) (6.00 thru 9.99 = 4)  
(10.00 thru 14.99 = 5) (15.00 thru HIGHEST = 6) (-8=-8) (-7=-7) INTO paidotband .  
EXECUTE.
```

VARIABLE LABELS paidotband "paidotband: Paid overtime hours - banded for tables".

VALUE LABELS

```
paidotband  
1 "Less than 1 hour"  
2 "1-<3 hours"  
3 "3-<6 hours"  
4 "6-<10 hours"  
5 "10-<15 hours"  
6 "15 hours or more"  
-7 "Missing data"  
-8 "Not applicable".
```

FORMATS paidotband (f3.0).

```
*****  
COMMENT Variable PARDUMMY.  
COMMENT Parental status as dummy variable.  
*****
```

RECODE

```
parentstatus  
(1=1) (2=0) INTO pardummy.  
EXECUTE.
```

VARIABLE LABELS pardummy "pardummy: Parental status as a dummy variable".

VALUE LABELS

 pardummy
 0 "No"
 1 "Yes".

FORMATS pardummy (f3.0).

```
*****  
COMMENT    Variable PARENTAL.  
COMMENT    Age of youngest child in two categories.  
COMMENT    Those of 5 and below and those 6 and over.  
*****
```

RECODE

 youngest
 (-7=Copy) (-8=3) (0 thru 5=1) (6 thru 18=2) INTO parental .
EXECUTE .

VARIABLE LABELS parental "parental#: Parental status and age of youngest dependant child - banded".

VALUE LABELS

 parental
 1 "Dependant children under 6"
 2 "Dependant children of 6 and over"
 3 "No dependant children"
 -7 "Missing data".

FORMATS parental (f3.0).

```
*****  
COMMENT    Variable PARENTSTATUS.  
COMMENT    Parental status - simplified for tables.  
*****
```

IF (a01 = 1 | a02 = 1) parentstatus = 1 .
IF (a01 = 2 | a02 = 2) parentstatus = 2 .
EXECUTE .

VARIABLE LABELS parentstatus "parentstatus: Parental status - simplified".

VALUE LABELS

 parentstatus
 1 "Parent"
 2 "Non-parent".

FORMATS parentstatus (f3.0).

```
*****  
COMMENT    Variable PAYSAT.  
COMMENT    Level of satisfaction with amount of pay received.  
COMMENT    Values reversed for regression analysis.  
*****
```

RECODE

 b14c
 (1=5) (2=4) (3=3) (4=2) (5=1) INTO paysat .
EXECUTE .

VARIABLE LABELS paysat "paysat: Level of satisfaction with amount of pay received - reversed".

VALUE LABELS

paysat
1 "Very dissatisfied"
2 "Dissatisfied"
3 "Neither satisfied nor dissatisfied"
4 "Satisfied"
5 "Very satisfied".

FORMATS paysat (f3.0).

COMMENT Variable **PERM**.
COMMENT Permanency of job.

IF (b02 = 1) perm = 1 .
IF (b02 = -9) perm = -9.
IF (b02a = -9) perm = -9.
IF (b02a = 1) perm = 2.
IF (b02a = 2) perm = 3.
IF (b02a = 3) perm = 4.
EXECUTE.

VARIABLE LABELS perm "perm: Permanency of job".

VALUE LABELS

perm
1 "Permanent"
2 "Temporary - not fixed term"
3 "Fixed - term"
4 "Other"
-9 "Don't know".

FORMATS perm (f3.0).

COMMENT Variable **PMSTATUS**.
COMMENT Parental and marital status.

IF (s01 = 2 & a02 = 1 & z01 = 1) pmstatus = 1 .
IF (s01 = 2 & a02 = 1 & z01 = 2) pmstatus = 2 .
IF (s01 = 1 & a02 = 1 & z01 = 1) pmstatus = 3 .
IF (s01 = 1 & a02 = 1 & z01 = 2) pmstatus = 4 .
IF (a02 = -8 | a02 = 2 | z01 = -3) pmstatus = -8.
EXECUTE.

VARIABLE LABELS pmstatus "pmstatus: Parental and marital status".

VALUE LABELS

pmstatus
1 "Coupled mother"
2 "Lone mother"
3 "Coupled father"
4 "Lone father"
-8 "Not applicable".

FORMATS pmstatus (f3.0).

