QUESTIONNAIRES
AND SCHEDULES
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I. Corporate Information Data Sheet for Factories – Survey

1. Location of the factory: rural/urban / Semi urban.

2. Year of Establishment

3. Ownership; Government / Private

4. Products Manufactured:

5. Annual turnover

6. Is your company Public Ltd/ Private Ltd.

7. Human resources
   i Executives
   ii Supervisors
   iii Blue collar workers a) Permanent
       b) Temporary
       c) Contract
       d) Casual.
       Total.

8. Average age of workers

9. Average age of executives.

10. Nature of works undertaken in the factory:

11. Number of trade unions: a) Recognized
       b) Unrecognized

12. Do you have a separate HRD department?

13. No of executives in the HRD department:

14. Qualification of the HRD executives:

15. Do you have workers participatory forums?

16. If yes, how, many?

17. Do you have a grievance redressal scheme?

18. Broadly outline the grievance- redressal scheme:

19. Do you have a suggestion scheme?

20. Do you implement the suggestions given by the workers?

21. Do you have a company owned hospital?
22. Do you have separate occupational health center?

23. Staff in the Hospital:
   i) Doctors
   ii) Nurses
   iii) Attendants
   iv) Administrative staff
   v) Social workers
   vi) Counsellors
   vii) Any other.

24. Is a psychiatrist employed in the hospital?

25. If there is no hospital how do you cater to the medical needs of your employees?

26. Do you have shift working?

27. What is the pattern of your shift work? Outline

28. Does your factory allow overtime work?

29. What is the system of compensation for OT?

30. What is the maximum duration of Overtime work per day?

31. What are the special incentives that the company provides for the employees?

32. What is the frequency of pay increments in your company?

33. What are the non-financial incentives offered by your company to motivate your employees?

34. Besides the statutory minimum does the company provide any other welfare schemes to the workers? Please specify.

35. Do you conduct training programmes for your staff?

36. What are the major themes of such programmes – specify.

37. What has been the rate of absenteeism in your factory since the last four years?

38. What has been the number & percentage of chronic absentees in your factory since the last four years?

39. What is the number & percentage of chronic latecomers in your factory since the last three years?

40. How many incidents of indiscipline have occurred in your factory since the last four years?

41. How many accidents have occurred in your factory since the last four years.

42. What is the approximate loss incurred by your factory due to the accidents in the last four years?
11 Alcohol Policy Checklist questionnaire:

1. Do you have a written policy outlining the strategies in dealing with alcoholic workers?

2. Does the standing orders of your company specify the stand adopted by the company towards alcoholism?

3. Do you think alcoholism is major problem in your factory?

4. Do you think alcoholism is major contributing factor to absenteeism in the factory?

5. Do you think alcoholism contributes to low worker productivity and efficiency in the factory?

6. Do you think absenteeism and late coming in your factory is largely due to worker alcoholism.

Detection:

7. Have you identified the alcoholic workforce in your factory?

8. What is the approximate number of alcoholic workers in your factory?

   Number: Percentage

9. How do you detect an alcoholic worker in the factory?
   
   i) Breath analysis
   ii) Clinical tests
   iii) Screening instruments like CAGE, MAST, and AUDIT etc.
   iv) Complaints by coworkers
   v) Any other
   vi) Specify

10. Who detects the alcoholic worker?
    
    i) Security personnel
    ii) Co-worker
    iii) Supervisor
    iv) Company doctor
    v) Industrial counselor
    vi) Professionals form specialized agencies
    vii) Other – specify

Prevention:

11. Do you have a full-time counselor on your pay roll?

12. How many counsellors do you have?

13. What is their qualification?

14. Do you hire the services of professional counselors from outside agencies?
15. Do you have a tie-up with professional agencies for providing periodic counseling to your employees?

