

ANNEXURE A: QUESTIONNAIRE



University of Pretoria

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Faculty of Economic and Management Sciences
DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
TELEPHONE: 012- 420-3433
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Cell: 072-660-3940

1 June 2006

***All persons asked to participate in the undermentioned
PhD (Organizational Behaviour) research study***

Dear Colleagues:

As study leader of candidate PA Botha for his PhD (Organizational Behaviour) research with the project title: *Development of a holistic wellness model for managers in tertiary education institutions*, I politely and sincerely ask you to please take a few moments of your time to complete the wellness-questionnaire sent to you. Although some of the information required can be interpreted as “personal”, you can by no means be personally identified, and the data provided by you cannot be used “against you” in any way, but will eventually be utilized in important strategic planning relating to employee wellness management in your institution. This research is done with the official approval and support of top management of your institution.

Please give us your co-operation and support. The candidate’s successful completion of his study is dependent thereupon.

You are welcome to contact me should you have any enquiries or need further information.

Yours sincerely

Prof.H.E Brand

Directorate of Research

Department of R&D Administrative Support
Department of Statistical Support

28 November 2005

Mr PA Botha
Senior Lecturer
Department Public Management
Tshwane University of Technology
Polokwane Delivery Site

Dear Mr. Botha,

RE-APPLICATION FOR THE DISTRIBUTION OF A QUESTIONNAIRE

With reference to your request for the approval and distribution of a questionnaire among academic managers and support managers at Tshwane University of Technology.

We take cognizance that the National Wellness Institute has developed the instrument being used in this study and that reliability and validity have been proved in the course of similar studies. We are satisfied that the recommendations made by the reviewers were addressed.

Your amended questionnaire has been evaluated and we are pleased to confirm that the questionnaire is approved for distribution.

Please direct all enquiries to the undersigned.

Yours faithfully,



Prof Amanda Lourens
Director of Research & Development

PBotha re-evaluation feedback 281105

RESEARCH ON THE DEVELOPMENT OF A HOLISTIC WELLNESS MODEL FOR MANAGERS IN TERTIARY INSTITUTIONS

Dear Participant

I, PA Botha, lecturer at Tshwane University of Technology, Polokwane Delivery Site, am currently undertaking research on the Development of a Holistic Wellness Model for Managers in Tertiary Institutions in South Africa for my PhD thesis in Organisational Behaviour at the University of Pretoria. The study has the approval of the University of Pretoria and the Tshwane University of Technology.

The purpose of the study is to investigate the wellness behaviour levels of managers and to identify specific wellness interventions in Higher Education Institutions. As part of this study your name has been randomly selected by the researcher as one of the representative sample of managers in your institution selected to complete a questionnaire. I wish to assure you that all information I receive will remain confidential and that your participation will remain anonymous. Your contribution to this study is extremely important to ensure the success of the project.

The questionnaire has been structured in such a way that it facilitates quick and easy completion. In trial runs it was determined that it will only take 30 minutes to complete. Your task is to work through the questionnaire as quickly as you can, and answer the questions as accurately and honestly as possible. Full details are provided on how to complete the questionnaire.

Please return the completed questionnaire before 15th June 2006 via e-mail to bothapa@tut.ac.za or internal mail: **PA Botha, Tshwane University of Technology, Polokwane Delivery Site, Polokwane, 0700.**

Once the data have been analyzed, summary findings will be presented to participating institutions, and I will cooperate with them on how to respond to the results. In this way, your contribution to the research should benefit you and your institution in future. The value and outcome of this research depends on your willingness to take part in this project. If you have any queries, which I have not addressed and would like to discuss these with me, please contact me: PA Botha: (w) 015 – 287 0717, cell: 083 326 8542, fax: 015-287 0720 or e-mail: bothapa@tut.ac.za. A letter of consent is attached (one original and one duplicate). Sign the original and send it back with the questionnaire while keeping the duplicate for your own personal record.

Yours faithfully
PA Botha
Researcher

ORIGINAL COPY (SENT BACK WITH QUESTIONNAIRE) Consent Form for Participation in a Research Study University of Pretoria

The Department of Human Resources, Faculty of Economic and Management Sciences, University of Pretoria.

