

THE UNIVERSITY OF HONG KONG PUBLIC OPINION PROGRAMME

Work Life Balance Survey of the Hong Kong Working Population 2006



Summary of Findings

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Public Opinion Programme, The University of Hong Kong

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Summary of Findings

I. Preamble

- 1.1 The Public Opinion Programme (POP) was established in June 1991 to collect and study public opinion on topics which could be of interest to academics, journalists, policy-makers, and the general public. POP was at first under the Social Sciences Research Centre, a unit under the Faculty of Social Sciences of the University of Hong Kong, it was transferred to the Journalism and Media Studies Centre in the University of Hong Kong in May 2000. In January 2002, it was transferred back to the Faculty of Social Sciences in the University of Hong Kong. Since its establishment, POP has been providing quality survey services to a wide range of public and private organizations, on condition that they allow the POP Team to design and conduct the research independently, and to bear the final responsibilities. POP also insists that the data collected should be open for public consumption in the long run.
- 1.2 In March 2006, the Community Business Limited commissioned POP to conduct a public opinion poll entitled “Work Life Balance Survey of the Hong Kong Working Population 2006”. The primary objective of the survey was to gauge the current status of Hong Kong people’s work and personal life, their satisfaction of work-life balance, as well as their expectation of a balanced life. The research instrument used in this study was designed entirely by the POP Team after consulting Community Business Limited. Fieldwork operations and data analysis were also conducted independently by the POP Team, without interference from any outside party. In other words, POP was given full autonomy to design and conduct the survey, and POP would take full responsibility for all the findings reported herewith.

II. Research Design

- 2.1 Telephone interviews were conducted during the period of 17 July to 9 August 2006. A total of 1,519 full time workers of age 15 or above who speak Cantonese, English or Mandarin were successfully interviewed. “Full time workers” is defined as those who work at least 5 days a week, or total working time not less than 40 hours a week. The percentage distribution between white collars and blue collars in this sample was roughly 70:30 (1,036 and 457 cases respectively). Had the number of blue collar subjects fallen significantly below this level, a bolster sampling method would have been used at the final stage of the fieldwork. This standby procedure was not triggered. The overall effective response rate of this survey was 61.9%, and

the standard sampling error for percentages based on this sample was less than 1.3 percentage points. In other words, the sampling error for all percentages using the total sample was less than plus/minus 2.6 percentage points at 95% confidence level.

- 2.2 To minimize sampling bias, telephone numbers were first drawn randomly from the residential telephone directories as “seed numbers”, from which another set of numbers was generated using the “plus/minus one/two” method, in order to capture the unlisted numbers. Duplicated numbers were then filtered, and the remaining numbers were mixed in random order to produce the final telephone sample. When telephone contact was successfully established with a target household, one person of age 15 or above who was currently working full time was selected. If more than one subject had been available, selection was made using the “next birthday rule” which selected the person who had his/her birthday next.

III. Research Findings

The questionnaire comprised three major topics, namely, “respondents’ work and living patterns”, “satisfaction with work and life and importance of work-life balance”, “problems of work-life balance and desired solutions” and ended by mapping some standard demographics of the respondents. The key findings are summarized below under these three main topics. All tables referred to in this section can be found in Appendix 2.

(A) Respondents’ work and living patterns

- 3.1 In order to understand the respondents’ current working status, the survey began by asking their contractual working hours, as contrast to their actual working hours per week in the month past. Results showed that over half of the respondents (52%) were required to work for 41-50 hours a week. For the rest of the respondents, 16% of them had to work not more than 30 hours to 40 hours while 16% of them were obligated to work longer than 50 hours. Another 9% of the total sample claimed they were self-employed, hence no contractual working hours could be provided. Finally, 6% said they did not know or had forgotten about what was stipulated in their employment contract (Table 3). As regards their actual working hours they engaged per week, the patterns obtained were similar that half of them (50%) said they worked for 41-50 hours on average. But this time only 11% worked not more than 30 hours to 40 hours whilst 36% had worked for longer than 50 hours (Table 4). Putting these two questions together, the respective mean working time obtained was 47.3 hours (contractual) and 51.3 hours (actual). In other words, the full time workers in Hong Kong generally worked approximately 4 hours more than obligated a week (Table 5). Nevertheless, when directly asked how often they had to work overtime in the month past, results showed that a total of 61% had to, of which 22% said “nearly every day”, 15% said “quite often (3-4 days a week)” while another quarter (24%) said “occasionally (1-2 days a week)”. On the other hand, 37% of them never had overtime work (Table 6). Also see Figures 1 and 2.

Figure 1 Contractual and Actual Working Hours

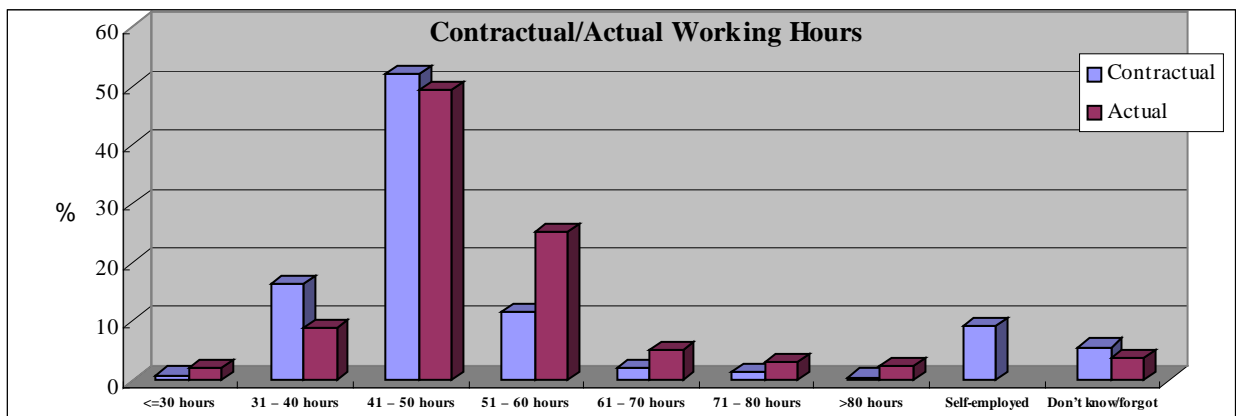
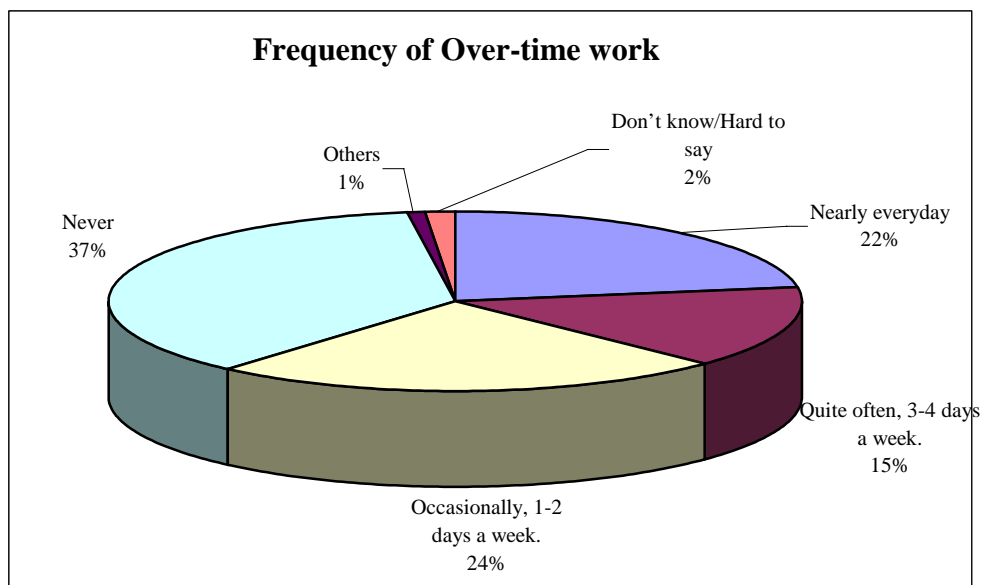
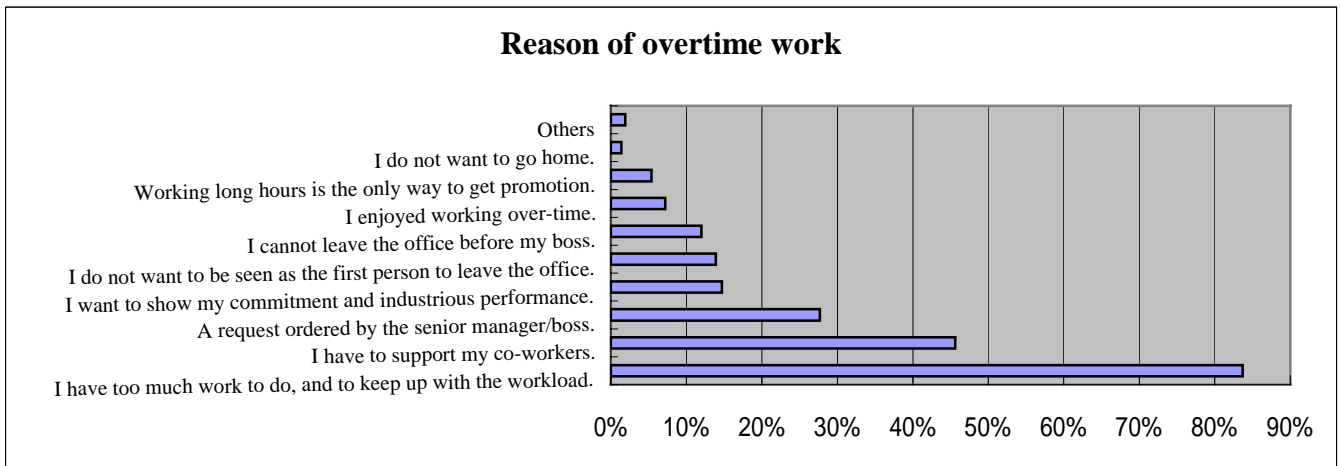