```
*****
COMMENT Variable REASONGROUP.
COMMENT Reasons not made a request to change working arrangements.
COMMENT CARE: Selected responses (as listed) only for tables.
*****
```

```
*****
COMMENT FOR PERSONAL REASONS:
Doesn't suit domestic/household arrangements
Content with current working arrangement
Happy with current WLB
Already working flexibly
```

```
COMMENT FOR BUSINESS/EMPLOYER REASONS:
Job does not allow it/does not suit my job
Not convinced my employer would allow it
Not eligible to request flexible working
Don't feel confident enough to ask
```

```
COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.
*****
```

```
COMPUTE reasongroup = -5 .
IF ((c04_01 = 1 | c04_12 = 1 | c04_14 = 1 | c04_10 = 1 ) & (c04_02 = 1 | c04_07 = 1 |
c04_13 = 1 | c04_08 = 1)) reasongroup = 3.
EXECUTE.
```

```
IF ((c04_01 = 1 | c04_12 = 1 | c04_14 = 1 | c04_10 = 1 ) & reasongroup = -5) reasongroup =
1.
EXECUTE.
```

```
IF ((c04_02 = 1 | c04_07 = 1 | c04_13 = 1 | c04_01 = 1 ) & reasongroup = -5) reasongroup =
2 .
EXECUTE .
```

VARIABLE LABELS reasongroup "reasongroup: Reason not requested to change working arrangements - grouped".

```
VALUE LABELS
  reasongroup
  1      "Personal reasons"
  2      "Business/employer reasons"
  3      "Both personal and business/employer reasons"
 -5      "Excluded from selected responses"
```

FORMATS reasongroup (f3.0).

```
*****
COMMENT Variable REASOVERTM.
COMMENT Reasons for overtime - compressed.
COMMENT Excludes 1 case where double counting across multiple categories.
COMMENT Compressed for use in tables.
COMMENT Also takes those who gave more than one answer at b10 and where possible
includes them.
*****
```

```

RECODE
  b10
  (5=1) (9 thru 13 =1) (2 = 2) (4=2) (6=2) (8=2) (1=3) (3=3) (7=3) (14=4) (15 =-5 ) (16=1) (-
8=-8) (-9=-9)(-5=-6)
  INTO reasovertm.
EXECUTE .

DO IF ((serial=2539 | serial=2565 | serial=6026 | serial=7282 | serial=8670 | serial=9353
| serial=12356 | serial
= 14919 | serial=18525 | serial=20202 | serial=22970 | serial=23052) & reasovertm = - 6) .
RECODE
  reasovertm (-6=1) .
END IF .
EXECUTE .

VARIABLE LABELS reasovertm "reasovertm#: Reason for overtime - compressed".

VALUE LABELS
  reasovertm
  1      "Workload demands"
  2      "Organisational culture"
  3      "Personal choice"
  4      "Other reasons"
  -6     "Case excluded - falls into more than one category"
  -8     "Not applicable"
  -9     "Don't know".

FORMATS reasovertm (f3.0).

*****
COMMENT   Variable REGIONBAND.
COMMENT   Region - banded for use in tables.
*****

RECODE
  region
  (1=5) (7=4) (5 thru 6=3) (8=3) (-3=-3) (2 thru 4=2) (9 thru 11=1) INTO regionband.
EXECUTE.

VARIABLE LABELS regionband "regionband: Government Office Regions - banded".

VALUE LABELS
  regionband
  1      "South"
  2      "North"
  3.     "Midlands"
  4.     "Wales"
  5      "Scotland"
  -3     "Refused".

FORMATS regionband (f3.0).