RESEARCH ON THE DEVELOPMENT OF A HOLISTIC WELLNESS MODEL FOR MANAGERS IN TERTIARY INSTITUTIONS

Description of the research

You are invited to participate in a research study conducted by Petrus Albertus Botha under the direction of Prof. Hein Brand of the Department of Human Resources, Faculty of Economic and Management Sciences, University of Pretoria.

The purpose of the study is to investigate the wellness behaviour levels of managers and to identify specific wellness interventions in Higher Education Institutions. For the purpose of this study your name has been randomly selected by the researcher as one of the representative sample of managers in your institution selected to complete a questionnaire.

Protection of confidentiality and voluntary participation

I wish to assure you that all information I receive will remain confidential and that your participation will remain anonymous. Your contribution to this study is extremely important to ensure the success of the project. Your participation in this research study is, however, voluntary. You may choose not to participate and you may

withdraw your consent to participate at any time. You will not be penalized in any way should you decide to withdraw from this study.

Your participation

The questionnaire has been structured in such a way that it facilitates quick and easy completion. In trial runs it was determined that it will only take 30 minutes to complete. Your task is to work through the questionnaire as quickly as you can, and answer the questions as accurately and honestly as possible. Full details are provided on how to complete the questionnaire.

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Potential benefits

Once the data have been analyzed, summary findings will be presented to participating institutions, and I will cooperate with them on how to respond to the results. In this way, your contribution to the research should benefit you and your institution in future. The value and outcome of the research depend on your willingness to take part in this project.

Contact information

If you have any questions or concerns about this study or if any problems arise, please contact:

- * Professor Hein Brand at 012- 420 3433; e-mail hebrand@hakuna.up.ac.za.
- * PA Botha: (w) 015- 2870717; cell: 0833268542; fax: 015-2870720; e-mail: bothapa@tut.ac.za.

Consent

I have read this consent form and have been given the opportunity to ask questions. I give my consent to participate in this study.

Participant's name and surname (block letters) _____

Participant's signature _____ Date _____

Yours faithfully

PA BOTHA
Researcher

The questionnaire consists of the following parts.

- A demographic questionnaire – (Section A)
- The TestWell (which measures your wellness levels on 10 sub-scales) - (Section B)

Instructions on how to complete the questionnaire

- Please read all questions or statements and please answer all the questions.
- Please use a black pen.
- Please give your first and natural answer – try not to dwell too long on each question.
- Please base your answers on how you have been feeling recently (the last 3 months), unless the question asks you to do otherwise.

SECTION A
DEMOGRAPHIC QUESTIONNAIRE

(Mark all answers with X in the appropriate box)

1. Indicate at which University are you employed.

1. University of Pretoria	2. Tshwane University of Technology
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2. If you have marked the University of Pretoria, indicate on which campus are you employed.

1. Mamelodi	2. Pretoria
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3. If you are employed by Tshwane University of Technology indicate at which delivery site are you situated.

1. Ga- Rankuwa	2. Pretoria	3. Soshanguve	4. Nelspruit	5. Witbank	6. Polokwane
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4. Please state the faculty or division under which you resort:

1. Academic	2. Support services
Specify:	

5. Gender:

1. Female	2. Male
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6. Please indicate your race:

1. Black	2. Indian	3. Coloured	4. White	5. Other
				Specify:

7. Please state your age (in years):

8. Please indicate your highest level of education/qualifications:

1. Matric
2. Diploma
3. Degree
4. Post-graduate degree
5. PhD
6. Other: Specify

9. Please indicate your job title:

10. How many staff members are you responsible for?

11. How many years have you been employed at your current institution?

12. How many years have you been employed in your current job?

13. Please indicate your body weight and height.

Weight (without shoes)	Height (without shoes)
<input type="text"/>	<input type="text"/>

14. In terms of tobacco smoking are you a:

1. Smoker	2. Ex-smoker	3. Non-smoker
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15. If you are a smoker or ex-smoker enter average number of cigarettes/pipes/cigars smoked per day in the past five years (ex-smoker should use the last five years before quitting).