Figure 2 Frequency of Over-time work



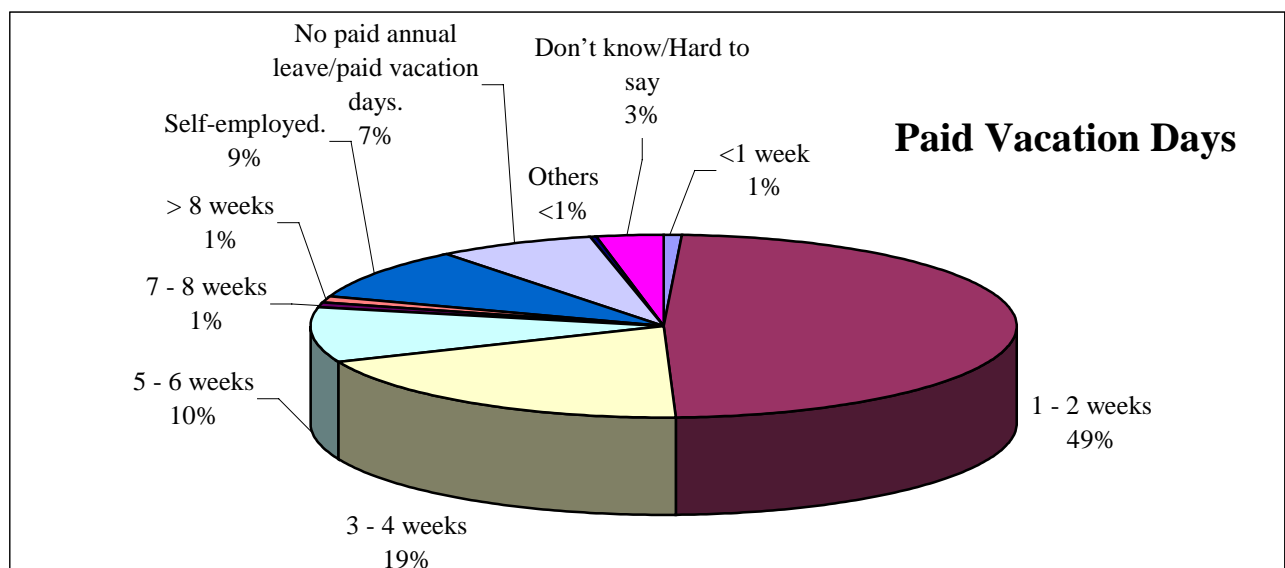
3.2 The questionnaire continued to probe into the reasons for their overtime work. Among those 932 respondents who had such experience, a large majority (84%) reported that the heavy workload assigned to them was the main reason. Besides, nearly half of them (46%) said they stayed behind in order to show support to their co-workers. Another popular reason cited was “a request ordered by the senior manager or boss” (28%). Apart from these, some respondents said that overtime work could show their commitment and industrious performance to their boss or company (15%), whereas others simply did not want to be seen as the first person to leave the office or could not leave before their boss (14% and 12%). Also see Figure 3.

Figure 3 Reason of Over-time work



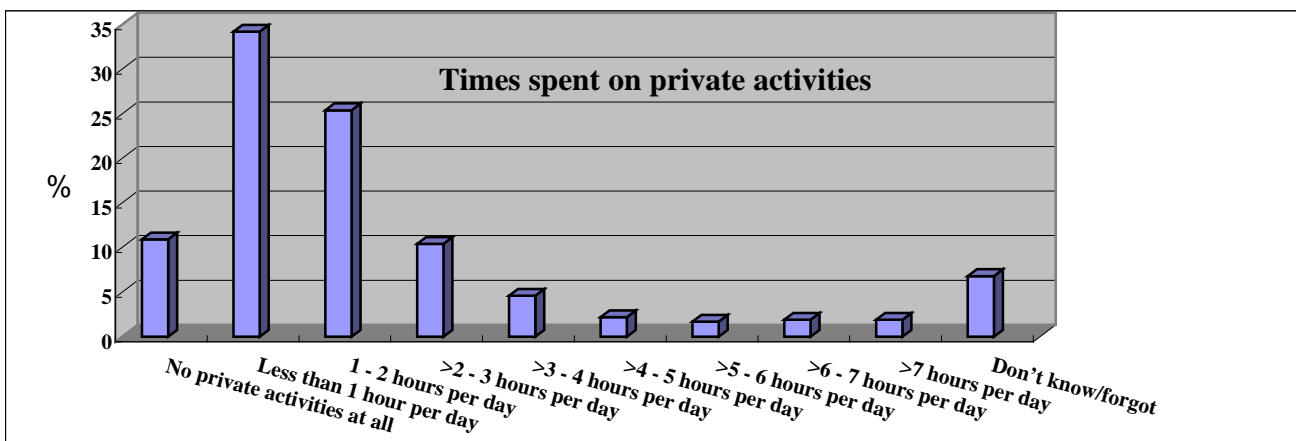
3.3 According to the regulations stated by the Labour Department of the HKSARG, a full time worker should normally be entitled to at least 7 days paid annual leaves per year, and the number of paid leave will increase according to the years of services. In this survey, apart from those 9% self-employed respondents who could not tell an exact number, it was found that 7% of the respondents were not entitled to any paid leaves and 1% had less than 7 days paid leaves. Meanwhile, about 20% of the respondents (21%) had 7-10 days paid leaves a year, whereas over a quarter (27%) had 11-14 days. Another 20% of them (18%) had 15-22 days (approximately 3-4 weeks) paid vacation days while the remaining 13% even had 23 days or more (Table 8 & 9). Taking a rough average, the respondents interviewed in this survey could enjoy up to 15 days paid leaves as granted by their workplace (Table 11). Also see Figure 4.

