**Stress Indicator Tool intranet pages**

# Intranet page 1 – Survey launch

|  |  |
| --- | --- |
| **NEW! [organisation name] Stress Indicator Tool survey** | |
| **Stress Indicator Tool survey – We need your help!** |  |
| You may have seen from recent emails that we are running a stress assessment survey – but why should this matter to you?  This is your chance to get involved in helping us to prevent work-related stress and mental ill health and to improve the workplace. By sharing your views on how we manage work-related stress and mental health, you’ll be helping us to understand where we need to take action and what we need to do.  Please click [here] for the survey, which will take about 10 minutes to complete. The survey will remain open until [date]; the responses are completely anonymous, and individuals cannot be identified. |
| If you have any questions about the survey check out the FAQs page. If you have any further questions or would like more information please contact [details].  Thank you for helping to make [organisation name] a more enjoyable place to work! | |

## Paper surveys

If you are planning to use the paper survey you can still use the intranet pages but you will need to provide instructions on when, where and how your workforce can access the paper survey and how they should return it in a way that maintains anonymity.

# Intranet page 2 – Reminder

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| --- | --- |
| **[Organisation name] Stress Indicator Tool survey** | |
| **Your feedback counts!** |  |
| [Organisation name]’s Stress Indicator Tool survey has been running for [2] weeks. The response so far has been great, with [XX]% of colleagues completing the survey.  I urge those who haven’t yet completed the survey to do so. It’s your chance to influence how we all tackle work-related stress to improve our working environment. If we get a high rate of response we can be more certain that the results will reflect everyone’s experiences.  So please spare 10 minutes to complete the survey here. If you don’t tell us about the problems, who will? |
| The survey is completely anonymous and we can’t identify individual responders.  If you have any questions check out the FAQs page first. If you still have any questions or would like more information please contact [details].  Thank you for your help! | |
| [xx]% of colleagues have completed the survey so far! | |

## Paper surveys

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# Intranet page 3 – Survey closed

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| --- | --- |
| **[Company name] Stress Indicator Tool survey** | |
| **Thank you!** |  |
| [Organisation name]’s Stress Indicator Tool survey has now closed, with [xx]% of you having completed the survey. This is a great response so thank you to everyone who participated.  We’re now looking at the results to identify the particular areas that we need to focus on to make our workplace a better environment. We’ll be sharing the findings with you as soon as possible.  Although the survey is now closed, you can still find a list of FAQs [here] and these will be available for a few weeks. If you have any further questions or would like more information please contact [details]. |
| Once again, thank you for helping to make our workplace safer and healthier! | |