Cigarettes per day	
Pipes/cigars per day	

16. During the past 12 months, how many times have you seen a doctor or other health care professional about your own health at a doctor's surgery, a clinic, or some other place? Do not include times you were hospitalized overnight, visits to hospital emergency rooms, home visits, or telephone calls.

1. None
2. _____ times
3. Do not know
4. Refuse

17. How many hours of sleep do you usually get at night?

1. 6 hours or less
2. 7 hours
3. 8 hours
4. 9 hours

18. Considering your age, how will you describe your overall physical health?

1. Excellent
2. Good
3. Fair
4. Poor

19. What is your blood pressure (if known, otherwise leave blank)?

Systolic (high number)	
Diastolic (low number)	

20. Do you have a close relative (father, mother, brother, sister or child) who has or had any of the following conditions?

1. High blood pressure	1. Yes	2. No	3. Do not know
2. Diabetes	1. Yes	2. No	3. Do not know
3. Heart attack, angina	1. Yes	2. No	3. Do not know
4. Stroke	1. Yes	2. No	3. Do not know
5. High blood cholesterol	1. Yes	2. No	3. Do not know

21. Have you been diagnosed with any of the following conditions?

1. High blood pressure	1. Yes	2. No	3. Do not know
2. Diabetes	1. Yes	2. No	3. Do not know
3. Heart attack, angina	1. Yes	2. No	3. Do not know
4. Stroke	1. Yes	2. No	3. Do not know
5. High blood cholesterol	1. Yes	2. No	3. Do not know

22. During the past month, how many days per week or per month did you drink any alcoholic beverages, on the average?

1. Days per week
2.. Days per month
3. None
4. Do not know

23. If you drink alcohol how many drinks did you drink on average per day?

_____ bottles of beer per day
_____ glasses of wine per day
_____ mixed drinks or shots of liquor per day

SECTION B: A HOLISTIC WELLNESS BEHAVIOUR ASSESSEMENT TOOL

INSTRUCTIONS: Please cross the number that best identifies your response to each corresponding statement.

1. **Almost never (less than 10% of the time) – a.n.**
2. **Occasionally (approximately 25% of the time) – occ.**
3. **Often (approximately 50% of the time) –oft.**
4. **Very often (approximately 75% of the time) – v.o.**
5. **Almost always (90% of the time) – a.a.**

	QUESTIONS	A.N.	OCC.	OFT.	V.O.	A.A.
1.	I do exercise aerobic exercises (continuous, vigorous, sweat producing exercise for 20-30 minutes) at least three times per week.	1	2	3	4	5
2.	Stretching is a routine part of my exercise programme. (If you hardly exercise, answer 1).	1	2	3	4	5
3.	I increase my physical activity by walking or cycling whenever possible.	1	2	3	4	5
4.	My exercise programme includes an adequate amount of each of the three major fitness components: endurance (aerobics), strength (weight training) and flexibility (stretching).	1	2	3	4	5
5.	If I am not in shape, I avoid sporadic (once a week or less) strenuous exercise.	1	2	3	4	5
6.	I avoid eating foods that are high in fat (fatty cuts of meat, whole milk, dairy products, fried foods, hamburgers, hot dogs, processed foods, rich desserts, and creamy sauces).	1	2	3	4	5
7.	I eat at/from fast food restaurants less than once per week.	1	2	3	4	5
8.	I intentionally include foods high in fibre in my diet on a daily basis such as whole grain bread, cereals and beans.	1	2	3	4	5
9.	I maintain my weight within the recommendations for my height and gender.	1	2	3	4	5
10.	I eat at least four servings (one serving equals ½ cup) of fruit and/or vegetables every day.	1	2	3	4	5
11.	I maintain an up-to-date immunization record. (For example regular flu vaccination.)	1	2	3	4	5
12.	I examine my breasts or testes on a monthly basis.	1	2	3	4	5
13.	I take action to minimize my exposure to tobacco smoke.	1	2	3	4	5
14.	I consider alternatives to taking medication when ill.	1	2	3	4	5
15.	I drink enough water (6-8) glasses per day to keep my urine light yellow.	1	2	3	4	5
16.	I floss my teeth once per day.	1	2	3	4	5
17.	I engage in an adequate amount of physical activity to keep my resting heart rate at 60 beats or less per minute.	1	2	3	4	5
18.	I protect my skin from sun damage by using sunscreen or by taking other precautions to prevent overexposure to the sun.	1	2	3	4	5
19.	I maintain my blood pressure within the range recommended by my doctor. (If you do not have your blood pressure checked, answer "1").	1	2	3	4	5
20.	I maintain my blood cholesterol level within the range recommended by my doctor. (If you have never had your cholesterol checked, answer "1").	1	2	3	4	5
21.	I do not drive a vehicle while I am under the influence of alcohol or other drugs.	1	2	3	4	5
22.	I do not ride with vehicle drivers who are under the influence of alcohol or other drugs.	1	2	3	4	5
23.	If I should exceed the speed limit, I stay within ten kilometres per hour of the speed limit.	1	2	3	4	5
24.	I wear my seat belt while travelling.	1	2	3	4	5

