



## LETTER OF INFORMATION: Working Towards Wellness Initiative Survey

### REASON FOR THIS LETTER

You are asked to take part in a research study conducted by Charmaine Mohipp, a graduate student at the University of Windsor, supervised by Dr. Julie Fraser and Neil Mackenzie. Julie Fraser represents the Department of Psychology at the University of Windsor and the Windsor Essex County Health Unit (WECHU). Neil Mackenzie represents the Windsor Essex County Health Unit and Health Action Windsor-Essex. The researcher is completing the study as part of a 500-hour internship.

If you have any questions or concerns about the study, please feel to contact Charmaine Mohipp at [cmohipp@uwindsor.ca](mailto:cmohipp@uwindsor.ca) or Dr. Julie Fraser at 519-258-2146 ext. 1334.

### PURPOSE OF THE STUDY

This study will ask you to tell us your thoughts about the Workplace Wellness program that has been used at your workplace. We want to find out how you feel about the Workplace Wellness program, including whether you use the program materials, how you use the program materials, and if there are any changes to the program that you would suggest.

The reason for this letter is so that you know what this study is about and what you are being asked to do. We need to make sure that you are familiar with the study, and that you understand the risks and benefits of participating. This means you can decide in a free and informed way whether you want to participate. If you do decide to participate, filling out this anonymous survey will tell us that you understand about the study and agree to participate.

### WHAT YOU WILL BE ASKED TO DO

If you volunteer to participate in this study, you will be asked to do the following things:

- Read and answer the survey questions. Completing the survey should take about 5 minutes.
- If you complete the paper version of the survey, you will hand in the survey by putting it in a secure drop box at your workplace.
- If you complete the online version of the survey, you click on a "Submit" button to send your survey securely to the researcher.

### POSSIBLE RISKS OF THE STUDY

While we do not expect any risks to you by completing this survey, if you feel uncomfortable with any part of the survey, you are free to not answer questions or to not return the survey.

## POSSIBLE BENEFITS OF THE STUDY

By completing the survey you are helping to improve the quality of the Workplace Wellness Program and its materials. This means improved resources for your own workplace. In turn, this will lead to better health information for you.

## PAYMENT FOR PARTICIPATION

There will be no payment for taking part in this survey.

## CONFIDENTIALITY

Please **do not** put your name on the survey. This will ensure that we have no way to link you with the survey, and as a result, your responses will be both anonymous and confidential. It is the responsibility of the WECHU to keep all data and other documents in a safe, secure location.

## TAKING PART OR NOT TAKING PART

It is your choice whether to be in this study or not. If you volunteer to be in this study, you may stop at any time without consequences of any kind. You may also refuse to answer any questions you don't want to answer and still remain in the study. Under special circumstances the investigator may withdraw you from this research. Because the survey is anonymous, we will not be able to identify your data once it has been submitted. This means we cannot remove your data after it is submitted.

## FEEDBACK OF THE RESULTS

Summary results from the **Working Toward Wellness Initiative Survey** will be available through a workplace newsletter or brochure that we will provide. You will also be able to access the results through the WECHU website.

Web address: [www.wechealthunit.org/workplace-health](http://www.wechealthunit.org/workplace-health)

Date when results are available: December 2007

## USE OF DATA AT A LATER DATE

This data will not be used in later studies.

## IF YOU HAVE QUESTIONS ABOUT YOUR RIGHTS

If you have questions regarding your rights as a research subject, you may contact the Research Ethics Coordinator, University of Windsor, Windsor, Ontario N9B 3P4; telephone: 519-253-3000, ext. 3916; e-mail: lbunn@uwindsor.ca.

## INVESTIGATOR

These are the terms under which I will conduct research.

Charmaine Mohipp  
Graduate Student  
Department of Psychology  
University of Windsor

April 17, 2007

