

National Energy Board Employee Survey

75

Confidential when completed

Français au verso

To all National Energy Board employees

I am pleased to invite you to participate in the National Energy Board Employee Survey. The survey is part of a government-wide initiative, the third in a series of public service employee surveys first conducted in 1999 and then in 2002. The NEB Survey is fundamentally the same as the public service-wide survey customized to reflect the NEB context as a separate employer. The purpose of the survey is to obtain the views of employees on some key work environment issues to assist the NEB in developing a positive work environment. The ultimate objective is to contribute to the creation of a work environment that will help all employees in the public service provide better service to clients and Canadians.

I strongly encourage you to participate in the survey so that we can continue to measure our progress and continue to improve our organization. Providing your views on your work, your career, and your workplace will help us work together to make the NEB an outstanding place to work. The aggregate is sults of the survey, expected in June of 2006, will be shared with employees. I can assure you, that as with past surveys, the NEB will continue to take action to address areas in the survey where improvement is required.

The survey is being administered on behalf of the NEB by Statistics Canada and your survey responses will be anonymous and confidential. To participate, fill out the attached survey and return it directly to Statistics Canada as per the instructions included below. Your participation in the survey is voluntary. Leaders are asked to allow employees time to complete the survey during work hours.

Thank you for your support and cooperation.

Jim Donihee Chief Operating Officer

To all National Energy Board employeds

All information provided to Statistics Canada through this survey is protected by law under the *Statistics Act*. No one, including your immediate reader, Business Unit Leader, Chief Operating Officer or Chairman, can access information you provide to Statistics Canada.

To ensure that your answer and your identity are protected, we have taken the following precautions:

- The survey is **ANONYMOUS**. Your name is not required.
- The data will be used only to produce statistical summaries in the form of tables and graphs.
- All tables will be verified to ensure that they do not reveal anyone's identity.
 If there are not at least 5 people with exactly the same characteristics for a table, the table will not be produced. You, as an individual will not be identified in any way.

Thank you for your cooperation.

Ivan Fellegi

Chief Statistician of Canada



After you have completed the questionnaire, place it in the **postage-paid return envelope**, seal it and return it to Statistics Canada through internal mail or Canada Post.

8-5300-369: 2005-10-26 STC/SSD-040-75153





How to complete this questionnaire

Use a black or blue pen to mark a circle 🗸



My Job World						
	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
I have the materials and equipment I need to do my job.	1	2	3	4	7	5
It is easy to get the information I need to do my work.	1	2	3	4	7	5
3. When I am required to work in French, the material and tools that I need, including software and other automated tools, are available.	1	2	3	4	7	5
4. I am familiar with the provisions of my collective agreement (PIPSC members) or of my Terms and Conditions of Employment (excluded and executive staff).	1	2	3	4	7	5
5. I know how to find information on NEB policies and procedures.		2	3	4	7	5
6. I am classified fairly compared with others doing similar work at the NEs.	1	2	3	4	7	5
7. I am classified fairly concared with others doing similar volvelsewhere in the Federal Public Service.	1	2	3	4	7	5
8. I feel pressured by others to work more than my regular hours.	1	2	3	4	7	5
9. I feel I can claim overtime compensation (in money or in leave) for the overtime hours that I work.	1	2	3	4	7	5
10. I am satisfied with my current work arrangement (e.g., hours of work, banked time, work-at-home).	1	2	3	4	7	5

	you currently work according to any of the owing flexible/alternate working arrangements?			
a.	Banked time	1 Yes	² No	
b.	Flexible hours (i.e., variable start and end times)	¹ Yes	² No	
c.	Work-at-home	1 Yes	² No	
d.	Part-time	1 Yes	² No	