25.	The vehicles I drive are maintained to assure safety.	1	2	3	4	5
26.	I enjoy myself without the use of drugs or alcohol.	1	2	3	4	5
27.	I use approved child restrainers for all children riding in my vehicle. (If children do not ride in your vehicle, answer "5").	1	2	3	4	5
28.	I refrain from using drugs obtained from unlicensed sources.	1	2	3	4	5
29.	I use the recommended safety equipment for any activity in which I participate.	1	2	3	4	5
30.	When I travel on a motorcycle, bicycle or quad bike (four wheel motorcycle), I wear a helmet.	1	2	3	4	5
31.	To conserve energy, I turn off lights and electrical appliances when I am not using them.	1	2	3	4	5
32.	I avoid purchasing food that is packaged in Styrofoam.	1	2	3	4	5
33.	I operate fuel-efficient motor vehicles. (If you do not operate a motor vehicle, answer "5").	1	2	3	4	5
34.	During the winter I keep the temperature in my home at an acceptable level by using a heater or other heating devices.	1	2	3	4	5
35.	When I go shopping, I take my own reusable (non-plastic) bag to carry my purchases rather than accept plastic or paper bags.	1	2	3	4	5
36.	I do not let the water tap run while I am brushing my teeth, shaving or washing my car.	1	2	3	4	5
37.	I regularly recycle my paper, plastic, glass and aluminium, should it be required from me.	1	2	3	4	5
38.	I am involved in learning more about how I can protect the environment.	1	2	3	4	5
39.	I encourage others to support efforts to protect the environment.	1	2	3	4	5
40.	I prefer to purchase products made from recycled materials whenever possible.	1	2	3	4	5
41.	My behaviour reflects fairness and justice.	1	2	3	4	5
42.	I contribute to the feeling of acceptance with my family, friends and co-workers.	1	2	3	4	5
43.	I resolve conflict in a positive and respectful manner.	1	2	3	4	5
44.	I use my creativity in constructive ways.	1	2	3	4	5
45.	I exercise my right to vote.	1	2	3	4	5
46.	I take time to play with and enjoy my family and friends.	1	2	3	4	5
47.	I help others in need (for example, providing financial or emotional support).	1	2	3	4	5
48.	When I notice a safety hazard, I take action to correct the situation.	1	2	3	4	5
49.	I contribute time and/or money to at least one organization that strives to better the community in which live.	1	2	3	4	5
50.	I participate in community events.	1	2	3	4	5
51.	I am comfortable with my level of sexual involvement.	1	2	3	4	5
52.	I feel positive about myself as a sexual person.	1	2	3	4	5
53.	My sexual relationships and behaviours are maintained in a manner that is healthy for me and for others.	1	2	3	4	5
54.	I am able to develop close, intimate, personal relationships.	1	2	3	4	5
55.	My sexual needs are satisfied without conflicting with other needs in my life.	1	2	3	4	5