*****
COMMENT   Variable REQTOCHANGE
COMMENT   Request to change work practices - compressed for use in tables.
*****

RECODE
  c08
  (3=2) (4=3) (1 thru 2=1) (-9 = -9) (-8 = -8) INTO reqtochange .

```

EXECUTE.

VARIABLE LABELS reqtochange "reqtochange: Request to change work practices (c08) - compressed".

VALUE LABEL

reqtochange
1 "All yes responses combined"
2 "No, declined"
3 "Awaiting/pending decision"
-8 "Not applicable"
-9 "Don't know".

FORMATS reqtochange (f3.0).

COMMENT Variable **SECDUMMY**.
COMMENT Sector as dummy variable.

RECODE

sector
(1=0) (2=1) (-3=-3) INTO secdummy.

EXECUTE.

VARIABLE LABELS secdummy "secdummy: Sector as a dummy variable".

VALUE LABELS

secdummy
0 "Private"
1 "Public"
-3 "Refused".

FORMATS secdummy (f3.0).

COMMENT Variable **SECTOR**.
COMMENT Working in private or public sector.

IF (s07 = 1 | s08 = 1 | s08 = 9) sector = 1 .

IF (s08 = 2 | s08 = 3 | s08 = 4 | s08 = 5 | s08 = 6 | s08 = 7 | s08 = 8) sector = 2 .

IF (s08=-3) sector = -3.

EXECUTE.

VARIABLE LABELS sector "sector: Work in public or private sector".

VALUE LABELS

sector
1 "Private"
2 "Public"
-3 "Refused".

FORMATS sector (f3.0).

COMMENT Variable **SUPPORTWP**.
COMMENT One main arrangement employers could provide to support working parents.
COMMENT CARE: Selected responses (as listed) only for tables.

 COMMENT FLEXIBILITY IN WORKING ARRANGEMENTS:
 Flexible hours/flexi-time
 Allow to work from home
 Job share
 Term-time contracts
 Work part-time/shorter hours

COMMENT HELP WITH CHILDCARE ARRANGEMENTS:
 Crèche/help with childcare
 Time off when child sick
 Allow time off for school runs
 Paternity leave
 Allow more time off
 Allowed time off for school holidays
 General awareness & understanding

COMMENT NOTHING:
 None/nothing

COMMENT DON'T KNOW:
 Don't know

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

COMPUTE supportwp = -5 .
 IF (f01 = 1 | f01 = 5 | f01 = 9 | f01 = 11 | f01 = 13) supportwp = 1.
 IF (f01 = 2 | f01 = 3 | f01 = 4 | f01 = 6 | f01 = 8 | f01 = 10 | f01 = 12) supportwp = 2.
 IF (f01 = 16) supportwp = 3 .
 IF (f01 = -9) supportwp = -9 .
 EXECUTE .

IF (f01olap =2 | f01olap = 3 | f01olap = 4) supportwp = -6.
 EXECUTE.

VARIABLE LABELS supportwp "supportwp#: Main arrangement employers could provide to support working parents - selected".

VALUE LABELS
 supportwp
 1 "Flexibility in working arrangements"
 2 "Help with childcare arrangements"
 3 "Nothing/no negative consequences"
 -5 "Excluded from selected responses"
 -6 "Case excluded - falls into more than one category"
 -9 "Don't know".

FORMATS supportwp (f3.0).

 COMMENT Variable **UNIONMEMB**.
 COMMENT Member of Trade Union of Staff Association.

RECODE
 y11
 (1=1) (2=2) (3=2) (-8=-8) INTO unionmemb.

EXECUTE.

VARIABLE LABELS unionmemb "unionmemb: TU/Staff Association member".

VALUE LABELS

unionmemb
1 "TU/SA member"
2 "Not TU/SA member"
-8 "Not applicable".

FORMATS unionmemb (f3.0).

COMMENT Variable **UNPAIDOTBAND**.
COMMENT Paid overtime hours per week - banded.
COMMENT Banded for use in tables.

RECODE

b08
(0 thru 0.99=1) (1.00 thru 2.99 =2) (3.00 thru 5.99 =3) (6.00 thru 9.99 = 4)
(10.00 thru 14.99 = 5) (15.00 thru HIGHEST = 6) (-8=-8) (-7=-7) INTO unpaidotband .
EXECUTE.

VARIABLE LABELS unpaidotband "unpaidotband: Unpaid overtime hours - banded for tables".

VALUE LABELS

unpaidotband
1 "Less than 1 hour"
2 "1-<3 hours"
3 "3-<6 hours"
4 "6-<10 hours"
5 "10-<15 hours"
6 "15 hours or more"
-7 "Missing data"
-8 "Not applicable".

FORMATS unpaidotband (f3.0).

COMMENT Variable **WORKCURRENTGROUP**.
COMMENT Reasons not made a request to change working arrangements.
COMMENT CARE: Selected responses (as listed) only for tables.

COMMENT FOR PERSONAL REASONS:
Childcare needs
Makes life easier
Have more free time
More time with family
To be able to study
Health reasons
Other caring needs
Reduces time/travel costs
More money
The cost of paying childcare

COMMENT FOR BUSINESS/EMPLOYER REASONS:

The nature/type of job
Demands of job
Demands of employer

COMMENT ALL OTHER CATEGORIES EXCLUDED FROM RECODING.