	Always	Often	Sometimes	Rarely or 1. ever	Don't know	Not applicable
12. I feel that the quality of my work suffers because of						
a. constantly changing priorities	1	2	3	4	7	5
b. lack of stability in the organization	1	2	3	4	7	5
c. too many approval stages	1	2	3	4	7	5
d. unreasonable deadlines		2	3	4	7	5
e. unreasonable workload	1	2	3	4	7	5
f. staff turnover	1	2	3	4	7	5
13. I can complete my as igned workload during my regular working hours.	1	2	3	4	7	5
14. I can balance my personal, family and work needs in my current job.	1	2	3	4	7	5
15. In the past year, I was compensated for the overtime I worked (in money or in leave).	1	2	3	4	7	5
16. I am encouraged to be innovative or to take initiative in my work.	1	2	3	4	7	5
17. I have a say in decisions and actions that have an impact on my work.	1	2	3	4	7	5

Communication with my Immediate Leader

Your immediate leader is the person who evaluates your work performance.

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
I know what my immediate leader expects of me in my job.	1	2	3	4	7	5
I receive useful feedback from my immediate leader on my job performance.	1	2	3	4	7	5
I receive timely feedback from my immediate leader on my job performance.	1	2	3	4	7	5
I can count on my immediate leader to keep his or her promises.	1	2	3	4	7	5
I get adequate recognition from my immediate leader when I do a good job.	1	2	3	4	7	5
My immediate leader keeps me informed about the issues affecting my work.	1	2	3	4	7	5
My immediate leader and I discuss the results I am expected to achieve.	1	2	3	4	7	5
I feel that I can disagree with my immediate leader on work-related issues without fear of reprisal.	1	2	3	4	7	5
My immediate leader assesses my work against identified goals and objectives.	1	2	3	4	7	5
If I were to suggest ways to improve how we do trings, my immediate leader would take their seriously.	1	2	3	4	7	5
My immediate leader distributes the work fairly.	1	2	3	4	7	5
Subject to operational requirements, my immediate leader supports the use of flexible/ alternate work arrangements (e.g., flexible hours, banked time, work-at-home, part-time).	1	2	3	4	7	5
My immediate leader helps me determine my learning needs.	1	2	3	4	7	5

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My Team

Your **team** includes you, your immediate leader and your colleagues. If you are a leader, do not include the employees you supervise.

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
31. I am proud of the work carried out in my team.	1	2	3	4	7	5
32. In my team, my colleagues treat me with respect.	1	2	3	4	7	5
33. In my team, we operate in an open and honest way.	1	2	3	4	7	5
34. In my team, we are good at sharing information with each other.	1	2	3	4	7	5
35. In my team, we are good at sharing information with other teams.	1	2	3	4	7	5
36. In my team, we are open to new ideas about how we can improve the way we work.	1	2		4	7	5
37. My team periodically takes time out to rethink the way it does business.	1	2	3	4	7	5
38. I am satisfied with the way in which informal complaints on workplace issues are resolved in my team.	1	2	3	4	7	5
39. In my team, every individual, regardless of race, colour, gender or disability, would be/is accepted as an equal reember of the team.	1	2	3	4	7	5
40. Everyone on my team pulls their weight.	1	2	3	4	7	5

My Skills and Career	My Skills and Career								
	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable			
41. I get the training I need to do my job.	1	2	3	4	7	5			
42. I am able to get on-the-job coaching to help me improve the way I do my work.	1	2	3	4	7	5			
43. I have opportunities to develop and apply the skills I need to enhance my career.	1	2	3	4	7	5			
44. My immediate leader does a good job of helping me develop my career.	1	2	3	4	7	5			

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
45. The NEB does a good job of supporting employee career development.	1	2	3	4	7	5
46. I believe I have opportunities for promotion within the NEB given my education, skills and experience.	1	2	3	4	7	5
47. I believe my best option for career advancement is to leave the NEB.	1	2	3	4	, 7	5
48. I would be reluctant to ask for a developmental opportunity (secondment, new project, etc.).	1	2	3	4	7	5
				7		

49.	Have you requested a developmental assignment (such as secondment or new project) within the last three years?	1	Yes	2	No - Go to question 52
50.	In the last three years, have you been denied a developmental assignment?	1	Yes	2	No - Go to question 52
51.	Were you given a reasonable explanation or justification for the denial of the assignment?	1	Yes	2	No