Figure 4 Number of Paid Vacation Days/Annual Leaves



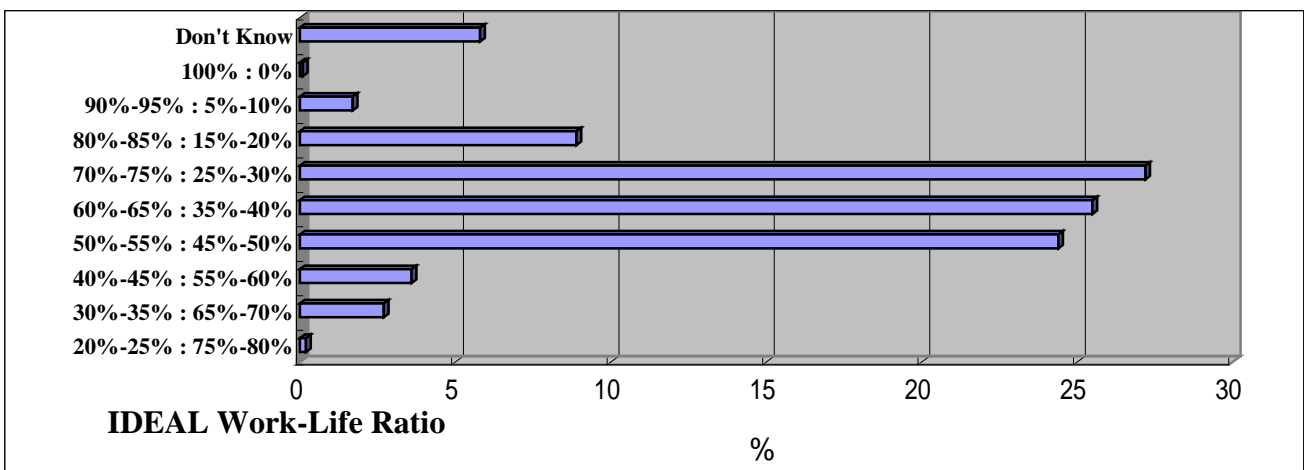
3.4 All respondents were further asked about their actual amount of time spent on their personal or private activities, such as meeting friends and engaging in activities for leisure like sports and traveling. Findings indicated that about 10% of the respondents (11%) did not participate in any leisure activities at all in the month past. Even for those who did, about one-third of them (34%) spent less than 1 hour a day on these personal events, while one quarter (25%) could afford 1-2 hours a day (Table 10). On average, each respondent could spare 1.6 hours a day (or 11 hours a week) on their personal and re-energizing activities (Table 11). As reflected from these figures, personal time and leisure activities could be regarded as a luxury to most full time workers in Hong Kong. Also see Figure 5.

Figure 5 Actual time spent on private activities



3.5 Regardless of their current situation, the survey continued to ask the respondents what would be their preferred but realistic ratio between the time they wanted to spend on working and on private activities. Results found that the 3 most popular work-life ratios were 70-75% to 25-30% (27%), 60-65% to 35-40% (26%) and 50-55% to 45-50% (24%, Table 12). In terms of the overall mean ratio as provided by 1,424 workers, the ideal distribution of time between work and life was found to be 60:40 (61% to 39%; Table 13). When it was compared with the actual ratio (calculated by dividing the actual work hours reported in Q2 by their leisure hours in Q6), a significant discrepancy was found that their actual work-life time distribution was in a rough ratio of 85:15 (Table 14). Also see Figure 6.

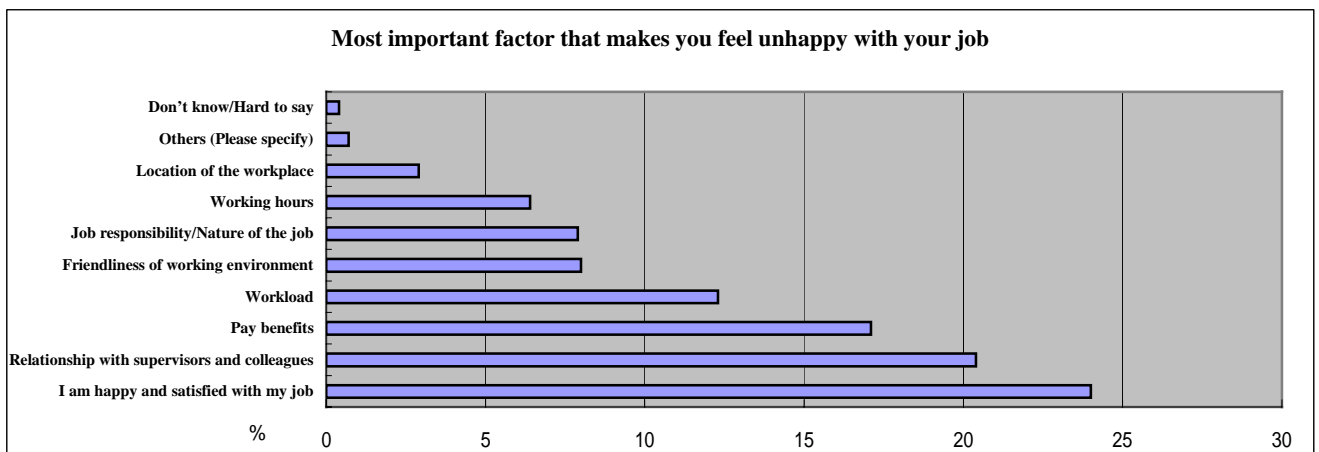
Figure 6 Ideal Work-Life Ratio



(B) Satisfaction with work and life

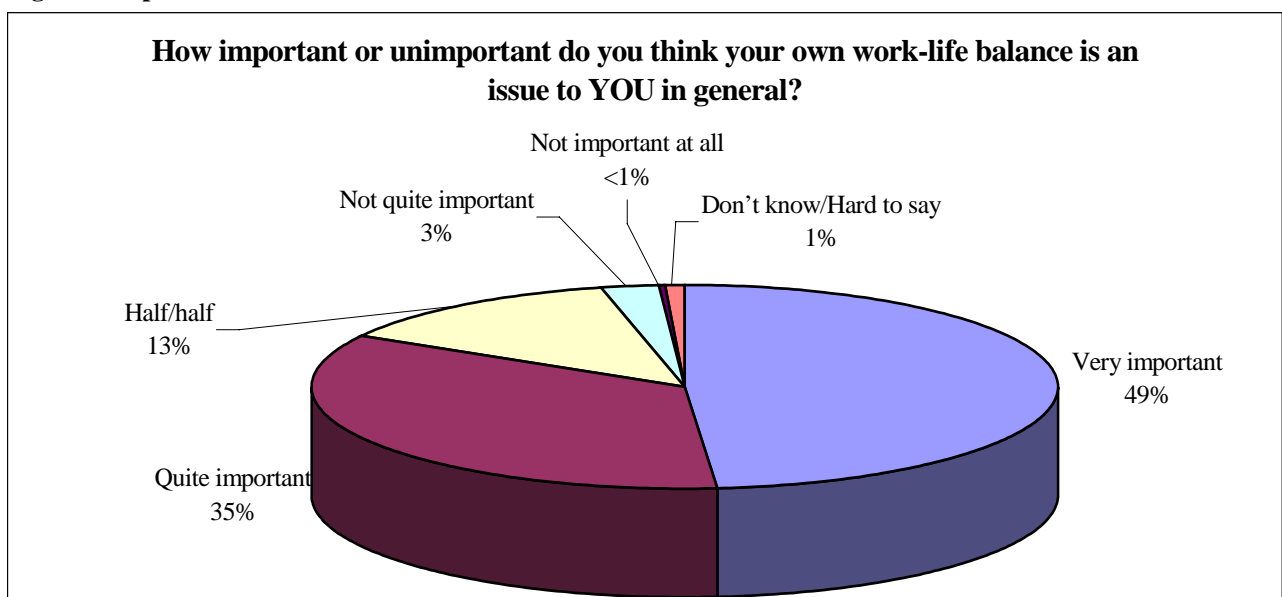
3.6 The second topic covered in this survey was related to the satisfaction level of work and life as well as the perceived importance of work-life balance by the local working class. It began by asking what would be the most important factor which made the respondents feel unhappy with their job. Of all the valid answers provided, “relationship with supervisors and colleagues” (20%) topped the list. “Pay benefits” (17%) and “workload” (12%) were also named as the major discontented areas, followed by “friendliness of working environment” (8%), “job responsibility” (8%), “working hours” (6%) and “location of workplace” (3%). Surprisingly, 24% of the respondents admitted that they were very happy and satisfied with their current job, so no unpleasant element at work was identified (Table 15). Also see Figure 7.