16. Do you display cutouts and other informative materials depicting the negative consequences of alcohol abuse?

17. Do you distribute handbills, pamphlets relating to alcohol abuse?

18. Do you conduct regular awareness programmes on alcoholism /

19. Do you hire the services of professionals / agencies for such programmes.

20. Do you conduct such programmes for all categories of employees?

21. Who organizes the programmes?
   i) H.R.D. department
   ii) Company doctor
   iii) Industrial counselor
   iv) Worker 's forums
   v) Trade unions
   vi) Any other --- specify

22. Do you invite the worker representatives / participatory forums while arranging such programmes?

23. Do you involve the families of the workers in the programmes?

24. Do you conduct such programmes exclusively for the families?

25. What is the duration of the programmes?
   i) More than a day
   ii) One-day campaigns
   iii) Sessions ranging a few hours
   iv) Short lectures

26. How periodically do you conduct such programmes?
   i) Once a month
   ii) Once in two months
   iii) Thrice a year
   iv) Twice a year
   v) More than a year

27. Is it mandatory /optional for the workers to attend such programmes?

28. Who are asked to attend the programmes?
   i) Workers as a whole
   ii) Workers suspected of alcoholism.
29. What is the approximate amount spent on conducting such programmes in a Year.

30. Are such programmes conducted on working days or holidays?

31. Are the programmes conducted within the factory premises or outside?

32. How is the attendance of the workers in such programmes?
   
   i) Good  
   ii) Average  
   iii) Poor.

33. What is the general reaction to such programmes from the workers' side?

   i) Neutral  
   ii) Whole hearted participation  
   iii) Disapproval.

**Intervention**

34. Do you have an alcohol intervention strategy?

35. Explain the nature of your strategy?

36. Do you do go in for medical intervention?

37. If so where are the workers treated?

   i) Company hospital  
   ii) Private agencies  
   iii) Government hospital  
   iv) No medical intervention.

38. Does the company meet the expenses of treatment?

38? Do you sanction paid leave for the duration of treatment?

39. So far approximately how many alcoholic workers have you treated?

40. Do the workers voluntarily come forward to undergo treatment or are they compelled to do so?

41. Do the supervisors / executives visit the employee in the hospital while undergoing treatment?

42. Approximately what has been the success percentage?

43. How many workers have relapsed after undergoing treatment?

44. Do you have plans of starting a de-addiction unit in the company hospital?

45. Do you have tie-up with private treatment agencies?
46. Do you offer special incentives to the workers who willingly volunteer for treatment?

47. What are those incentives? Specify.

48. Do you award any incentives or special incentives to workers who have undergone treatment?

49. If so what are they?

Rehabilitation & Followup:

50. If a treated employee relapses after a period of time, do you give him another chance to undergo treatment?

51. Do you meet the expenses of treatment for relapsed worker?

52. Do you give special concessions to workers who've undergone treatment? Specify.

53. Is the treated worker given follow-up counseling?

54. If so who does the follow-up counseling?
   i) Executive
   ii) Supervisor
   iii) Industrial Counsellor
   iv) Professionals hired from private agencies

55. Are the treated employees encouraged to form self-help groups?

56. Are there any such self-help groups at present?

57. What are they? Specify.

58. If an alcoholic worker who has to undergone a penalty/punishment for an act of indiscipline volunteered for treatment, will his punishment be relaxed/revoked?
   i) Relaxed
   ii) Revoked
   iii) Neither

59. Do you have an employee assistance programme to assist employees with their personal problems?

60. If so what are the problems for which assistance is offered?

61. Are alcoholic workers assisted in the employee assistance programmes?

62. Specify the categories of workers that are benefited by the EAP?
Self evaluation of policy:

63. Do you think the strategy of your company towards worker alcoholism is effective?
   i) Highly effective
   ii) Effective
   iii) Fairly effective
   iv) Not so effective
   v) Ineffective

64. Do you think your strategy needs to be modified? If so in that aspects? Specify.

65. Specify the major positives / advantages of your current initiatives?

66. What are the lacunae? Specify.

Socio-demographic data –sheet for workers in the factory taken as case-study:

1. Age:

2. Years of experience in the factory

3. Year of joining the factory:


5. The nature of your job:
   i) skilled work
   ii) semi-skilled
   iii) unskilled


7. Year of last promotion:

8. Expected year of next promotion.


10. Members in your family:

11. Type of Family : joint / Nuclear.

12. Residence : Own/ rented/ company quarters.


14. Do you attend work regularly?

15. If you’re unable to attend work regularly what are the reasons for doing so:
   a) Problems in the family
   b) Bad Health
   c) Other reasons.
16. Do you work overtime?

