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Wellbeing Survey 2021

Frequently Asked Questions

The key points

Why is The Coca-Cola Company doing a Wellbeing Survey?

To support you to be at your best, The Coca-Cola Company (TCCC) is running a survey to better understand the organisation's current position on employee mental health and wellbeing.

By doing this – it gives you a chance to positively influence the future of employee mental health and wellbeing by anonymously and confidentially sharing your feedback with us. The purpose of this survey is to help the company identify gaps in our well-being programs and support provided, and address those gaps and opportunities.

Will I receive personal feedback on my results?

Yes. You will be able to download a personalized Wellbeing Snapshot report as soon as you complete the survey. Robertson Cooper will provide this report and TCCC has no visibility or access to these personal reports.

Who is participating in the survey?

All Coca-Cola employees are welcome and invited to take part in the survey. The survey is 100% voluntary and you are not required to participate nor will you be at any disadvantage if you do not participate.

When do I complete the survey?

The survey will be open from April 14 – April 27, 2021.

What happens after the survey has closed?

We will analyze the survey data and share the results with key stakeholders across TCCC. These aggregated results will then be shared throughout the organization and inform the creation of the future strategy. Two days after the close of the survey, all data will be made anonymous in the database.

About the survey questions

What is the survey about?

The questionnaire is focused on understanding your perceptions about your experience of working at TCCC. There are a number of sections included within the questionnaire which include workplace pressures, psychological wellbeing, health, engagement and resilience. It is based on Robertson Cooper's evidence based and market leading wellbeing tool.

Will I receive personal feedback on my results?

Yes. You will be able to download a personalized Wellbeing Snapshot report. This is your opportunity to gain an insight into your own health and wellbeing. The report will help you understand what actions you can take to improve your wellbeing, including how to deal with pressures at work. The report compares your responses with other employees across a number of organizations and provides tips and advice on making positive changes to help you to feel happier inside and outside of work.

You will be able to download a copy of your personalized report immediately upon completion of the survey. Your individual results will not be shared with the company.

Why should I participate in the survey?

Your opinion is incredibly valuable. Your input will help the company to better understand the enablers and barriers of workplace wellbeing for employees as well as establish a baseline across the organization. Your survey responses will also help shape the future approach and strategy around employee health and wellbeing in order to support you and your colleagues to have a better employee experience.

Does the survey focus on key topics, such as stress?

Yes. Workplace stress and pressure can affect your wellbeing and quality of life inside and outside of work. There will be questions about pressure and stress in the survey, however the survey is not entirely focused on stress. There will be questions regarding your engagement with work, sense of purpose and positive psychological wellbeing.

The questions are personal. Why should I fill them in?

Robertson Cooper needs to ask fairly personal questions about your health and wellbeing, but no responses will be traced back to you personally. In order for us to get an accurate picture from the data, it's important that you answer all questions honestly and share opinions based on your experience.

Does the survey only consider how I feel on the day?

No. Please reflect on how you have been feeling over the last three months or so.

What happens after the survey?

What happens once the survey has closed?

Upon completion of the Wellbeing Survey, all employees will be able to download a personalized Wellbeing Snapshot report once survey responses are submitted. Once the survey has closed and Robertson Cooper has analyzed the data, we will deliver a presentation to senior representatives from across the company.

How will business and/or functional areas know how many employees have completed the survey?

Some questions within the survey ask for information about where you work within the company, such as your department or team. This enables us to track the number of people in different teams and departments who have completed the survey, and gauge whether we have a representative response rate for the survey.

A weekly update on response rate will be shared to your HR team while the survey is open.

How to access the survey

When do I complete the survey?

The survey launches on April 14. Please complete and submit the survey as soon as possible, no later than close of business on April 27.

How do I complete the survey?

You will receive a unique link to complete the survey, which will be emailed to you on Tuesday, April 14. Employees tend to complete the survey straight away to avoid reminder emails.

Once logged in, you can complete the survey in more than one sitting, by logging back in using the same username and password – all of your answers will be saved on the system.

How long does the survey take to complete?

The survey will take approximately 10 minutes to complete and can be completed in more than one sitting.

Who do I contact if I have any IT issues?

You can contact Robertson Cooper to assist with technical problems at support@robertsoncooper.com.

Will my organization see my individual results?

Once you have submitted your responses, they will be stored in our secure database. This is an 'organizational' survey, so individuals will not be identified. Robertson Cooper will only give feedback to the company on the results in a minimum group size of 8 survey respondents. All data shared with Coca-Cola will be aggregated and no personal data will be shared.

Can I complete the survey during work hours?

Yes, and you are encouraged to do so.

What happens if I don't complete the survey?

You are not obligated to complete the survey, however the more people who participate, the more representative the information will be.

Do I have to tell you specifically where in company I work?

The survey will ask some questions about you and your role within the company and includes questions like gender, age, and the team you work within. This is so we can produce accurate reports focused on various demographics, providing that there are more than 8 respondents in each group.

The Coca-Cola Company will not be able to identify individuals as a result of the survey. This ensures the anonymity of the company's employee data. If you have any questions regarding data security, please contact privacy@robertsoncooper.com or read the final section of this FAQs document.

Data protection and privacy

Who is Robertson Cooper?

Robertson Cooper is an independent organization, specializing in workplace wellbeing. Robertson Cooper has been commissioned to support The Coca-Cola Company to develop a benchmark for health and wellbeing across the organization and to develop an organization wide health and wellbeing strategy.

Is the survey confidential?

Yes, the survey is completely confidential. The Wellbeing Specialists at Robertson Cooper are Occupational Psychologists and are bound by a professional code of practice, of which employee confidentiality is a core part.

The survey results will be broken down by department / team and shared with the organization so that robust plans can be put in place to improve employee health and wellbeing. However, reports will only be shared when there are more than eight people to protect employee

confidentiality and anonymity. If you have any questions regarding data security please contact privacy@robertsoncooper.com or read Robertson Cooper's privacy policy [here](#).

Is all of the data processed in the UK?

Yes, and the data will not be shared with any third-party organizations. You can read our privacy policy [here](#).

How long will you keep my data?

Robertson Cooper will retain your personal data for as long as we have a relationship with The Coca-Cola Company and for a period of time afterwards where we have an ongoing business need to retain it, in accordance with our data retention policies and practices. Following that period, we'll make sure it's deleted or anonymised.

What are my data protection rights?

It's your personal data and you have certain rights relating to it. You have rights to:

Know what personal data we hold about you, and to make sure it's correct and up to date
Restrict the processing of your personal data where you have a particular reason for wanting the restriction e.g. while you wait for your data to be corrected. Please let us know by emailing us.

Withdraw from our products and services or wish to remove the information which we hold about you. Please let us know by emailing us.

Request a copy of your personal data, or ask us to restrict processing your personal data or delete it

Object to our continued processing of your personal data

You can exercise these rights at any time by sending an email to privacy@robertsoncooper.com.

If you're not happy with how we are processing your personal data, please let us know by sending an email to privacy@robertsoncooper.com. We will review and investigate your complaint and try to get back to you within a reasonable time frame. You can also complain to your local data protection authority. They will be able to advise you how to submit a complaint.