**INFORMATION FOR PARTICIPANTS**

*Ethical Clearance Reference Number:* ***HR-18/19-10516***

**Title of study**

**Investigating the impact of health conditions on employees' experiences of work**

**Invitation Paragraph**

I would like to invite you to participate in this research project, which forms part of my Master’s Dissertation research. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish.

If there is anything that is not clear, or if you would like more information, please email me:

Alexia.karageorghis@kcl.ac.uk

**What is the purpose of the study?**

The purpose of the study is to explore whether having a health condition affects people’s experiences at work. Specifically, I will be looking at whether the ‘visibility’ of people’s health conditions affects things like wellbeing and experiences of discrimination at work. I will also be examining whether people tend to disclose their health conditions to their employers and colleagues, and will be investigating the factors that might predict disclosure. My hope is that this study will fill an important gap in previous research.

**Why have I been invited to take part?**

You are being invited to participate in this study because of your interest in disability issues. To take part in this study, you should be employed and living in the UK. You do not need to have a health condition to do this survey. Unfortunately, this survey is not suitable for people with learning disabilities, because an Easy Read version of the survey is not available.

**What will happen if I take part?**

If you agree to take part, you will complete an online survey, which will take you approximately 10-15 minutes to complete.

The survey will ask you questions about your job, your health and wellbeing, your experiences of discrimination at work, and how you feel about your organisation. Examples of questions included are:

* “On average, how many hours do you currently work per week?”
* “Do you have a health condition or developmental condition?”
* “Have you been feeling optimistic about the future?”
* “Does your organisation maintain a diversity-friendly work environment?”

You will also be asked some questions about yourself. For example:

* Your age
* Your race
* Your sexuality

This information will be held separately from your other responses, but the Lead Researcher may be able to identify you from these responses. **Nobody except the lead researcher will have access to your personal information.**

**Do I have to take part?**

Participation is completely voluntary, and you should only take part if you want to. Choosing not to take part will not disadvantage you in any way. If you choose to take part, you will be asked to provide your consent. To do this, you will be asked to indicate that you have read and understand the information provided and that you consent to your anonymous data being used for the purposes explained.

You are free to withdraw at any point during completion of the survey, without having to give a reason. You can do this by clicking the ‘delete my answers and withdraw’ response at the end of each question. Withdrawing from the study will not affect you in any way. After you submit the survey, you can withdraw your data by emailing the Lead Researcher and quoting the memorable word you gave at the start of the survey. Please do not include any personal identifiable information in your responses.

**What are the possible risks of taking part?**

Being asked about or reminded of personal issues. During this study, you will be asked questions about your health and your wellbeing. If you do not wish to answer these questions, you may withdraw from the study at any time and your data will be deleted.

In the event that this study causes you any distress, please contact your local Mind branch for support:

<https://www.mind.org.uk/information-support/local-minds/>

Or, if you are experiencing a mental health crisis, please contact Samaritans, at any time, for free:

<https://www.samaritans.org/how-we-can-help/contact-samaritan/>

**What are the possible benefits of taking part?**

By taking part, you will be helping to contribute towards the advancement of HR literature, as well as furthering academics' and practitioners' understanding of health conditions at work. This study will also give you an opportunity to talk about experiences which you otherwise might not have the opportunity to discuss.

**Data handling and confidentiality**

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR):

* Your data will be stored securely on the King’s College London computer system
* All files containing your data will be encrypted and protected with a strong, unique password
* Your data will be pseudonymised to add an additional level of confidentiality. For information about what this means, please visit the GDPR website: <https://gdpr.report/news/2017/11/07/data-masking-anonymisation-pseudonymisation/>
* You will not be personally identifiable in the final report
* Data will be retained for two years after it has been collected, in line with King’s College London’s Data Retention Schedule. This is to allow time to publish the research findings in academic journals.
* Your data will only be accessible to the primary researcher, Alexia Karageorghis.

**Data Protection Statement**

The data controller for this project will be King’s College London (KCL). The University will process your personal data for the purpose of the research outlined above. The legal basis for processing your personal data for research purposes under GDPR is a ‘task in the public interest’ You can provide your consent for the use of your personal data in this study by completing the consent form that has been provided to you.

You have the right to access information held about you. Your right of access can be exercised in accordance with GDPR. You also have other rights including rights of correction, erasure, objection, and data portability. Questions, comments and requests about your personal data can also be sent to the King’s College London Data Protection Officer, Mr Albert Chan: [info-compliance@kcl.ac.uk](file:///%5C%5Ckclad.ds.kcl.ac.uk%5Canywhere%5CUserData%5CPSStore02%5Ck1217397%5CMy%20Documents%5C2018%5Cinfo-compliance%40kcl.ac.uk).

If you wish to lodge a complaint with the Information Commissioner’s Office about how your data has been handled, please visit [www.ico.org.uk](http://www.ico.org.uk).

**What if I change my mind about taking part?**

You are free withdraw at any point of the study, without having to give a reason. Withdrawing from the study will not affect you in any way.

You are able to withdraw your data from the study up until **17:00 GMT on 5th August 2019**.After this time, you will not be able to withdraw your data because data will have been committed to the final report. If you choose to withdraw from the study, we will not retain any of the information you have given.

**What will happen to the results of the study?**

The results of the study will be summarised in my Master’s Dissertation as part of my degree in Human Resource Management and Organisational Analysis.

In the event that the results of this study are published in an academic journal, your anonymous data may need to be shared with peer reviewers. Nobody will be able to identify you from your answers.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please email me, the lead researcher, using the following contact details: alexia.karageorghis@kcl.ac.uk

**What if I have further questions, or if something goes wrong?**

If this study has harmed you in any way, or if you wish to make a complaint about the conduct of the study, please contact King's College London using the details below for further advice and information:

Name: Professor Janet Walsh

Email: Janet.Walsh@kcl.ac.uk

Tel: 0207 848 3963

Post: King’s Business School

 King's College London

Bush House

Strand

London WC2R 2LS

**Thank you for reading this information sheet and for considering taking part in this research.**