Figure 7 Core Factor of Dissatisfaction with the respondents’ job



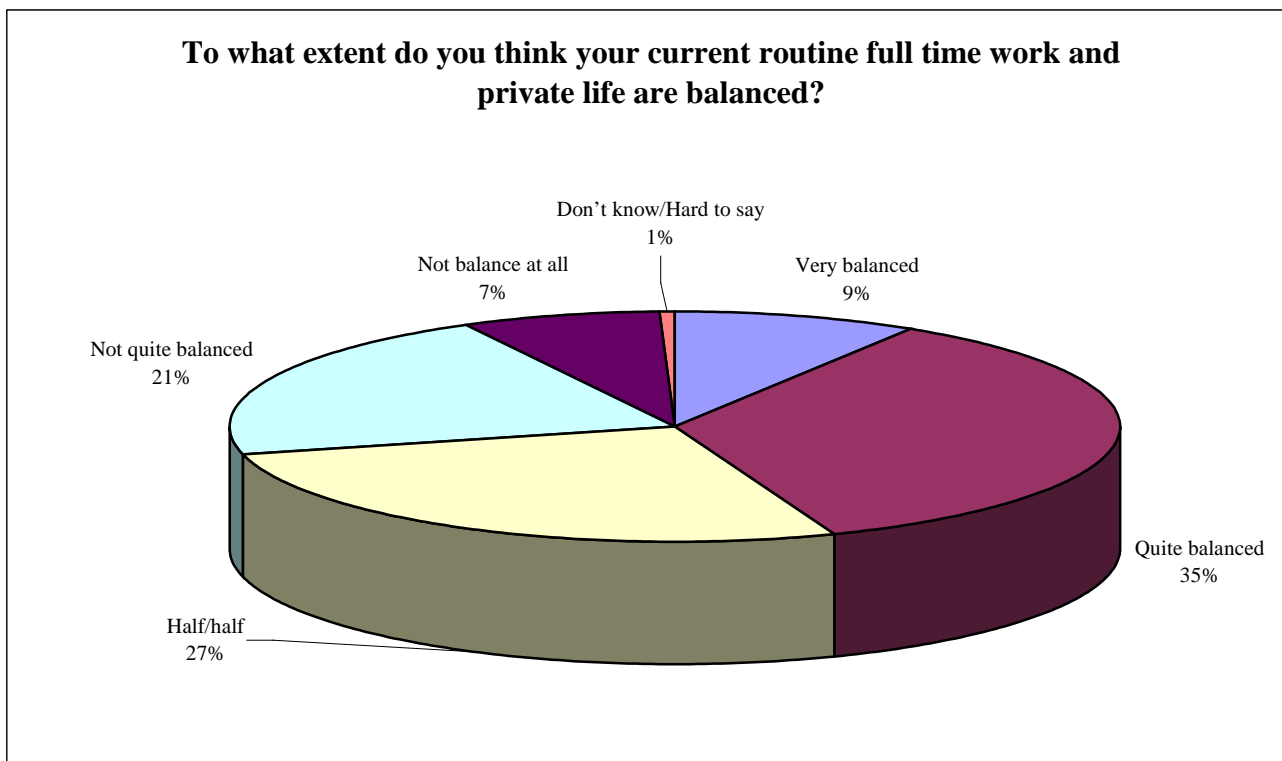
3.7 Survey results also showed that over 80% of the respondents (83%) believed that achieving a work-life balance was a salient issue to them in general. Only a very tiny proportion thought it was not important (3%) and more than one-tenth expressed a neutral stance (13%; Table 16). Also see Figure 8.

Figure 8 Importance of WLB



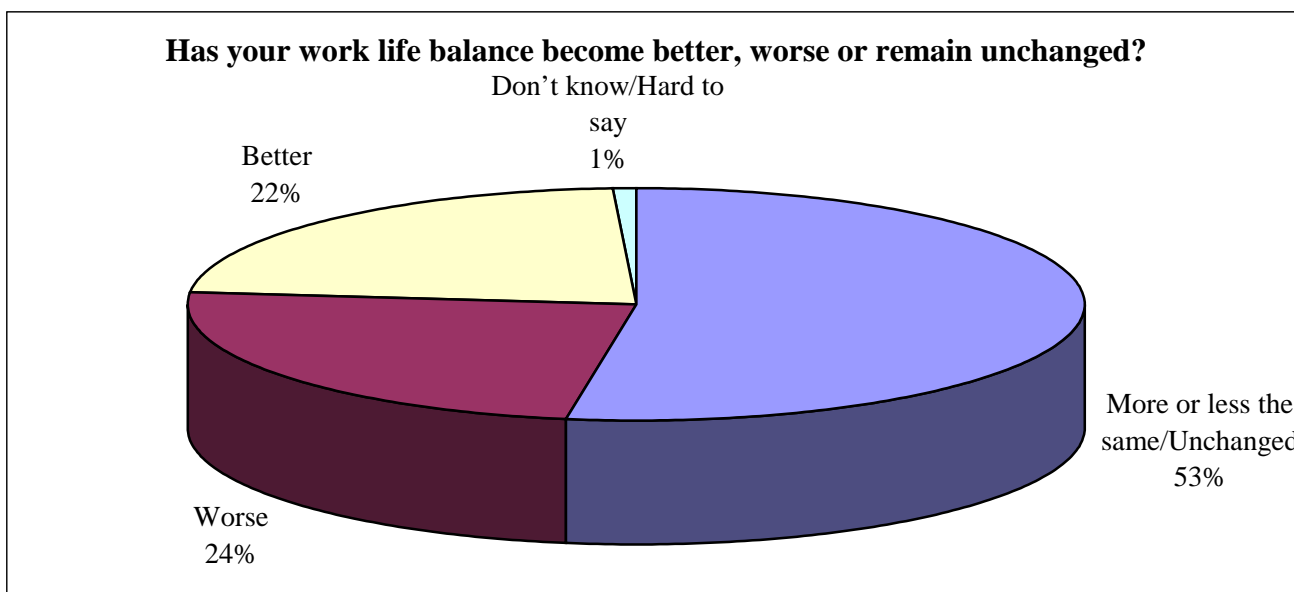
3.8 Regarding whether respondents’ current routine full time work and private life were balanced, 44% said it was, 28% considered it un-balanced, and 27% opted for “half-half” (Table 17). Also see Figure 9.

Figure 9 Balance of Current Work and Life



3.9 When asked to compare their work life balance with the previous year, about half of the respondents (53%) said it was more or less the same, while more than 20% thought that they had achieved a better balance this year (22%) while another quarter said it had gone worse (24%, Table 18). Also see Figure 10.

Figure 10 Change of WLB compared with previous year



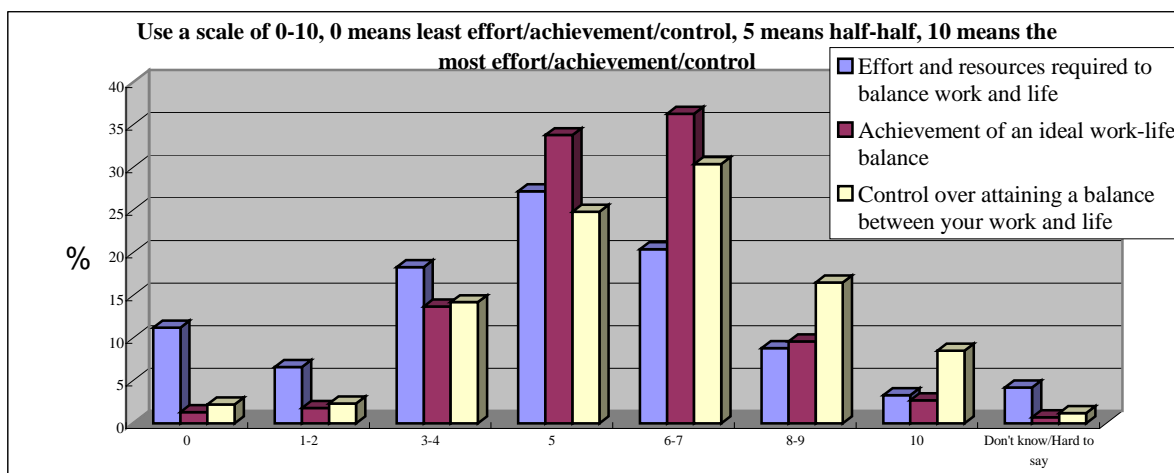
3.10 By use of a rating scale of 0-10 to measure the efforts and resources paid by the workplace/boss to promote work-life balance, with 0 representing no effort being made and 10 all possible efforts made, 27% of the working class interviewed gave a mid-point of 5 marks, while a quarter of them (25%) gave 1-4 marks and nearly 30% of them (29%) gave 6-9 marks. Relatively fewer respondents gave the extreme values of zero (11%) and ten (3%), 4% could not give a definite answer. Overall speaking, of the 1,513 raters, the mean score obtained by the workplace/boss was 4.7 marks, with a standard error of 0.07 (Table 19). Also see Figure 11.

(C) Problems with work-life balance

3.11 The last section of the questionnaire focused on the problems faced by the full time workers in Hong Kong with respect to their work-life balance and their desired solutions to tackle those problems. In line with the design of previous section, it began by asking how far the respondents had achieved in terms of an ideal work-life balance by means of the 0-10 scale. The higher the score, the closer they were to their ideal situation. Among the 1,516 raters, 46% of them opted for a score between 6-9, while about one-third of them (34%) gave a score of 5 (meaning half-half). Only 16% of the respondents scored 1-4 marks. Again, very few of them gave the extreme score of 0 (1%) and 10 (3%). The overall mean score attained was 5.7 marks, with a standard error of 0.04 (Table 20). Also see Figure 11.

