APPENDICES
QUESTIONNAIRE ON WORK-LIFE BALANCE OF WOMEN EMPLOYEES

Dear Madam,

It is my pleasure to introduce myself as a research student of Sardar Patel University. The title of my research work is –“ A study on the impact of Socio-Economic Variables on Work-Life Balance of Women Employees of Selected cities in Gujarat State” . I am doing my work under the guidance of Dr. Ajayraj M Vyas, Assi Prof, Department of Commerce, SemCom. The main objective of my study is to find out the effect of socio-economic variable on the work-life balance of women employees, to identify the factors affecting work life balance and finding out the suggestion to maintain the balance between both important spheres in the life of women employee. Your answers will be kept confidential and will be used for research purpose only.

Thanking You,

Dr. Ajayraj M Vyas
(Research Guide)
S.P.University,V.V.Nagar

Meghna D Shah
(Research Scholar)
QUESTIONNAIRE ON “A STUDY ON THE IMPACT OF SOCIO-ECONOMIC VARIABLES ON WORK-LIFE BALANCE OF WOMEN EMPLOYEES OF SELECTED CITIES IN GUJARAT STATE”

SECTION A: Demographic and Socio-Economic Factors:

1. Age: 
   a) 21-30 yrs ( )
   b) 31-40 yrs ( )
   c) 41-50 yrs ( )
   d) 51-60 yrs ( )
   e) 60 & above ( )

2. Marital Status: 
   a) Married ( )
   b) Unmarried ( )
   c) Divorce ( )
   d) Widow ( )

3. Educational Qualification: 
   a) Under Graduate ( )
   b) Graduate ( )
   c) P.G ( )
   d) Any other ( )

4. Religion: 
   a) Hindu ( )
   b) Jain ( )
   c) Muslim ( )
   d) Christian ( )
   e) any other ( )

5. Educational Qualification of Husband: 
   a) U.G ( )
   b) Graduate ( )
   c) P.G ( )
   d) Any other ( )

6. Is your Husband Employed? 
   a) Yes ( )
   b) No ( )
   c) Not Applicable ( )

7. Husband’s Occupation: 
   a) Service ( )
   b) Business ( )
   c) Profession ( )
   d) Retired ( )
   e) Not Applicable ( )

8. Income of Husband (Per Month): 
   a) 0 Rs–10000Rs. ( )
   b) 10001 Rs – 20000 Rs. ( )
   c) 20001 Rs – 30000 Rs. ( )
   d) 30001 Rs – 40000 Rs. ( )
   e) 40001 Rs& above ( )
   f) Not Applicable ( )
<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
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</thead>
</table>
| 9. No. of Children you have:                                             | a) 00
|                                                                         | b) 01
|                                                                         | c) 02
|                                                                         | d) 03
|                                                                         | e) Not Applicable
| 10. Age of the children:                                                | a) 00 – 05 yrs
|                                                                         | b) 06 – 10 yrs
|                                                                         | c) 11 – 15 yrs
|                                                                         | d) 16 – 20 yrs
|                                                                         | e) 20 yrs & above
|                                                                         | f) Not Applicable
| 11. Being employed woman who helps you to take care of your child/children? | a) Husband
|                                                                         | b) In-Laws
|                                                                         | c) Parents
|                                                                         | d) Servants
|                                                                         | e) Crèches/Day Care
|                                                                         | f) Not Applicable
| 12. Type of your Family:                                                | a) Joint
|                                                                         | b) Nuclear
| 13. Total No. of Members in Family:                                     | a) 00 – 02
|                                                                         | b) 03 – 05
|                                                                         | c) 06 – 08
|                                                                         | d) 09 – 10
| 14. No. of earning members in the Family:                               | a) 01
|                                                                         | b) 02
|                                                                         | c) 03
|                                                                         | d) 04
| 15. Total Family Income(Per Month):                                     | a) 0 Rs – 30000 Rs
|                                                                         | b) 30001 Rs – 60000 Rs
|                                                                         | c) 60001 Rs – 90000 Rs
|                                                                         | d) 90001 Rs & above
| 16. You take care of                                                   | a) older people
|                                                                         | b) Dependent Adults
|                                                                         | c) Adults with disabilities
|                                                                         | d) Child with disabilities
|                                                                         | e) Children
|                                                                         | f) None
17. Who helps you in household work?
   a) Husband ( )
   b) Mother-in-law ( )
   c) Sister-in-law ( )
   d) Mother ( )
   e) Servants ( )
   f) Any other ____________________

18. Type of House you live in:
   a) Own ( )
   b) Rented ( )
   c) P. G ( )

19. Which of the following white goods you have at your home to save your maximum time makes your task easier?
   a) Refrigerator ( )
   b) Oven ( )
   c) Vacuum Cleaner ( )
   d) Washing Machine ( )
   e) Dish-Washer ( )
   f) Gas Gezer ( )