17. What is the compensation for OT in your company?

18. How often do you take up overtime work:
   i) Rarely
   ii) Very Often
   iii) Often
   iv) Most of the time.
   v) Never.

19. How many days of leave did you avail in the last year. Give details:
   a) Casual Leave:
   b) Earned Leave
   c) Medical leave
   d) Leave with loss of pay.

20. How often did you come late for work in the last month?

21. How often do you generally come late for work?
   a) Casual Leave:
   b) Earned Leave
   c) Medical leave
   d) Leave with loss of pay.

22. Is your present pay sufficient to meet regular expenses in the family?

23. If not how do you manage?
   i) Contributions from other members in the family.
   ii) Income from ancestral property.
   iii) Side-business.

24. Do you have debt?

25. Where do you borrow?
   a) Banks
   b) Co-workers
   c) Private financiers
   d) Co-operatives
   e) Government funding agencies.

26. What are the reasons for your debt?
    1) Housing purpose
    2) Family functions
    3) Insufficient pay
    4) Other expenses

27. Do you save?

28. Where do you have your savings?
   a) Banks
   b) Insurance agencies
   c) Post office
   d) Private financial companies.
29. Do you encash your earned leave?

30. Approximately what is the amount of debt that you have at present?

31. Where you subjected to disciplinary action in the last year?

32. If so what were the reasons?
   a) Irregular attendance
   b) Insubordination
   c) Faulty work performance
   d) Other reasons.

33. Where you warned /advised for absenteeism and late-coming.

34. have you met with any accident in the factory so far?

35. What was the nature of the accident?
   a) minor
   b) major

36. When and how did you meet with such an accident?

37. Do you change shift often?

38. Is your shift work inconvenient?

39. Does your work make you physically and psychologically tired?

40. Do you feel that your work is very monotonous?

41. Is your work-environment inconvenient to you?

42. Do you experience any of the following inconveniences at the work spot?

43. Is your employment bound by a contract?

44. Do you have job security?

45. Do you have close friends in the factory?

46. How is the relationship between you and your immediate superiors?

Alcoholic behaviour questionnaire - for workers:

A) General:

1. When do you drink?
   a) morning b) evening c) night d) all three times e) any time

2. How many drinks do you take at an average?

3. How much do you spend per month on alcohol?

4. How many times have you been caught drinking at the workplace in the last year?
5. How many times has the management taken action against you for drinking in the last year?

6. At what age did you have your first drink?

7. Since how many years have you been addicted to alcohol?

8. Is there anyone in your family who is an alcoholic? Specify.

9. Are your friends and co-workers alcoholics?

10. Do you drink only when you have money?

11. Do you borrow money from friends for drinking?


14. Do you drink alone or with friends and peers?

15. Do you prefer to drink alone or in the company of friends?

16. If your friends and peers don’t force you, would you stop drinking?

17. Have you been medically treated for alcoholism?

18. When did you get treated / how many years after treatment have you abstained from drinking?

19. Approximately how many workers in your factory do you think are addicted to alcohol?

B) AUDIT SCALE: Core Screening Questionnaire:

1. How often do you have a drink containing alcohol?
   
   (0) Never (1) Monthly (2) two to four times a month (3) Two to three times a week (4) four or five times a week.

2. How many drinks containing alcohol do you have on a typical day when you are drinking?
   
   (0) 1 or two (1) 3 or 4 (2) 5 or 6 (3) 7 or 9 (4) 10 or more.

