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Appendix A: Example of an institution's informed consent form



Faculty of Economic and Management Sciences Department of Human Resource Management

Informed consent for organisation to participation in an academic research study

Dept. of Human Resource Management

Coping strategies for leaders during an economic downturn

Research conducted by:

Ms. M. van Zyl (28470924)

Cell: 082 928 3022

Dear Example representative

Selected individuals from **XXX** are invited to participate in an academic research study conducted by Marlise van Zyl, Doctoral student from the Department of Human Resource Management at the University of Pretoria.

The purpose of the study is to understand how mining leaders cope during an economic downturn.



Please note the following:

- 1) This study involves personal interviews as part of a qualitative study. Responses in this study will be treated as strictly confidential, and no individual or their company will be identified based on their responses.
 - a) Participating mining houses will be listed in the sampling section of the study. However, respondents' identities and mine affiliation will be treated as confidential to ensure that neither the specific individual nor their specific organisation can be identified based on their responses.
 - b) Any information that could link a respondent to a specific mine shall not be utilised in this study.
 - c) No confidential mine related information that might come about during the interview shall be utilised in this study.
- 2) Your organisation's participation in this study is very important to us. Your organisation may, however, choose not to participate you may also stop participating at any time without any negative consequences.
- 3) I am requesting the following assistance from your organisation:
 - a) A Personal interviews lasting +/- 2 hours each with 2 individuals in your company.
- 4) The results of the study will be used for academic purposes only and may be published in an academic journal. I will provide you or your organisation with a summary of my findings on request in accordance with the confidentiality agreement stated in paragraph (1) above.
- 5) Please contact my study leader, Prof Yvonne du Plessis at Yvonne.duPlessis@up.ac.za or 083 305 6227 if you have any questions or comments regarding the study.
- 6) Also feel free to contact me at <u>marlise.vanzyl@gijima.com</u> or 082 928 3022 should you have any questions or concerns.

Please sign the form to indicate that:

- You have read and understand the information provided above.
- You are authorized to give consent for individuals from XXX to participate in the study on a voluntary basis.
- You give consent for individuals from XXX to participate in the study on a voluntary basis.

Authorized representative's signature	Date



Appendix B: Example of an individual's informed consent form



Faculty of Economic and Management Sciences Department of Human Resource Management

Informed consent for participation in an academic research study

Dept. of Human Resource Management

Coping strategies for leaders during an economic downturn

Research conducted by:

Ms. M. van Zyl (28470924)

Cell: 082 928 3022

Dear Example respondent

You are invited to participate in an academic research study conducted by Marlise van Zyl, Doctoral student from the Department of Human Resource Management at the University of Pretoria.

The purpose of the study is to understand how mining leaders cope during an economic downturn.

Please note the following:

- 7) This study involves personal interviews as part of a qualitative study. Responses in this study will be treated as strictly confidential, and no individual or their company will be identified based on their responses.
 - a) Participating mining houses will be listed in the sampling section of the study. However, respondents' identities and mine affiliation will be treated as confidential to ensure that neither the specific individual nor their specific organisation can be identified based on their responses.
 - b) Any information that could link a respondent to a specific mine shall not be utilised in this study.
 - c) No confidential mine related information that might come about during the interview shall be utilised in this study.
- 8) Your participation in this study is very important to us. You may, however, choose not to participate you may also stop participating at any time without any negative consequences.
- 9) I am requesting the following participation from you:
 - a) A Personal interviews lasting +/- 2 hours each.
- 10) The results of the study will be used for academic purposes only and may be published in an academic journal. I will provide you or your organisation with a summary of my findings on request in accordance with the confidentiality agreement stated in paragraph (1) above.
- 11) Please contact my study leader, Prof Yvonne du Plessis at <u>Yvonne.duPlessis@up.ac.za</u> or 083 305 6227 if you have any questions or comments regarding the study.
- 12) Also feel free to contact me at <u>marlise.vanzyl@gijima.com</u> or 082 928 3022 should you have any questions or concerns.

Please sign the form to indicate that:

- You have read and understand the information provided above.
- You give your consent to participate in the study on a voluntary basis.

Respondent's signature	Date