20. Do you have your separate bank A/C?
   a) Yes ( )
   b) No ( )

21. Who takes decision regarding expenses and investment?
   a) Me ( )
   b) My Husband ( )
   c) Both of us ( )

SECTION B: Workplace related Factors

22. Name of the Organization in which you are working: ________________________________________________________

23. Type of your organization:
   a) Public (Govt.) ( )
   b) Private ( )
   c) Joint ( )
   d) NGO ( )
   e) Trust ( )
   f) Service Provider ( )
   g) Any other ____________________
24. Your Monthly Salary: 
   a) 0 Rs – 10000 Rs. ( ) 
   b) 10001 Rs – 20000 Rs. ( ) 
   c) 20001 Rs – 30000 Rs. ( ) 
   d) 30001 Rs – 40000 Rs. ( ) 
   e) 40001 Rs & above ( )

25. Type of your Employment: 
   a) Permanent ( ) 
   b) Contractual ( ) 
   c) Temporary ( ) 
   d) Any other ____________________

26. Work Experience: 
   a) 00 – 03 yrs ( ) 
   b) 04 – 06 yrs ( ) 
   c) 07 – 09 yrs ( ) 
   d) 10 – 12 yrs ( ) 
   e) 12 yrs & above ( )

27. You work in: 
   a) General Shift ( ) 
   b) Night Shift ( ) 
   c) Alternative ( )

28. Your work timings: 
   a) 4 – 5 hours ( ) 
   b) 5 – 8 hours ( ) 
   c) More than 8 hours ( )

29. Distance of your workplace from your home: 
   a) Less than 5 k.m ( ) 
   b) 6 k.m – 10 k.m ( ) 
   c) 11 k.m – 20 k.m ( ) 
   d) More than 20 k.m ( )

30. How do you go office daily? 
   a) By Personal vehicles ( ) 
   b) By Train ( ) 
   c) By Bus ( ) 
   d) By Private Rented Vehicle ( )

31. Are mobile phones allowed at your workplace during work timings? 
   a) Yes ( ) 
   b) No ( )

32. Reason for taking up the job: 
   a) Only earning member ( ) 
   b) For double earning ( ) 
   c) For Social status ( ) 
   d) Hobby ( )
SECTION C: Work-Life Balance Issues

33. Give your preference to the issues you think important to a woman at workplace: (From no. 1 to 6)
   a) Advancement of a woman to senior position. ( )
   b) Sexual harassment/discrimination. ( )
   c) Work-Life Balance. ( )
   d) Working Environment ( )
   e) Personal Career Development ( )
   f) Any other please, specify… ________________________________

34. How do you feel about amount of time you spend at work?
   a) Very Unhappy ( )
   b) Unhappy ( )
   c) Indifferent ( )
   d) Happy ( )
   e) Very Happy ( )

35. Do you view WLB considerations as critical in your decision whether to join or remain with an Employer?
   a) Yes ( )
   b) No ( )

36. Would you refuse promotion if it negatively affected your WLB?
   a) May be ( )
   b) Yes, Sure. ( )
   c) No. Not at all ( )

37. How do you rate your work life balance against your protection earning?
   a) WLB and increased earnings are of equal importance. ( )
   b) WLB is more important than increased earnings. ( )
   c) Increased earnings are more important than WLB. ( )
<table>
<thead>
<tr>
<th></th>
<th>Please read the following statements and give the answer in YES/NO format based on your agreement to the statement.</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Do you feel work life balance policy in the organization should be according to individual needs?</td>
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<td>2</td>
<td>Do you think learning to say NO will help manage the work and life?</td>
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<td>3</td>
<td>Do you think a positive approach to Work as well Life will help as lot in balancing issues?</td>
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<td>4</td>
<td>Do you think outsourcing some of household work will help in managing balancing issue?</td>
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<tr>
<td>5</td>
<td>Do you think prioritizing the activities will support to a great extent balancing the work and life?</td>
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<td>6</td>
<td>Do you think lengthy hours of gossiping at work with colleagues waste a lot of time and that time can be utilized properly for something creative?</td>
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<tr>
<td>7</td>
<td>Do you think access to well equipped childcare and eldercare arrangements at workplace will help in managing work and life?</td>
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<td>8</td>
<td>Do you think conducting regular seminars on work life balance best practice initiatives by organisations will help?</td>
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</table>

39. How do you manage stress arising from your work?
   a) Yoga and Meditation ( )
   b) Music ( )
   c) Entertainment ( )
   d) Dance ( )
   e) Reading ( )
   f) Playing Games ( )

40. Do you suffer from any stress related disease?
   a) Hypertension ( )
   b) Obesity ( )
   c) Diabetes ( )
   d) Frequent Headache ( )
   e) None ( )
   f) Other, Specify ____________________________
### SECTIOND: Effect of Work Life Balance on Family life and Work Life