3. How often do you have six or more drinks on one occasion?
   
   (0) Never (1) Less than monthly (2) monthly (3) Weekly (4) daily or almost daily.

4. How often during the last year have you found it difficult to get the thought of alcohol out of your mind?
   
   (0) Never (1) Less than monthly (2) monthly (3) Weekly (4) daily or almost daily.
5. How often during the last year have you found that you were not able to stop drinking once you had started?

(0) Never (1) Less than monthly (2) monthly (3) Weekly (4) daily or almost daily.

6. How often during the last year have you been unable to remember what happened the night before because you had been drinking?

(0) Never (1) Less than monthly (2) monthly (3) Weekly (4) daily or almost daily.

7. How often during the last year have you needed a first drink in the morning to get yourself going after a heavy drinking session.

(0) Never (1) Less than monthly (2) monthly (3) Weekly (4) daily or almost daily.

8. How often during the last year have you had a feeling of guilt or remorse after drinking?

(0) Never (1) Less than monthly (2) monthly (3) Weekly (4) daily or most daily.

9. Have you or someone else been injured as a result of your drinking?

(0) No (2) Yes but not in the last year (4) Yes, during the last year.

10. Has a relative or friend or doctor or other health worker, been concerned about your drinking or suggested you cut down?

(0) No (2) Yes but not in the last year (4) Yes, during the last year.

Scale I: Measuring awareness about harmful effects of alcoholism for the workplace:

1) Alcoholism is a major problem that needs to be paid attention in industries?  
   Yes / No / Not sure.

2) Alcoholism is major contributing factor to absenteeism.  
   Yes / No / Not sure.

3) Chronic late-coming in factories is largely a consequence of worker alcoholism.  
   Yes / No / Not sure.

4) Irregular attendance in factories is mostly due to alcohol addiction among the workers.  
   Yes / No / Not sure.

5) Alcoholism contributes to indebtedness among the industrial workers.
   Yes / No / Not sure.

6) Alcoholism contributes to indebtedness among the industrial workers.  
   Yes / No / Not sure.

7) Insubordination and irresponsibility among the workforce is largely due to the impact of alcoholism.  
   Yes / No / Not sure.
8) Alcoholism in an industry leads to increased labour disputes and deteriorating industrial relations.
   Yes / No / Not sure.

9) Alcoholism causes impaired work performance of the worker.
   Yes / No / Not sure.

10) Alcoholism in due course reduces the efficiency of the worker to a great extent.
    Yes / No / Not sure.

11) Alcoholism in due course reduces the efficiency of the worker to a great extent.
    Yes / No / Not sure.

12) Alcoholism among blue-collar workers in the long run would cause substantial loss to the company in terms of efficient manpower.
    Yes / No / Not sure.

13) Worker alcoholism would cause substantial material and monetary loss to a company in the long run.
    Yes / No / Not sure.

14) Alcoholism among the workforce leads to increased labour turnover.
    Yes / No / Not sure.

15) Alcoholism in an industry leads to increased labour disputes and deteriorating industrial relations.
    Yes / No / Not sure.

16) Worker alcoholism leads to deteriorating inter-personal relations and team spirit in the industry.
    Yes / No / Not sure.

17) Worker alcoholism in general contributes to a negative work culture in a factory.
    Yes / No / Not sure.

18) Alcoholism causes reduced employee morale in the industry.
    Yes / No / Not sure.

18) Loss of performance motivation among the workers is largely due to alcohol addiction.
    Yes / No / Not sure.

19) Alcoholism reduces the advancement opportunities for the addicted worker.
    Yes / No / Not sure.

