



Dear employee

You will receive an email within the next week asking you to complete an APV (Workplace Assessment).

This is an important survey that helps improve the working environment by assessing risks and challenges and finding solutions to any problems.

To help you complete the APV effectively, here are some tips and information:

1. Read the questions carefully and understand what we are asking. If you are unsure, you can ask for help from your manager or colleagues.
2. Be honest and precise in your answers. It is important that you answer the questions as honestly and accurately as possible to help identify any problems or challenges in the workplace.
3. Think about your own experiences. The APV is about your workplace, so your own experiences are important in providing a clear and accurate assessment.
4. Please note that your answers will be treated confidentially

Thank you in advance for your time and effort in completing the APV. If you have any questions or need further information, please feel free to contact your manager or the HR department.

Best regards
Woba