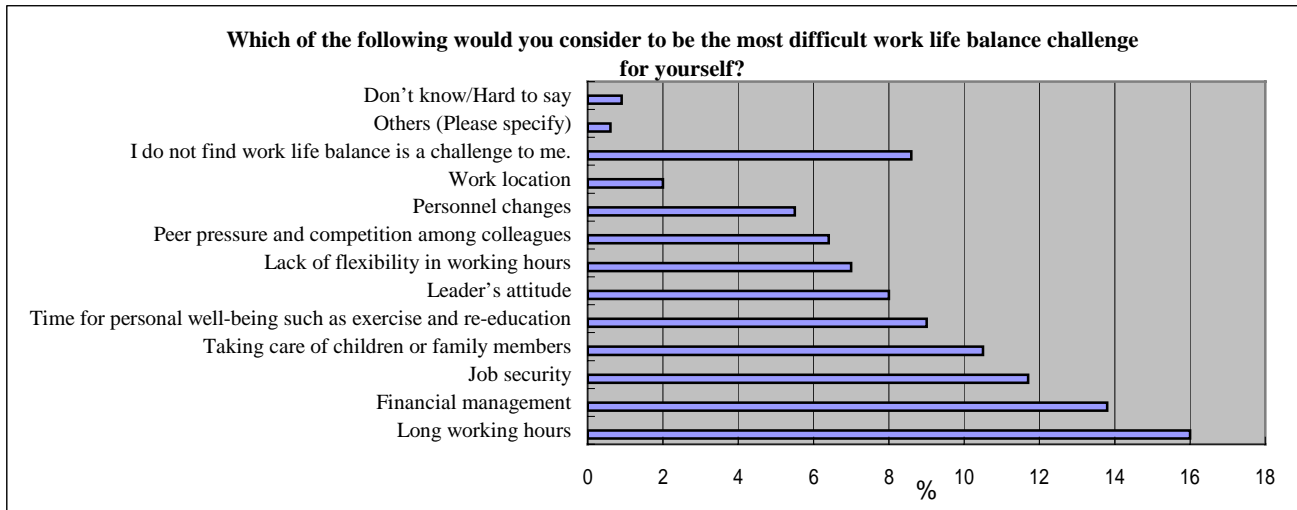
3.12 This subsequent question went on to measure how much control the respondents had in terms of attaining a balance between their work and life, or making free choices on how to make use of their own time. The same rating scale of 0-10 was used. Findings showed that nearly 50% (47%) of the raters gave a score between 6-9, roughly a quarter of them (25%) gave 5 marks, and 17% would give 1-4 marks. Consistently across, not many respondents gave 0 mark (2%) and 10 marks (9%). Taking an average of the 1,518 raters, the mean score was 6.0 marks, with standard error of 0.06 (Table 21). Also see Figure 11.

Figure 11 Effort paid to promote WLB, Achievement of WLB and Control over one's WLB



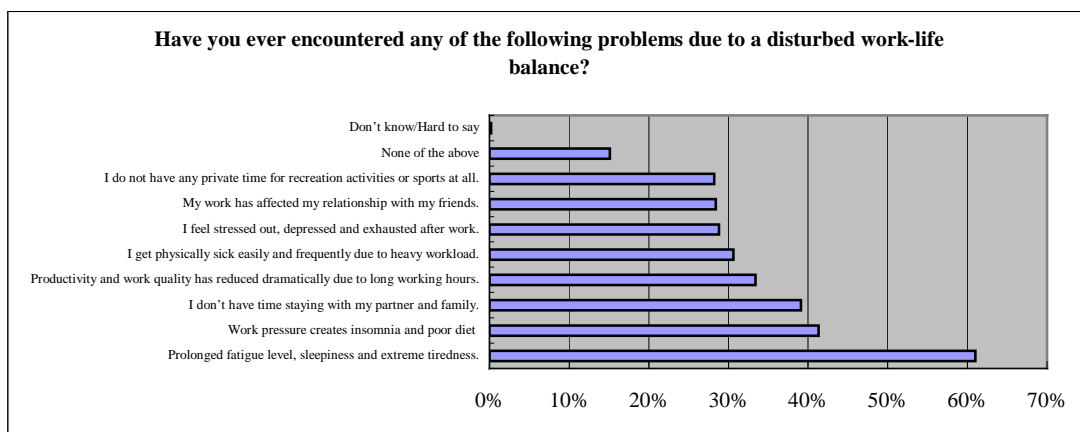
3.13 When it came to the most difficult work life balance challenge, relatively more respondents chose “long working hours” (16%) and “financial management” (14%). They were followed closely by “job security” (12%) and “taking care of children and family members” (11%). Meanwhile, “time for personal well-being such as exercise and re-education” (9%), “leader’s attitude” (8%), “lack of flexibility in working hours” (7%), “peer pressure and competition among colleagues” (6%) and “personnel changes” (6%) were also considered to be posing challenges to achieving one’s work life balance. Besides, 9% did not find work-life balance was a challenge to them at all (Table 22). Also see Figure 12.

Figure 12 The most difficult WLB challenge



3.14 Have they ever encountered any physical and social disturbances due to a problematic work-life balance? More than 60% (61%) of the sample claimed that “prolonged fatigue and extreme tiredness” was a major issue, followed at a distance by “insomnia and poor diet caused by work pressure” (41%) and “insufficient time with partner and family” (39%). Other problems encountered by a significant proportion of the working class included “reduced productivity and work quality” (33%), “frequent physical sickness due to heavy workload” (31%), “exhaustion and depression” (29%), “impact on relationship with friends” (28%) and “lack of private time for recreation activities and sports” (28%). Only 15% of them were not bothered by any of these problems (Table 23). Also see Figure 13.

Figure 13 Encountered problems due to disturbed WLB



3.15 In order to reduce their stress level at their workplace, one-third of the respondents (33%) would choose to participate in some leisure activities, such as watching movies and TV, playing mahjong, dancing/going to bars/pubs and gaming. About 30% of them (28%) would engage in sports and exercises while a quarter would talk to friends and family (26%). Other popular stress-relief activities were shopping (17%), sleeping (14%), participating in cultural recreational activities such as drama, music and reading (13%) and also eating (12%). There were quite a variety of preferences as suggested by the respondents, please refer to Table 24 for more details. Also see Figure 14.

3.16 Looking ahead, about one-third of the respondents (32%) wished that “5-day work week” could be implemented at the workplace such that a better work-life balance would be achieved in future. Meanwhile, 22% opted for “flexible working hours”, whilst more than 10% preferred “option to work from home sometimes” (14%) and “free sports facilities” (11%; Table 25). Also see Figure 15.