	Not at all	Minimally	Moderately	Significantly	Don't know	Not applicable
52. Overall, I am satisfied with my opportunities for career progression.	1	2	3	4	7	5
53. To what extent, if at all, have any of the following ad 'ersely affected your career prograssion at the NEB over the last three years?						
 a. Balance between work and family or personal obligations 	1	2	3	4	7	5
b. Lack of access to learning opportunities	1	2	3	4	7	5
c. Lack of access to developmental assignments	1	2	3	4	7	5
d. Lack of information about job opportunities	1	2	3	4	7	5
e. Level of education	1	2	3	4	7	5

Harassment and Discrimination

Harassment is any improper conduct that is directed at and offensive to another person and which the originator knew or ought reasonably to have known would be unwelcome or would cause offence. It comprises objectionable conduct, comment or any display that causes personal humiliation or embarrassment to an individual and/or creates an intimidating, hostile, or offensive work environment. It includes actions which may be considered to intimidate, threaten or mistreat an employee and which are not related to the maintenance of order and efficiency in the workplace. Harassment does not have to be face to face and while it normally involves repeated and persistent behaviour, a single incident may be of sufficient seriousness to constitute harassment. (*NEB Harassment Prevention Policy*.)

54. In the past two years, have you experienced harassment at the NE	EB?	, 1		
1 Yes				
No - Go to question 57		7X		
55. What type of harassment did you experience? (Mark all that apply,	N C	- Y		
Physical violence or threat of violence				
² Sexual harassment				
3 Bullying				
Abuse of authority				
5 Other				
	Never	Once	More	Not

56. From whom did you experience this harassment?	Never	Once or twice	More than twice	Not applicable
Jo. From whom did you experience the marassment:				
a. Co-workers	1	2	3	4
b. Individuals with authority over me	1	2	3	4
e Individuals working for me	1	2	3	4
c. Individuals working for me				
d. Contractors	1	2	3	4
e. Individuals from other government departments or agencies	1	2	3	4
f. Members of the public (individuals or organizations)	1	2	3	4

Discrimination means treating people differently, negatively or adversely without a good reason. As used in human rights laws, discrimination means making a distinction between certain individuals or groups based on a prohibited ground. Under the Canadian Human Rights Act, prohibited grounds are: race, national or ethnic origin, colour, religion, age, sex (including pregnancy and childbirth), marital status, family status, mental or physical disability (including dependence on alcohol or drugs), pardoned conviction or sexual orientation.

57.	In the p	past two years, have you experienced discrimination at the	NEB?			
	1	Yes				
	2	No - Go to question 60				
58.		indicate the type of discrimination you experienced. all that apply.)				
	01	Race				
	02	National or ethnic origin	1)		
	03	Colour				
	04	Religion				
	05	Age				
	06	Sex				
	07	Marital status				
	08	Family status				
	09	Mental or physical disability				
	10	Pardoned conviction				
	11	Sexual orientation				
			Never	Once	More	Not

59. From whom the you experience this discrimination?	Never	Once or twice	More than twice	Not applicable
a. Co-workers	1	2	3	4
b. Individuals with authority over me	1	2	3	4
c. Individuals working for me	1	2	3	4
d. Contractors	1	2	3	4
e. Individuals from other government departments or agencies	1	2	3	4
f. Members of the public (individuals or organizations)	1	2	3	4

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
60. I am satisfied with the way in which my team responds to matters related to harassment and discrimination.	1	2	3	4	7	5
61. I am satisfied with the way in which the NEB responds to matters related to harassment and discrimination.	1	2	3	4	7	5
62. The NEB works hard to create a workplace that prevents harassment and discrimination.	1	2	3	4	7	5
63. I am satisfied with the actions taken to address issues identified in the 2002 NEB Employee Survey on harassment and discrimination.	1	2	3	4	7	5
64. I feel that I can raise a complaint about harassment or discrimination without fear of reprisal.	1	2	3	4	7	5

C4.	offina						
316	nffing	Strongly agr	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
65.	In my team, I believe that we hire people who can do the job.		2	3	4	7	5
66.	At the NEB, the process of selecting a person for a position is done fairly.	1	2	3	4	7	5
67.	When I was a candidate in NED competitions during the past three years, I found that the competitions were run in a fair manner.	1	2	3	4	7	5
68.	In total, how meny years have you been at y Less than three years 3 to 10 years Hore than 20 years	our curren	t group and	d level?			
69.	In the past three years, how many promotion None One More than one	ns have yo	u had?				