```
COMPUTE workcurrentgroup = -5 .
IF ((c16_01 = 1 | c16_05 = 1 | c16_06 = 1 | c16_08 = 1 | c16_10 = 1 | c16_12 = 1 | c16_02 =
1 | c16_11 = 1 | c16_13 = 1 | c16_07 = 1 ) & (c16_09 = 1 | c16_04 = 1 | c16_03 = 1))
workcurrentgroup = 3.
EXECUTE.
```

```
IF ((c16_01 = 1 | c16_05 = 1 | c16_06 = 1 | c16_08 = 1 | c16_10 = 1 | c16_12 = 1 | c16_02 =
1 | c16_11 = 1 | c16_13 = 1 | c16_07 = 1 ) & workcurrentgroup = -5) workcurrentgroup = 1.
EXECUTE.
```

```
IF ((c16_09 = 1 | c16_04 = 1 | c16_03 = 1) & workcurrentgroup = -5) workcurrentgroup = 2 .
EXECUTE .
```

VARIABLE LABELS workcurrentgroup "workcurrentgroup: Reasons for current working arrangements - grouped".

VALUE LABELS

workcurrentgroup	
1	"Personal reasons"
2	"Business/employer reasons"
3	"Both personal and business/employer reasons"
-5	"Excluded from selected responses"

FORMATS workcurrentgroup (f3.0).

```
COMMENT Variable WORKCURRENTBUS.
COMMENT Main reasons for working current arrangements - business.
COMMENT CARE Selected responses (as listed) only for tables.
*****
```

```
COMPUTE workcurrentbus = -5 .
IF ((workcurrentgroup = 2| workcurrentgroup=3)) workcurrentbus = 1.
EXECUTE.
```

```
IF (workcurrentgroup = 1) workcurrentbus = 2.
EXECUTE.
```

VARIABLE LABELS workcurrentbus "workcurrentbus: Reason for working current arrangements - business".

VALUE LABELS

workcurrentbus	
1	"Business reasons"
2	"Not business reasons"
-5	"Excluded from selected responses"

FORMATS workcurrentbus (f3.0).

```

COMMENT Variable WORKCURRENTPER.
COMMENT Main reasons for working current arrangements - personal.
COMMENT CARE Selected responses (as listed) only for tables.
*****

```

```

COMPUTE workcurrentper = -5 .
IF ((workcurrentgroup = 1 | workcurrentgroup=3)) workcurrentper = 1.
EXECUTE.

```

```

IF (workcurrentgroup = 2) workcurrentper = 2.
EXECUTE.

```

```

VARIABLE LABELS workcurrentper "workcurrentper: Reason for working current
arrangements - personal".

```

```

VALUE LABELS
workcurrentper
1 "Personal reasons"
2 "Not personal reasons"
-5 "Excluded from selected responses"

```

```

FORMATS workcurrentper (f3.0).

```

```

*****
COMMENT Variable WORKGEND.
COMMENT Work status and sex.
*****

```

```

IF (s01 = 1 & workstatus = 1) workgend = 1 .
IF (s01 = 2 & workstatus = 1 ) workgend = 2 .
IF (s01 = 1 & workstatus = 2 ) workgend = 3 .
IF (s01 = 2 & workstatus = 2 ) workgend = 4.
IF (workstatus = -7) workgend = -7.
IF (workstatus = -8) workgend = -7.
IF (workstatus = -9) workgend = -9.
EXECUTE.

```

```

VARIABLE LABELS workgend "workgend#: Work status and gender".

```

```

VALUE LABELS
workgend
1 "Male full-time"
2 "Female full-time"
3 "Male part-time"
4 "Female part-time"
-7 "Missing data"
-9 "Don't know".

```

```

FORMATS workgend (f3.0).

```

```

*****
COMMENT Variable WORKSAT.
COMMENT Level of satisfaction with the work itself.
COMMENT Values reversed for regression analysis.
*****

```