Figure 14 Stress Reduction Methods

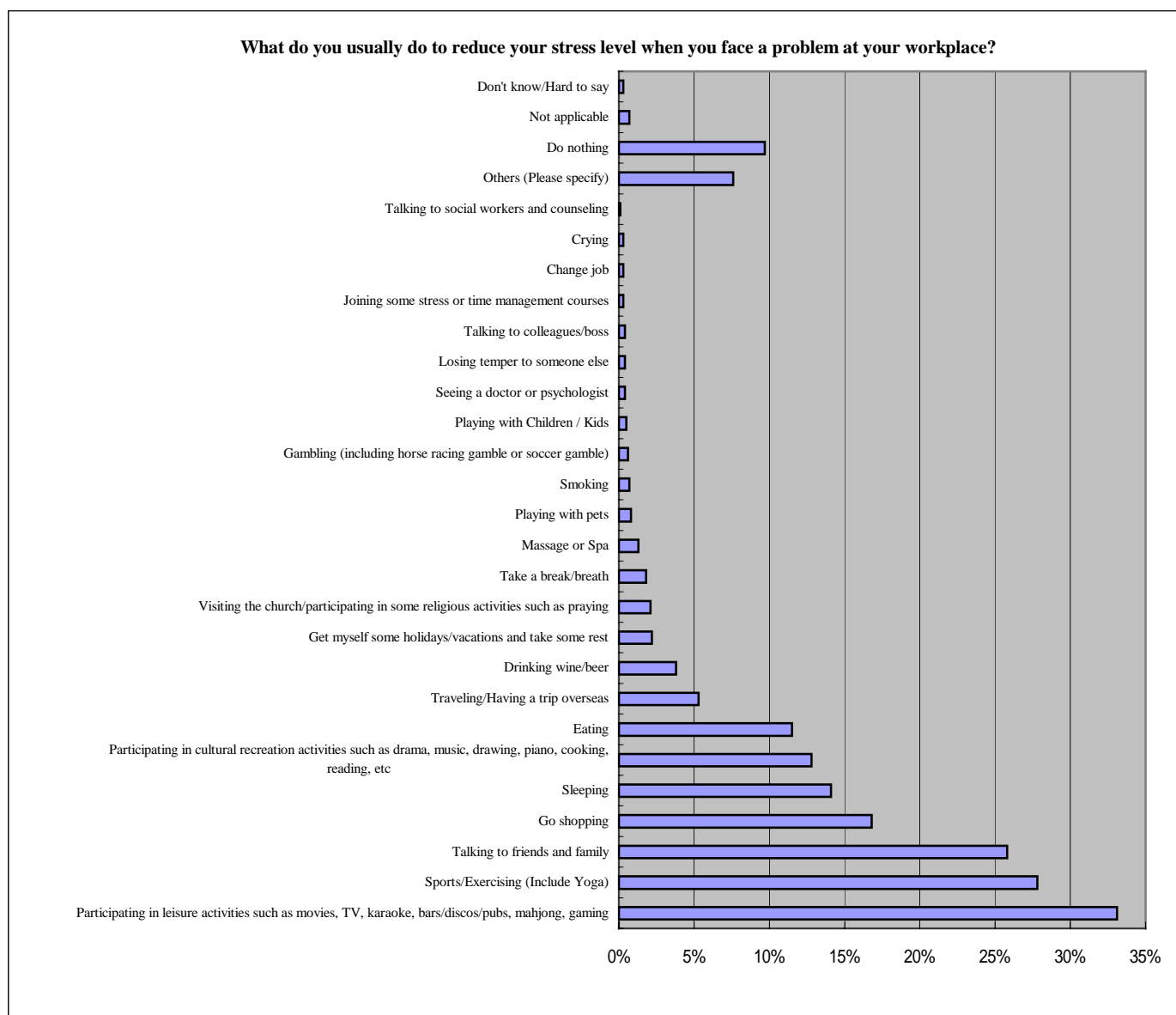
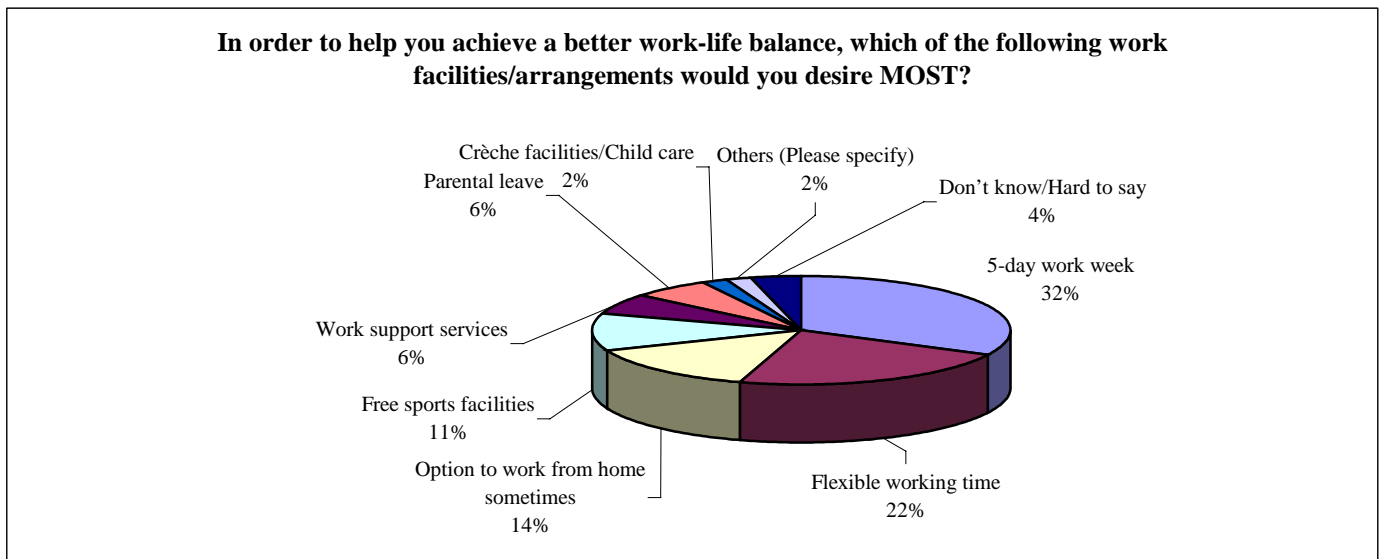
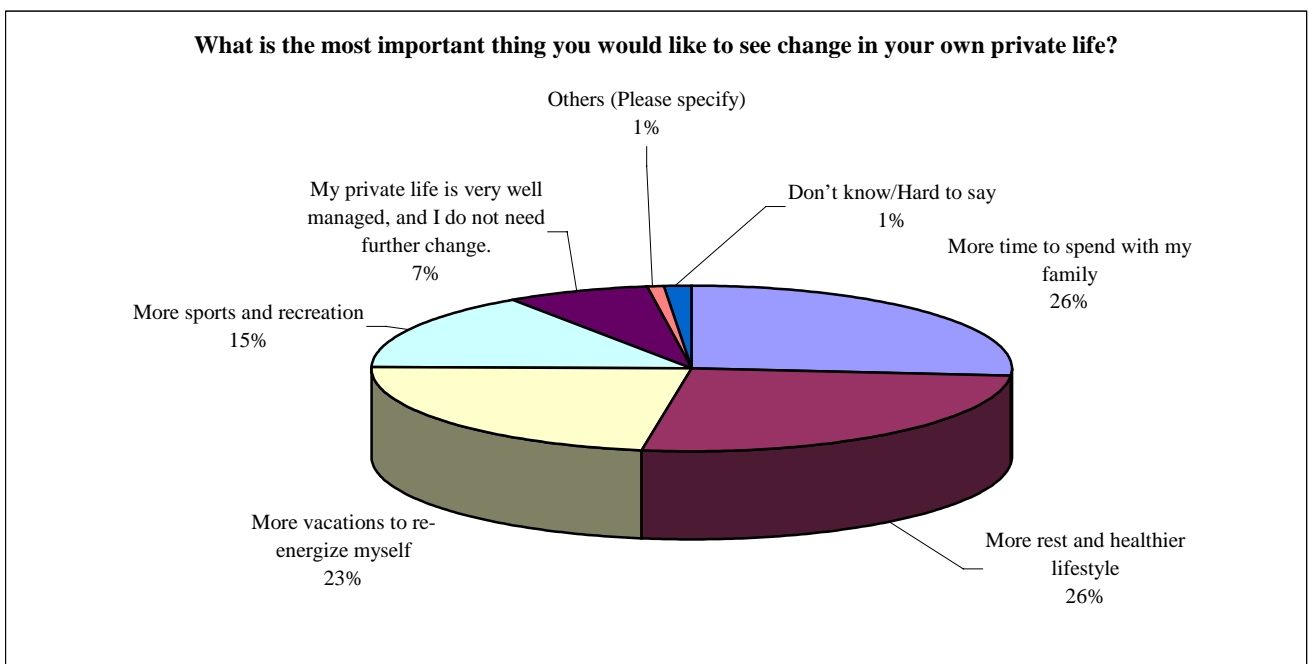


Figure 15 Most Desired Facilities/Arrangements to achieve better WLB



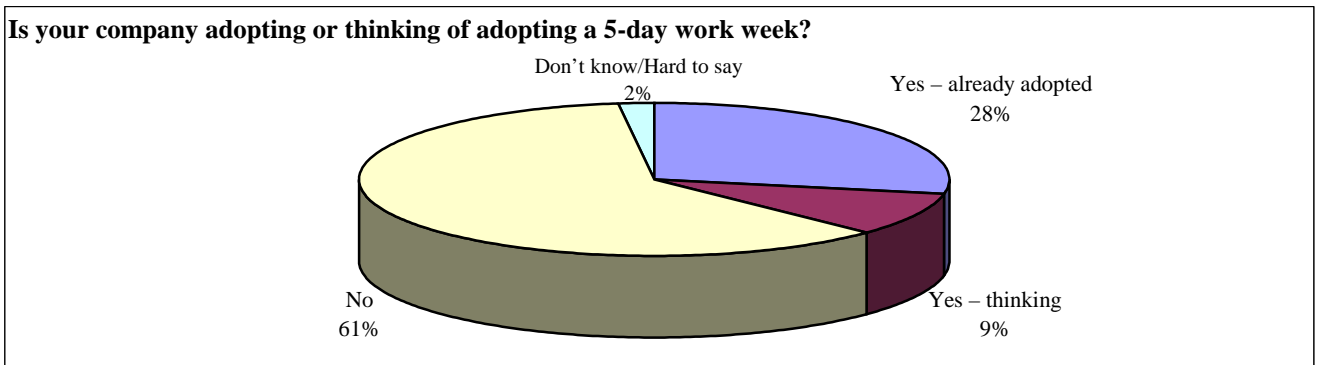
3.17 When asked to name the most important thing that Hong Kong workers would like to see change in their private life, an equal split between the options “spending more time with family” and “more rest and healthier lifestyle” (both accounted for 26%) was observed. “More vacations to re-energize myself” ranked 3rd in the list as 23% of the respondents would very much like to see this change happening in their life. Finally, 15% of them opted for “more sports and recreation” while 7% believed that their private life was already very well managed and they did not need to put forward any further change (Table 26). Also see Figure 16.

