



**Participant Information Sheet for Research Project: “The effects of productivity and performance measurements in the workplace on employees with chronic illness”**

Dear participant,

I, Anne Steinhoff, am currently carrying out a piece of research entitled, The effects of productivity and performance measurements in the workplace on employees with chronic illness, under the supervision of Dr Rebecca Warren and Prof Jason Glynos.

I am investigating the effect of management accounting systems in the creative and knowledge industries on employees with Coeliac Disease. To understand how employees experience the use of key performance and productivity indicators, I conduct interviews with employees who are living with Coeliac Disease. As the study is being undertaken for a PhD qualification, it will run for 3 years.

This information sheet provides you with information about the study and your rights as a participant.

**What does taking part in the research involve?**

The research will be based on interviews and journals from participants. The journals are a creative writing exercise that concentrates on the employees' daily experiences in the workplace. These diaries do not have to be long but should be consistent over the research period. They can be completed daily or weekly over a four week period and centre around the question 'how did you experience today's work day/ this work week? How does it make you feel and why?'. I will collect notes and records from this diary writing exercise.

**Do I have to take part?**

Naturally, there is no obligation to take part in the study. It's entirely up to you. If you do decide to take part you will be given this information sheet to keep and be asked to give consent to take part. If publications or reports have already been disseminated, these cannot be withdrawn, however, these will only contain anonymised or aggregated data. If you decide to participate in the study and then change your mind in the future, you can withdraw at any point, even after the data has been collected. If you wish to withdraw from the study at any time, please contact the researcher on the details below.

**Will my taking part in this study be kept confidential?**

All information collected will be kept securely on a password protected computer and password protected cloud (Outlook One Drive for business). The Cloud Drive access will only be shared with the supervisors Dr Warren and Prof Glynos. The data will only be accessible by Anne Steinhoff. However, this research forms part of my studies at the University of Essex and therefore may be subject to scrutiny by other University staff in determining the outcome of my degree.

If you are mentioned individually in any publications or reports then a participant number or pseudonym will be used and identifying details will be removed. A list may be kept linking participant numbers or pseudonyms to names, but this will be kept securely and will only be accessible by those listed above. A copy of the information which we record about you, but not other participants, will be provided, free of charge, on request.

Research data generated by the project will be retained for a period of at least ten years after the completion of the project as in line with University's Research Data Management Policy. Due to ethics related requirements and the potentially sensitive nature of details collected, the retained research data will not be made available. The collected data will be destroyed by removing all electronic details from the Outlook One Drive for Business. Physical copies will be destroyed by shredding and disposed as confidential waste.

**Are there any possible disadvantages or risk of taking part?**

A disadvantage taken part in the study is associated with opportunity cost as there will not be any financial compensation for participation. However, this disadvantage will be kept to a minimum, as the researcher will meet the interviews at a preferred place and time. Due to the nature of the study, the main risk in participating in the study is that some questions may be of a sensitive nature relating to negative situations encountered in workplaces. However, there is no obligation for participants to complete the interview and interviews can be ended at any time. To navigate any potential risks on confidentiality, precautions will be taken to anonymise the collected data by referring to participants

with numbers or pseudonyms. Coeliac Disease is an autoimmune disease with varying symptoms. To support mental wellness, participants can take breaks from the interview, end the interview or drop out of the interview. The researcher will make it clear at each interview that there is no obligation to start or continue with an interview.

### **What are the possible benefits of taking part?**

Although the study cannot guarantee any specific benefits in taken part in the study, participants have the opportunity to be involved in changing the outlook on workplace and how chronic illness is perceived in workplaces. Participating in the study might benefit all employees living and working with chronic illness as the study aims to alert organisations and policy makers to review their understanding of how chronic illnesses are managed in workplaces. This new awareness will support initiatives that focus on the development of business or governmental policies in the area of reasonable adjustments in workplaces.

### **What is the legal basis for using the data and who is the Data Controller?**

The legal basis for processing the data collected from this project is informed consent. The Data Controller for his project is the University of Essex and the contact is Sara Stock, University Information Assurance Manager ([dpo@essex.ac.uk](mailto:dpo@essex.ac.uk)).

### **What should I do if I want to take part?**

If you wish to participate in the study or would like to ask further questions, please contact Anne Steinhoff via [as19522@essex.ac.uk](mailto:as19522@essex.ac.uk). There is no strict deadline to opt in but due to the timely submission of the submission, interviews will be conducted until March 2021.

### **Who is funding the research?**

I was awarded a Social Sciences Doctoral Scholarship by the University of Essex

### **What will happen to the results of the research study?**

The results of the research will be submitted in fulfilment of a PhD degree programme and therefore, will be published in the University of Essex's repository. In addition, I plan to publish chapters of my PhD thesis as a series of journal articles. I also plan to use the results for conference papers and presentations. Although the results will be mainly used to fulfil my degree conditions, the results will be published and will be available in the public domain. Any results and data drawn up on will be anonymised and data will not be identifiable. I plan to make a copy of the findings of the study available to each participant via email or hard copy. Participants can drop out of receiving a copy of the result if they wish.

### **Who has reviewed the study?**

I have applied for ethical approval to undertake this study. My application was reviewed and approved by the Social Sciences Ethics Sub-Committee at the University of Essex.

### **What happens if something goes wrong?**

If you are harmed by taking part in this research project, there are no special compensation arrangements. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should immediately inform the student and/or their supervisor (details below). If you are not satisfied with the response, you may contact the Essex Business School Research Ethics Officer, Dr Maria Hudson ([mhudson@essex.ac.uk](mailto:mhudson@essex.ac.uk)), or the University of Essex Research Governance and Planning Manager, Sarah Manning-Press ([sarahm@essex.ac.uk](mailto:sarahm@essex.ac.uk)) who will advise you further.

### **Name of the Researcher/Research Team Members**

We would be very grateful for your participation in this study. If you need to contact us in future, please contact me ([as19552@essex.ac.uk](mailto:as19552@essex.ac.uk)) or Dr Rebecca Warren ([rw17735@essex.ac.uk](mailto:rw17735@essex.ac.uk)). You can also contact us in writing at: EBS, University of Essex, Colchester CO4 3SQ.

You are welcome to ask questions at any point.

Yours,  
*Anne Steinhoff*