```

RECODE
b14a
(1=5) (2=4) (3=3) (4=2) (5=1) INTO worksat.

```

EXECUTE.

VARIABLE LABELS

worksat "worksat: Level of satisfaction with work itself - reversed".

VALUE LABELS

worksat
1 "Very dissatisfied"
2 "Dissatisfied"
3 "Neither satisfied nor dissatisfied"
4 "Satisfied"
5 "Very satisfied".

FORMATS worksat (f3.0).

COMMENT Variable **WORKSTATUS**.
COMMENT Work full-time or part-time.

RECODE

b04
(-7=Copy) (-8=Copy) (-9=Copy) (Lowest thru 29.99=2) (30 thru Highest=1) INTO
workstatus .
IF (serial = 18909) workstatus = -7.
EXECUTE.

VARIABLE LABELS workstatus "workstatus#: Full-time or Part-time work".

VALUE LABELS

workstatus
1 "Full-time"
2 "Part-time"
-7 "Missing data"
-8 "Not applicable"
-9 "Don't know".

FORMATS workstatus (f3.0).

COMMENT Variable **y01x**.
COMMENT Industrial groups (SIC).
COMMENT Compressed form of **y01**

RECODE

y01
(1 thru 3=7) (4=1) (5=7) (6=2) (7 thru 8=3) (9=4) (10 thru 11=5) (12 thru 14=6) (15 thru 16 =
7) (-3 = -3) INTO y01x .
EXECUTE.

VARIABLE LABELS y01x "y01x: Industrial groups (SIC)".

VALUE LABELS

y01x
1 "Manufacturing"
2 "Construction"
3 "Distribution, retail, hotels & restaurants"
4 "Transport, storage & communication"

5 "Banking, finance, insurance etc"
 6 "Public Admin, Education, Health"
 7 "Other services"
 -3 "Refused/insufficient information".

FORMATS y01x (f3.0).

 COMMENT Variable **y04x**.
 COMMENT Occupational group(SIC).
 COMMENT Compressed form of **y01**

RECODE
 y04
 (1 thru 3=4) (4 thru 5=3) (6 thru 7=2) (8 thru 9=1) (-3=-3) INTO y04x.
 EXECUTE.

VARIABLE LABELS y04x "y04x: Occupational group".

VALUE LABELS
 y04x
 1 "Operatives & Unskilled"
 2 "Services & Sales"
 3 "Clerical & Skilled Manual"
 4 "Managers & Professionals"
 -3 "Refused/insufficient information".

FORMATS y04x(f3.0).

 COMMENT Variable **YOUNGCHILD**.
 COMMENT Age of youngest child - banded for use in tables.

RECODE
 youngest
 (-8 = -8) (-7 = -7) (0 thru 1 = 1) (2 thru 5 = 2) (6 thru 11 = 3) (12 thru HIGHEST = 4)
 INTO youngchild.
 EXECUTE.

VARIABLE LABELS youngchild "youngchild#: Age of youngest child - banded".

VALUE LABELS
 youngchild
 1 "Under 2 years old"
 2 "2 - 5 years old"
 3 "6-11 years old"
 4 "12+ years old"
 -7 "Missing data"
 -8 "Not applicable".

FORMATS youngchild (f3.0).

 COMMENT Variable **YOUNGEST**.
 COMMENT Age of youngest dependant child.

IF (a04_01=-8) youngest = -8.
 IF (a04_01=-7) youngest = -7.

```
IF (a04_01 >= 0) youngest = a04_01 .
IF (a04_01 = -7 & a04_02 > 0 & youngest = -7) youngest = a04_02.
IF ((youngest>a04_02)& a04_02~=-7 & a04_02~=-8) youngest = a04_02.
IF ((youngest>a04_03)& a04_03~=-7 & a04_03~=-8) youngest = a04_03.
IF ((youngest>a04_04)& a04_04~=-7 & a04_04~=-8) youngest = a04_04.
IF ((youngest>a04_05)& a04_05~=-7 & a04_05~=-8) youngest = a04_05.
IF ((youngest>a04_06)& a04_06~=-7 & a04_06~=-8) youngest = a04_06.
EXECUTE.
```

VARIABLE LABELS youngest "youngest#: Age of youngest dependant child".

VALUE LABELS

youngest	
-7	"Missing data"
-8	"Not applicable"
0	"Less than 12 months".

FORMATS youngest(f3.0).

b11	39
b14a	39
b14b	39
b14c	39
b14d	40
b15	40
b16	40
b17	40
betterwlb	115, 124
c01	40, 101
c02	101
c02_01	41
c02_02	41
c02_03	41
c02_04	41
c02_05	41
c02_06	41
c02_07	41
c02_08	42
c02_09	42
c02_10	42
c02_11	42
c02_12	42
c02_13	42
c02_14	42
c02_15	43
c02_16	43
c02_17	43
c02_18	43
c02_19	43
c03	43, 101
c04_01	44
c04_02	44
c04_03	44
c04_04	44
c04_05	44
c04_06	44
c04_07	44
c04_08	45
c04_09	45
c04_10	45
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