



Dear employee

Within the next week, you will receive an email asking you to participate in a Employee Engagement Survey to help improve the work environment at your workplace.

We want to understand your experiences and attitudes towards the work environment, and your answers will be used to identify areas where we can do better.

To answer the questions better, please read them carefully and take the time to reflect on your answers. We ask you to be honest in your responses, as this will help improve the work environment for you and your colleagues.

Here are some tips to help you answer the Employee Engagement Survey:

1. Read the questions carefully and understand what we are asking. If you are unsure, you can ask for help from your manager or HR department.
2. Be honest and precise in your answers. Your answers will help improve the work environment, so it is important that you answer the questions as honestly and precisely as possible.
3. Think about your own experiences and knowledge. The Employee Engagement Survey is about your experience of the work environment, so your own experiences and knowledge are important to give us a clear and accurate assessment.
4. Please note that your responses will be treated confidentially, and only anonymized results will be used to improve the work environment.

Thank you in advance for your time and effort in completing the Employee Engagement Survey. If you have any questions or need further information, please do not hesitate to contact your manager or HR department.

Best regards
Woba