56.	I am tolerant of others who have different sexual orientations.	1	2	3	4	5
57.	I am able to love others without expecting them to “earn” my love.	1	2	3	4	5
58.	I have positive relationships (not referring to sexual relationships) with men in my life.	1	2	3	4	5
59.	I have positive relationships (not referring to sexual relationships) with women in my life.	1	2	3	4	5
60.	When engaging in sexual behaviour, I take steps to minimize the risk of spreading or contracting sexually transmitted diseases.	1	2	3	4	5
61.	I express my feelings of anger in ways that are not hurtful to others.	1	2	3	4	5
62.	I can say “no” without feeling guilty.	1	2	3	4	5
63.	I make decisions with a minimum of stress and worry.	1	2	3	4	5
64.	I do not feel unreasonably hurried in my daily routine.	1	2	3	4	5
65.	I include relaxation time as part of my daily routine.	1	2	3	4	5
66.	When I make mistakes, I learn from them.	1	2	3	4	5
67.	I set realistic objectives for myself.	1	2	3	4	5
68.	I can relax my body and mind without the use of drugs and alcohol.	1	2	3	4	5
69.	I can accept responsibility for my actions.	1	2	3	4	5
70.	I accept responsibility for creating my own feelings.	1	2	3	4	5
71.	I keep informed about social and political issues.	1	2	3	4	5
72.	I am interested in learning about scientific discoveries.	1	2	3	4	5
73.	I make an effort to maintain and improve my writing and verbal skills.	1	2	3	4	5
74.	I seek opportunities to learn new things.	1	2	3	4	5
75.	I participate in activities such as visiting museums, exhibitions and zoos, or attend plays and concerts, at least three times a year.	1	2	3	4	5
76.	I watch educational programmes on television.	1	2	3	4	5
77.	I maintain a continuing education programme relative to my occupation or activities.	1	2	3	4	5
78.	I read about different topics from a variety of newspapers, magazines or books.	1	2	3	4	5
79.	I gather information from several sources before making important decisions.	1	2	3	4	5
80.	I am interested in understanding the views of others.	1	2	3	4	5
81.	I enjoy my work.	1	2	3	4	5
82.	I take advantage of opportunities to learn new skills in my work.	1	2	3	4	5
83.	There is an acceptable amount of challenge in my work.	1	2	3	4	5
84.	I perform my work in a satisfactory manner.	1	2	3	4	5
85.	I look forward to doing my job.	1	2	3	4	5
86.	I am satisfied with the balance between my work time and leisure time.	1	2	3	4	5
87.	I am satisfied with my ability to manage and control my workload.	1	2	3	4	5

88.	My work is consistent with my values.	1	2	3	4	5
89.	The level of stress in my work environment is comfortable to me.	1	2	3	4	5
90.	At work my level of authority is consistent with my level of responsibility.	1	2	3	4	5
91.	I feel that my life has a positive purpose.	1	2	3	4	5
92.	I spend a portion of every day in prayer, meditation and/or personal reflection.	1	2	3	4	5
93.	My values guide my daily life.	1	2	3	4	5
94.	I am mainly guided by my "inner self" rather than the expectation of others.	1	2	3	4	5
95.	I am concerned about humanitarian issues.	1	2	3	4	5
96.	My spiritual awareness occurs at times other than during a crisis.	1	2	3	4	5
97.	My leisure time activities are consistent with my values.	1	2	3	4	5
98.	I am tolerant of the values and beliefs of others.	1	2	3	4	5
99.	I am able to discuss my own death with my family and friends.	1	2	3	4	5
100.	I am satisfied with my spiritual life.	1	2	3	4	5

**YOUR COPY (FILE FOR YOUR OWN PERSONAL RECORD)
Consent Form for Participation in a Research Study
University of Pretoria**

The Department of Human Resources, Faculty of Economic and Management Sciences, University of Pretoria.

RESEARCH ON THE DEVELOPMENT OF A HOLISTIC WELLNESS MODEL FOR MANAGERS IN TERTIARY INSTITUTIONS

Description of the research

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* Professor Hein Brand at 012- 420 3433; e-mail hebrand@hakuna.up.ac.za.

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Consent

I have read this consent form and have been given the opportunity to ask questions. I give my consent to participate in this study.

Participant's name and surname (block letters) _____

Participant's signature _____ Date _____

Yours faithfully

PA BOTHA (Researcher)

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