20) Alcohol addiction in general spells disaster for the career of the addicted worker.
    Yes / No / Not sure.
Scale II: Measuring attitude towards need for management initiative:

1. Every industry should essentially have a well drawn out policy on dealing with workplace alcoholism.  
   Yes/ No/ Not sure

2. In drawing out an alcohol policy, the management should seek the active cooperation of the Trade Unions and other worker representatives.  
   Yes/ No/ Not sure

3. The managements should appoint a full-time counsellor on their payroll.  
   Yes/ No/ Not sure

4. The occupational health services should also deal with alcohol related issues.  
   Yes/ No/ Not sure

5. Every company should have an employee assistance programme.  
   Yes/ No/ Not sure

6. Managements should have a standard method of detecting alcoholic employees at the workplace.  
   Yes/ No/ Not sure

7. Every management should work out a comprehensive prevention package including dissemination of information and spreading awareness about drugs & alcohol.  
   Yes/ No/ Not sure

8. Companies should undertake the treatment of their alcoholic workforce at their own cost.  
   Yes/ No/ Not sure

9. The alcoholic employees should be motivated to undergo treatment voluntarily and measures to induce them like special incentives should be offered by the industries.  
   Yes/ No/ Not sure

10. The recovered alcoholic employees should be considered on par with other employees without any reduction in pay and other perks to their disadvantage.  
    Yes/ No/ Not sure

11. The alcoholism treatment programme should involve the cooperation of a wide range of people and personnel including worker representatives, trade unions, H.R.D. personnel, and medical staff.  
    Yes/ No/ Not sure

12. An industry without an in-house health infrastructure should refer its alcoholic workers to specialized treatment centers outside.  
    Yes/ No/ Not sure

13. The rules and regulations of the company should furnish provisions regarding the company policy towards alcoholism.  
    Yes/ No/ Not sure
14. Drinks should be avoided at new year parties and other company sponsored meetings.
   Yes/ No/ Not sure

15. The managements and trade unions should come to an agreement regarding controlling alcoholism at the workplace.
   Yes/ No/ Not sure

16. Frequent home-visits by the industrial counsellor/counselors from outside agencies should be undertaken to prevent relapse among recovered workers.
   Yes/ No/ Not sure

17. Periodic follow-up counseling should be provided in order to prevent relapse.
   Yes/ No/ Not sure

18. Complete eradication of alcoholism among the workforce within a time-frame should one of the major goals and objectives of the company.
   Yes/ No/ Not sure

19. The real strength of a good organization lies in its workforce being healthy and alcohol free.
   Yes/ No/ Not sure

20. The labour legislations should provide for alcohol prevention and intervention.
   Yes/ No/ Not sure

Scale III- awareness scale on the company’s alcohol policy-(CASE-STUDY).

1. My company has a clearcut policy on workplace alcohol abuse.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

2. Employees with alcohol problems are identified through periodic screening by professionals from outside agencies.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

3. Periodical awareness camps on alcoholism are conducted.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

4. Posters, pamphlets and educative material on alcoholism are distributed to the employees.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

5. Employees identified with alcohol problems are motivated to undergo treatment with a private agency.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

6. Such employees are admitted in the treatment center and offered treatment for a period of 21 days.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

7. The company sanctions leave and sponsors the treatment expenses of the admitted employee.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

8. Follow-up counseling sessions are arranged for the workers.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.
9. The treated workers are encouraged to attend the AA meetings conducted by the treatment center.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

10. The counselors undertake regular home-visits to monitor the treated workers and prevent relapse.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

Scale IV Satisfaction with the existing policy (CASE-STUDY).

1. I am satisfied with the existing policy of my company on workplace alcoholism.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

2. I don’t think any change is required in the existing policy.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

3. The existing policy is comprehensive in nature.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

4. The policy is employee friendly.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

5. The policy is practical and shows the genuine interest of the management.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

6. None of the provisions are harmful or detrimental to the interest of the workers.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

7. The policy integrates the managements, unions, and workers and brings them together to fight a common enemy.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

8. The policy is very successful and effective.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

9. The policy has considerably reduced the percentage of alcoholism in the factory.
   a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.

10. The policy is implemented with utmost concern and sincerity by the management.
    a) strongly agree b) agree c) somewhat agree d) disagree e) strongly disagree.