Figure 16 Most important change respondents would like to see in their private life



3.18 With the recent promotion of 5-day work week by the government, the last question in this survey was set out to gauge how many respondents' employers had already adopted, or was considering to adopt 5-day work week. It was found that more than 60% of the employers (61%, but which may have overlapped one another) had not yet adopted nor considered to adopt this policy, while 37% gave a positive reply in which 28% had already adopted and 9% was still under consideration (Table 27). Also see Figure 17.

Figure 17 Adoption of 5-day work week



IV. *Concluding Remarks*

- 4.1 This survey of over 1,500 full time workers in Hong Kong, which is representative of the local working population down to error margins of few percentage points, has found that working overtime has become a common phenomenon among our working population. Using "last month" as the time frame, slightly over one-third of all full time workers did not work overtime. While the average contractual working hours of the working population is found to be 47.3 hours per week, the actual working hours on the whole is actually 51.3 hours. If we exclude those self-employed who obviously do not have any contractual working hours, the labour force on average is actually working at 8% in excess of their contractual hours. Moreover, approximately 8% reported they did not enjoy the 7 days annual pay leaves which is part of their legal rights.
- 4.2 To most members of the labour force, personal time and leisure activities are regarded as luxuries. While the ideal ratio of work-life balance in terms of activity hours reported by the respondents is about 60:40, the actual ratio is around 85:15. However, although over 83% of the respondents considered work-life balance to be important, only 28% complaint that their current routine full time work and private life are un-balanced. Hong Kong workers have got used to the situation, and complaints are rarely heard, even though the actual balance is quite far from the ideal, and the efforts and resources spent by their organizations on this aspect is not satisfactory. Business leaders should be the driving force to improve the situation.
- 4.3 Probably because of this complacent attitude, most respondents give themselves a positive score when asked to rate their own achievement and control in terms of an ideal work-life balance. However, about 40% to 60% have experienced the following problems due to a disturbed work-life balance: prolonged fatigue, insomnia and poor diet, and insufficient family time. Looking ahead, about 32% wished their organization to adopt a "5-day work week", another 22% wished for "flexible working hours", which together constitute more than half of the working population. The government's recent introduction of the 5-day work week seems to fit people's expectation very well. However, according to this survey conducted between 17 July and 9 August, about 60% of our respondents' employers (which may overlap with one another) have not taken any move along this direction.
- 4.4 To conclude, although the work-life balance of Hong Kong's work force is far from satisfactory, the workers are on the whole quite complacent about the current situation but would nevertheless wished for the better. Judging from these findings alone, the issue is not a pressing one. However, academics, economists and business leaders, can move ahead of public opinion in this regard, to study and discuss the benefits of a proper work-life balance, both in the short-term and long-terms basis, as well as on the direct and indirect benefits to individuals, corporations and society as a whole.

Appendix 1

Bilingual Questionnaires

Work Life Balance Survey of the Hong Kong Working Population 2006

Questionnaire (English)

Final Draft

Part 1 Introduction

Good evening, sir/madam, this is Mr/Ms X, an interviewer from the Public Opinion Programme of the University of Hong Kong. We would like to ask for your opinion on some work life issues which would only take you a couple of minutes. Please be rest assured that your phone number is randomly selected by our computer and your information provided will be kept strictly confidential.

- (R1) Verification of telephone number
- (R2) Living district
- (R3) Household size

The target of this interview is **full time worker of age 15 or above who speak Cantonese, English or Mandarin.**

Part 2 Selection of Respondents

(S1) Is there any full time worker in your household of age 15 or above? Since we need to conduct random sampling, if there is more than one available, I would like to speak to the one who will have his / her birthday next. (If the target is not available at the moment, make an appointment to recall.)

Yes

No

Refuse to answer



Terminate interview, skip to end.

(S2) Are you currently working full time? (Interviewers read out: "Full time workers" can be defined as those who work at least 5 days a week, or total working time not less than 40 hours a week.)

Yes

No

Refuse to answer



Terminate interview, skip to end.

Part 3 Opinion Questions

A. Respondents' Work and Living Patterns

[Q1] How many hours a week are you REQUIRED to work for your full time job, according to your employment contract?

_____ hours (Insert exact figures)

I do not have any required working hours because I am self-employed.

Don't know / forgot

Refuse to answer

[Q2] Take the last month as an example, how many hours a week do you ACTUALLY work on average for your full time job?

_____ hours (Insert exact figures)

Don't know/Hard to say

Refuse to answer

[Q3] Take the last month as an example, how often do you have over-time work for your full time job? (Interviewers to read out first 4 answers)

Nearly everyday

Quite often, 3-4 days a week.

Occasionally, 1-2 days a week.

Never (Skip to Q5)

Others (Please specify)

Don't know/Hard to say (Skip to Q5)

Refuse to answer (Skip to Q5)

[Q4] [Only for those who have worked over-time] Why do you have to work over-time? (Interviewers to read out each answer, order to be randomized by computer, multiple responses allowed) [Interviewers read out: I am going to read out a few options, and you can choose multiple answers]

I enjoyed working over-time.

I do not want to go home.

A request ordered by the senior manager/boss.

I do not want to be seen as the first person to leave the office.

I cannot leave the office before my boss.

I have too much work to do, and I have to keep up with the workload.

Working long hours is the only way to get promotion.

I have to support my co-workers.

I want to show my commitment and industrious performance to my boss/company.

Others (Please specify)

Refuse to answer

[Q5] How many days of paid annual leave(s) or paid vacation day(s) per year are you ENTITLED to at your workplace for your full time job?

_____ days (Insert exact figures)

Not fixed, because I am self-employed.

No paid annual leave/paid vacation days.

Others (Please specify)

Don't know/Hard to say

Refuse to answer

[Q6] Take the last month as an example, how many hours a week do you ACTUALLY spend on doing some personal or private activities, like meeting friends and engaging in activities for leisure such as sports and traveling?

_____ hours (Insert exact figures)

Don't know/Hard to say

Refuse to answer

[Q7] In your view, what would be the PREFERRED but REALISTIC ratio between the time you want to spend on working and the time you want to spend on personal or private activities? Please based on your realistic number of working hours and exclude sleeping time (the ratio must add up to 100%)

_____ % on work and _____ % on private life

Don't know/Hard to say

Refuse to answer

B. Satisfaction with Work and Life and Importance of Work-Life Balance

[Q8] Which of the following is the most important factor that makes you feel unhappy with your job? (Read out each answer, order to be randomized by computer, single response only)
[Interviewers read out: I am going to read out a few options, and you can choose one answer only]

Working hours

Workload

Relationship with supervisors and colleagues

Pay benefits

Job responsibility/Nature of the job

Location of the workplace

Friendliness of working environment

I am happy and satisfied with my job

Others (Please specify)

Don't know/Hard to say

Refuse to answer

[Q9] How important or unimportant do you think your own work-life balance is an issue to YOU in general? (Interviewers probe degree of importance)

- Very important
- Quite important
- Half/half
- Not quite important
- Not important at all
- Don't know/Hard to say
- Refuse to answer

[Q10] To what extent do you think your current routine full time work and private life are balanced? (Interviewers probe degree of balance)

- Very balanced
- Quite balanced
- Half/half
- Not quite balanced
- Not balanced at all
- Don't know/Hard to say
- Refuse to answer

[Q11] Has your work life balance become better, worse or remained unchanged as compared with last year?