Service to Clients

Every NEB employee delivers goods or provides services to a client. A client could be an NEB employee, a public service employee, a member of the Canadian public or other clients outside Canada.

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
70. My team has clearly defined client service standards.	1	2	3	4	7	5
71. My team regularly meets the clients' needs.	1	2	3	4	7	5
72. In my team, client feedback or complaints get to the people who can act on the information.	1	2	3	٥	7	5
73. My work environment provides me the flexibility to meet my clients' needs.	1	2	3	4	7	5

My Organization							
	Strongly agree	Mosti,	Mostly disagree	Strongly disagree	Don't know	Not applicable	
74. I can clearly explain to others the NEB strategic plan (purpose, vision, values and goals).		2	3	4	7	5	
75. I have good ongoing communication with others in my organization who work on similar projects or issues.	1	2	3	4	7	5	
76. The ExTeam does a good jub of sharing information.	1	2	3	4	7	5	
77. The ExTeam do as a good job of giving feedhack.	1	2	3	4	7	5	
78. I believe that leaders demonstrate NEB values.	1	2	3	4	7	5	
79. I trust management at the NEB.	1	2	3	4	7	5	
80. Board Members give fair and consistent feedback.	1	2	3	4	7	5	
81. The ExTeam supports the use of flexible/alternate work arrangements (flexible hours, banked time, work-at-home, part-time, etc.).	1	2	3	4	7	5	

	Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
82. Leaders are committed to ensuring occupational health and safety in my workplace.	1	2	3	4	7	5
83. If I am faced with a health and safety issue in the workplace, I know where I can go for help in resolving the situation.	1	2	3	4	7	5
84. If I am faced with an ethical dilemma or a conflict between values in the workplace, I know where I can go for help in resolving the situation.	1	2	3	4	7	5
85. I feel I can initiate a formal redress process (grievance, right of appeal, health and safety, etc.) without fear of reprisal.	1	2	3	4	7	5
86. I believe the ExTeam will try to resolve concerns raised in this survey.	1	2	3	4	7	5
87. I believe the ExTeam has made progress toward resolving the issues raised in the 2002 NEB Employee Survey.	1	2	3	4	7	5
88. Overall, the NEB treats me with respect.	1	2	3	4	7	5
89. The NEB is a good place to work.		2	3	4	7	5
90. I am satisfied with my career at the NEB.	1	2	3	4	7	5

Em	ployee Relations						
		Strongly agree	Mostly agree	Mostly disagree	Strongly disagree	Don't know	Not applicable
91.	My team ie. der understands and respects the provisions of my collective agreement/terms and conditions of employment.	1	2	3	4	7	5
92.	The ExTeam respects the provisions of my collective agreement/terms and conditions of employment.	1	2	3	4	7	5
93.	Management engages in meaningful consultation with my union on workplace issues.	1	2	3	4	7	5
94.	The relationship between my union and management in my organization is highly productive.	1	2	3	4	7	5

Ge	ne	eral	Information
95.	ln	total,	how many years have you been working for the Public Service?
	1		Less than 3 years
	2		3 to 10 years
	3		11 to 20 years
	4		More than 20 years
96.	In	total,	how many years have you been working for the NEB?
	1		Less than 3 years
	2		3 to 10 years
	3		11 to 20 years
	4		More than 20 years
97.	PI	ease	specify in which unit you are currently working.
	1		Chairman and Board Members
	2		Executive Office (including Office of the Chief Operating Officer, Legal Services and Office of the Secretary and Regulatory Services)
	3		Applications
	4		Commodities
	5		Integrated Solutions
	6		Planning, Policy and Coordination
	7		Operations
	St	tatisti	cs Canada ʒua antees that the unit information you provide will not be used in any way
	to	iden	tify you.
98.			r to ensure confidentiality, levels have been grouped in five categories. h group is your substantive level?
	1		NEB 1-5
	2		NEB 6-9
	3		NEB 10-12
	4		NEB 13+
	5		Other

