

Let's check in – frequently asked questions

1. Why is Menzies asking for my feedback?

Your views are important – we want to offer all our colleagues ways to have their voices heard. Surveys are just one of the ways we'll be gathering your feedback. Your answers will help us to plan for the future, to identify areas for improvement and to build on anything that's working well.

2. Who will see my response?

All response data will be managed internally and summaries will be shared with each regional leadership team. You won't be asked to provide your name when you fill in the survey, so your answers will be anonymous.

3. Will my manager be able to see my response?

No. Individual responses will not be shared with Line Managers and we are not asking you to identify yourself personally anywhere in the survey.

4. What will happen with the responses?

We will be reviewing the responses to the survey by question and location to identify areas of improvements. This allows us to consider your responses in their future work and decision making.

5. Is there a paper version of the survey?

No, this an online survey which uses Microsoft Forms. You can access the survey on work computers or from your own computer, tablet or smartphone,

6. How do I access the survey?

There are several ways to access the survey.

- a) If you have a company email address, click the link in the email sent by Internal Communications on Monday 19 April. This will take you directly to the survey.
- b) Using a QR code – this looks similar to a barcode and you will find these on posters which should be available in your break rooms and office spaces. If you have a smart phone, open your camera and hold this over the QR code – a pop-up notification should appear – click the notification and this will take you the survey.
- c) On WeAreMenzies.com – you can visit our dedicated site for Menzies employees to complete the survey. You'll need to log in to WeAreMenzies to access the survey.

7. Can I complete the survey during work time?

Yes. The survey will only take a couple of minutes. If you are concerned about finding time to complete the survey, please speak to your manager for support.

8. I don't have access to a computer – how do I complete the survey?

Please speak to your manager who can help you to complete the survey on WeAreMenzies.com (see answer 7).

9. Can I complete the survey more than once?

We only need you to complete the survey once. Once you press submit, you should see a message confirming we have received your responses.

10. Can I change my answers once I've pressed submit?

No. Once you press submit, your answers will be saved. You can move backwards and forwards to review your answers before you press submit.