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Issues</th>
<th>SA</th>
<th>A</th>
<th>Ne</th>
<th>D</th>
<th>SDA</th>
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<tbody>
<tr>
<td>1</td>
<td>I feel that I am unable to perform my role as a worker well.</td>
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<td>2</td>
<td>I find no difficulty to leave work during social emergencies.</td>
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<td>3</td>
<td>I have to do compulsory overtime to finish my job</td>
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<td>4</td>
<td>I have to compulsorily attend Meetings/Training after office hours</td>
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<td>5</td>
<td>I believe Technology such as Laptops/Cell phones are useful for me to balance between work and life.</td>
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<td>7</td>
<td>As a woman I have to face Negative attitude of peers and superiors</td>
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<td>8</td>
<td>I have to meet expectation of colleagues and workmates</td>
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<td>9</td>
<td>I have pressure to finish under given deadline.</td>
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<td>10</td>
<td>Due to household responsibilities that I have to attend to, I am late for my work.</td>
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<td>11</td>
<td>Due to demands at home, I cannot give my best at work.</td>
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<td>12</td>
<td>My responsibilities and commitment at family affect my behavior at work.</td>
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<td>13</td>
<td>I get annoyed with my colleagues without his /her fault due to tensions at home.</td>
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<td>14</td>
<td>I discuss family problems with my colleagues at work.</td>
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<td>15</td>
<td>I am unable to take enough care of sick parents/child/Partner</td>
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<td>16</td>
<td>I don’t get enough time to help my child during exams.</td>
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<td>17</td>
<td>I feel myself comfortable in fulfilling basic family requirement.</td>
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<td>18</td>
<td>I always stuck in office meetings on the day of parents-teacher meeting</td>
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<td>19</td>
<td>I am unable to meet prescribed deadlines of work without affecting home life.</td>
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<td>20</td>
<td>I have to take additional work at home.</td>
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<td>21</td>
<td>I am not able to enjoy my holidays with family.</td>
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<td>22</td>
<td>I believe that I am unable to perform my role as a mother well.</td>
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<td>23</td>
<td>I believe that I am unable to perform my role as a wife well.</td>
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<td>24</td>
<td>My family members believe that I am not able to perform my role at home well.</td>
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<td>25</td>
<td>I always feel tired/anxious/depressed at home due to double burden of work at both the places.</td>
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<td>26</td>
<td>By the time I come home from work I am so much exhausted that I am left with no energy to interact with my family members.</td>
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<td>27</td>
<td>The amount of time my job takes up makes it difficult for me to get sufficient time for myself or for my family, relatives and</td>
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</table>
friends.

28. My work arrangements have acted as a barrier to taking up further education and training courses.

29. My job responsibility doesn’t allow me to get enough sleep, exercise and healthy food.

30. My work hours have affected my physical fitness.

31. I feel fatigued when I get up early in the Morning and have to face another Day on my job and at home.

32. I feel Rushed to complete my Job.

33. I feel Rushed to home after office hours.

SECTION E: Support from the organization

<table>
<thead>
<tr>
<th>SrNo</th>
<th>Statements</th>
<th>SA</th>
<th>A</th>
<th>Ne</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>I am recognized and awarded for my performance and initiatives accordingly.</td>
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<td>2.</td>
<td>The organization provides for my personal growth (Opportunity for higher education, training, etc.)</td>
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<td>3.</td>
<td>The training and development facilities provided to me are effective and help me to improve my productivity.</td>
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<td>4.</td>
<td>The organization arranges for sessions by financial experts to help me with my financial planning and know-how.</td>
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<td>5.</td>
<td>The exercise/spiritual guidance programs organized by the organization (Yoga, Art of living, etc.) help me reduce stress levels.</td>
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<td>6.</td>
<td>I am satisfied by the recreational facilities provided by the organization to me, my spouse and children.</td>
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<td>7.</td>
<td>I am satisfied with the health care benefits provided by the organization during and after my services.</td>
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<td>8.</td>
<td>I am satisfied with the welfare facilities (regarding pension, causality, superannuation.)</td>
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<td>9.</td>
<td>My workload and responsibilities are in accordance with my authority and position in the organization.</td>
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<td>10.</td>
<td>The organization provides me enough quality time to engage with my colleagues informally (cultural programs, games, sports, events, get to gathers, etc.)</td>
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<td>11.</td>
<td>I feel flexi time working, shift working should be there in the organization.</td>
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<td>12.</td>
<td>I get telephone/ mobile phone for personal use from the organisation.</td>
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### Section F: Current Practices followed to balance between work and Life

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Statements</th>
<th>SA</th>
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<th>A</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>I do all the basic preparation of next day on previous night.</td>
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<td>2.</td>
<td>I prefer to use my personal vehicle rather than organization transport as it saves my time as can do many household work while returning home.</td>
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<td>3.</td>
<td>I use organisation transport as it gets me in time to organisation.</td>
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<td>4.</td>
<td>I try to start 10 to 15 minutes before the stipulated time so that I reach on time comfortably.</td>
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<td>5.</td>
<td>I plan my work well in advance.</td>
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<td>6.</td>
<td>I take support of my parents and in-laws in case of emergency at workplace.</td>
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<td>7.</td>
<td>I try to communicate my personal needs to my superior in case of genuine matters.</td>
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<td>8.</td>
<td>In case of stressful situation I try to convince my spouse and kids.</td>
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Any Suggestions to Improve Work-Life Balance:

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