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99.	What is y	our current employee status?
	1	ndeterminate (permanent)
	2 -	Term
	3	Governor-in-Council appointment
	4	Other (e.g. student, casual, or secondment-in)
100	. What is y	our first official language?
	1	English
	2	French
101	. What are	the language requirements of your position?
	1 O I	Bilingual
	2	Jnilingual English
102	. Do you o	ccupy a position in which you provide service. directly to the public as a regular part of your job?
	1 ,	/es
	2	No - Go to question 104
103	. In which	official language(s) do you pro iou services to the public?
	1 0 1	English only
	2	Both English and French
104	. Are you r	planning to Pave the NEB within the next five years?
	1	nes .
	0	No - Go to question 107
105	. Within wl	nat time frame do you anticipate leaving the NEB?
	a. The r	next year? 1 Yes 2 No 3 Maybe
	b. 1 to 3	years? 1 Yes 2 No 3 Maybe
	c. 3 to 5	years? ¹ Yes ² No ³ Maybe

106. How important would each of the following reasons	Not at all important	Somewhat important	Very important	Not applicable
be for your departure from the NEB? a. Retirement	1	2	3	4
b. Family obligations	1	2	3	4
c. Return to school	1	2	3	4
d. To pursue other employment opportunities	1	2	3	4
e. Health (burnout, disability, etc.)	1	2	3	4
f. To make better use of my training and skills	1	2	3	4
g. End of contract or term of employment	1	2	3	4
h. Workplace difficulties (conflict with management or colleagues, work environment, etc.)		2	3	4
i. Work unit transferred to private sector or other level of government i. Work unit transferred to private sector or other level of government.	1	2	3	4
107. What is your union affiliation?				
PIPSC None				
108. Are you currently a leader?				
1 Yes 2 No				
109. What is your age group?				
1 Up to 29 years				
² 30 to 39 years				
3 40 to 49 years				
50 to 54 years				
5 55 years and over				

110. What is your gender?
¹ Male
² Female
111. What is the highest level of education you have ever completed?
Secondary/high school graduation certificate or equivalent or less
Diploma or certificate from a community college, CEGEP, institute of technology, nursing school, etc. or a trades certificate or diploma
University certificate or diploma below the bachelor's level
Bachelor's degree (e.g., BA, BSc)
University certificate or diploma above the bachelor's level (e.g., MA, MSc, Phd, MD.)
112. Are you an Aboriginal person?
(An Aboriginal person is a North American Indian or a mcmter of a First Nation, a Métis or an Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.)
1 Yes
² No
113. Are you a person with a disability?
(A person with a disability has a ing-term or recurring physical, mental, sensory, psychiatric or learning impairment and considers himself or herself to be disadvantaged in employment by reason of that impairment, or believes that an employer or potential employer is likely to consider him or her to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.)
1 Yes
No - 30 to question 115
114. Are you provided with the accessibility tools and/or alternate media resources that are critical in the performance of your work?
¹ Yes
² No
Not applicable

115. Are you a member of a visible minority group?
(A member of a visible minority in Canada may be defined as someone [other than an Aboriginal person] who is non-white in colour/race, regardless of place of birth. For example, Black, Chinese, Filipino, Japanese, Korean, South Asian/East Indian, Southeast Asian, non-white West Asian, North African or Arab, non-white Latin American, person of mixed origin [with one parent in one of the visible minority groups in this list], or other visible minority group.)
1 Yes
² No
116. Did you complete and return a questionnaire in the last NEB Employee Survey (2002)?
1 Yes
² No

Thank you for your co-operation in completing this questionnaire.

Your views are important.