- Better
- Worse
- More or less the same/Unchanged
- Don't know/Hard to say
- Refuse to answer

[Q12] In terms of the effort and resources required to balance work and life, how much effort do you think your WORKPLACE/BOSS has/have paid to promote work-life balance? Please use a scale of 0-10 to measure it, with 0 representing no effort at all, 10 representing all possible efforts have been made, and 5 being half-half.

- _____ (Exact figure from 0-10)
- Don't know/Hard to say
- Refuse to answer

C. Problems Facing in terms of Work-Life Balance and Desired Solutions

[Q13] Using 0-10 again, how much have YOU achieved in terms of an ideal work-life balance? 0 represents the worst case possible, 10 represents already ideal, and 5 being half-half.

- _____ (Exact figure from 0-10)
- Don't know/Hard to say
- Refuse to answer

- [Q14] Using 0-10 again, how much control do you have in terms of attaining a balance between your work and life, or making free choices on how to make use of your own time? 0 represents entirely out of your control, 10 represents perfectly under your control, and 5 being half-half.

_____ (Exact figure from 0-10)
 Don't know/Hard to say
 Refuse to answer

- [Q15] Which of the following would you consider to be the most difficult work life balance challenge for yourself? (Read out each answer, order to be randomized by computer, single response only) [Interviewers read out: I am going to read out a few options, and you can choose one answer only]

Job security
 Long working hours
 Lack of flexibility in working hours
 Work location
 Leader's attitude
 Peer pressure and competition among colleagues
 Personnel changes
 Taking care of children or family members
 Time for personal well-being such as exercise and re-education
 Financial management
 I do not find work life balance is a challenge to me.
 Others (Please specify)
 Don't know/Hard to say
 Refuse to answer

- [Q16] Have you ever encountered any of the following problems due to a disturbed work-life balance? (Read out each answer, order to be randomized by computer and multiple responses allowed) [Interviewers read out: I am going to read out a few options, and you can choose multiple answers]

Productivity and work quality has reduced dramatically due to long working hours.
 Prolonged fatigue level, sleepiness and extreme tiredness.
 I get physically sick easily and frequently due to heavy workload.
 I do not have any private time for recreation activities or sports at all.
 My work has affected my relationship with my friends.
 I don't have time staying with my partner and family.
 I feel stressed out, depressed and exhausted after work.
 Work pressure creates insomnia and poor diet
 None of the above
 Don't know/Hard to say
 Refuse to answer

[Q17] What do you usually do to reduce your stress level when you face a problem at your workplace? (Do not read out the answers, multiple responses allowed) [Interviewers read out: There is no specific option given in this question. You can freely recall whatever you like.]

Sports/Exercising (Include Yoga)

Massage or Spa

Go shopping

Eating

Sleeping

Get myself some holidays/vacations and take some rest

Traveling/Having a trip overseas

Participating in leisure activities such as watching movies, TV, karaoke, dancing at bars/discos/pubs, playing mahjong, surfing on the Internet, gaming, etc

Participating in cultural recreation activities such as drama, music, drawing, piano, cooking, reading, etc

Drinking wine/beer

Talking to friends and family

Joining some stress or time management courses

Seeing a doctor or psychologist

Talking to social workers and counseling

Crying

Gambling (including horse racing gamble or soccer gamble)

Visiting the church/participating in some religious activities such as praying

Do nothing

Others (Please specify)

Don't know/Hard to say

Refuse to answer

[Q18] In order to help you achieve a better work-life balance, which of the following work facilities/arrangements would you desire MOST? (Read out each answer, order to be randomized by computer, single response only) [Interviewers read out: I am going to read out a few options, and you can choose one answer only]

Flexible working time

5-day work week

Option to work from home sometimes

Free sports facilities

Crèche facilities/Child care

Work support services (e.g. employee counseling scheme, stress management training)

Parental leave

Others (Please specify)

Don't know/Hard to say

Refuse to answer

[Q19] What is the most important thing you would like to see change in your own private life? (Do not read out the answers, single response only) [Interviewers read out: I am going to read out a few options, and you can choose one answer only]

- More sports and recreation
- More vacations to re-energize myself
- More time to spend with my family (including spouse, children or parents)
- More rest and healthier lifestyle
- My private life is very well managed, and I do not need further change.
- Others (Please specify)
- Don't know/Hard to say
- Refuse to answer

[Q20] Is your company adopting or thinking of adopting a 5-day work week? [If yes, interviewers probe whether the company has already adopted or thinking about it only]

- Yes – already adopted
- Yes – thinking
- No
- Don't know/Hard to say
- Refuse to answer

Part 4 Demographics

We would like to ask you some personal information for further analyses.

(DM1) Gender

- Male
- Female

(DM2a) Age

- _____ (Exact age)
- Do not want to tell

(DM2b) 【For those who do not want to tell their exact age】 Age interval (Interviewer can read out the intervals)

- 15-19
- 20-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60 years old or above
- Do not want to tell

(DM3) Education Attainment

Primary school or below
Secondary school
Matriculated
Tertiary, non-degree course
Tertiary, degree course
Master's degree
Doctor's degree
Refuse to answer

(DM4) Position (Pls refer to "Definition of Occupation Categories" in Appendix 2 for detailed categorizations)

White collar:

Professional / Manager / Executive
Trader / Proprietor
Office: skilled
Office: unskilled

Blue collar:

Factory/Shop/Outdoor: skilled Manual worker
Factory/ Shop/Outdoor: unskilled Manual worker
Refuse to answer

(DM5) Industry

Banks and Finance Sector
Commercial Service
Construction Industry
Education
Film / Entertainment Industry
Government / Public Affairs
Import / Export Trade
Information Technology (IT)
Insurance
Law, Accountancy, Professional Information Services
Manufacturing Industry
Media
Medical, Hygiene and Welfare Sector
Oil, Energy, Resources and Utilities
Other Personal Services
Property
Restaurants / Hotels
Telecommunication
Transportation Industry
Warehouse Duties
Wholesale / Retail
Others (Please specify)
Refuse to answer

(DM6) Your marital status is: (Single response)

Single (Skip to (DM8))
Married
Divorced/Widow
Refuse to answer

(DM7) Do you have children? If yes, how many?

Yes, ____ child(ren)

No children

Refuse to answer

(DM8) Your personal monthly income, including bonus, is...?

HK\$ 10,000 or below

HK\$ 10,001 20,000

HK\$ 20,001 30,000

HK\$ 30,001 40,000

HK\$ 40,001 50,000

HK\$ 50,001 or above

Refuse to answer

Thank you for your time. If you have any questions regarding this interview, you can contact our supervisor Louise Pun at xxxx-xxx or call xxxx-xxxx during office hours to verify this interview's authenticity and confirm my identity.

******* End of questionnaire *******

Appendix 2

Definition of Occupation Categories

Definition of Occupation Categories:

Working:

Prof (Professional)/ Mgr (Manager)/ Exec (Executive) 專業人士 / 經理 / 行政人員

- company directors and managers
- members of recognised professions/ university and secondary school teachers
- administrative and executive officers in the civil service
- gazetted officers in the uniformed services
- editors/ journalists
- technologists
- artists/ actors/ musicians/ designers

Trad (Trader)/ Prop (Proprietor) 商人 / 東主

- self-employed merchants
- owners of shops and other properties

Office: skilled 技術白領人士

- office supervisors
- secretaries
- nurses
- kindergarten and primary school teachers/ private tutors
- inspectors and sergeants in public services
- reporters
- models
- singers
- sales representatives
- auditing, account and surveyor clerks

Office: unskilled 非技術白領人士

- general clerks
- receptionists
- typists

Factory/Shop/Outdoor : skilled 技術藍領人士

- factory supervisors
- carpenters
- cooks
- drivers
- foremen

- farmers/ fishermen/ gardeners
- blacksmiths/ mechanics
- policemen/ soldiers
- tailors/ shoemakers/ barbers
- photographers
- captains (hotel/ restaurant)
- monks
- outdoor sales
- life guards
- soccer players
- detectives
- escorts/ tourist guides
- jockeys
- herbalists

Factory/ Shop/ Outdoor: unskilled 非技術藍領人士

- factory workers
- cleaners
- labourers
- messengers
- postmen
- seamen
- servants
- waiters
- shop assistants
- hawkers
- security guards
- shop sales
- cashiers

Non-working:

Retired/ Unemployed

- exclude non-working housewives

Student

- includes full-time students only
- those that claim to be full-time students but have part-time jobs are also considered in this category

Full-time housewife

- not working