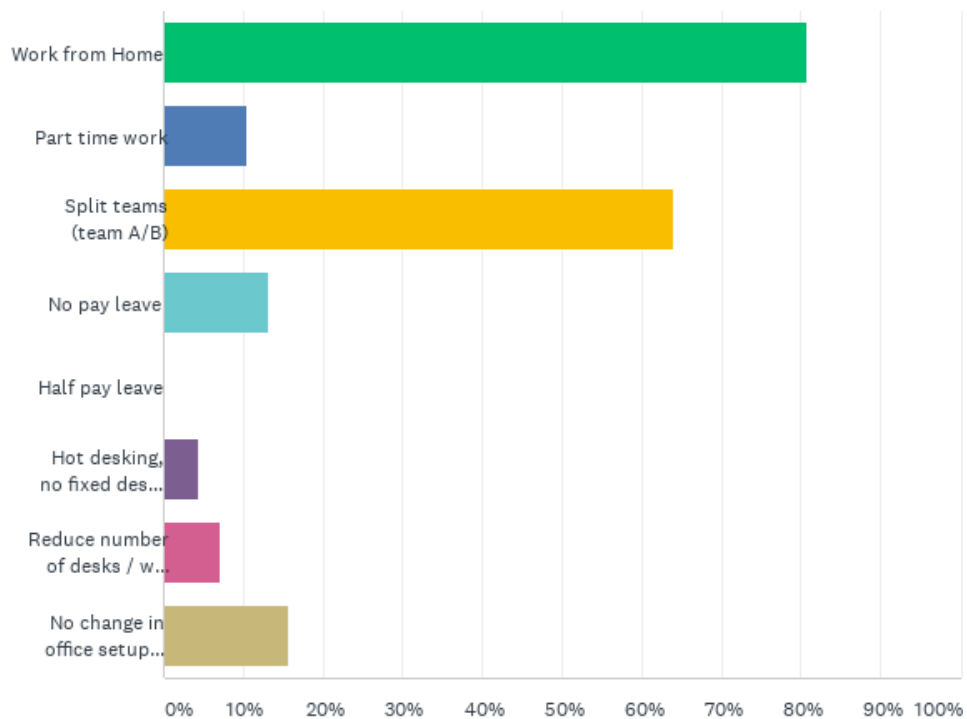# Survey on "Flexible Workplace/ Work from Home"

114

Total Responses

Survey Date: November 24 – December 8, 2020

Q1: During this Coronavirus pandemic, which of the following modes are currently practicing in your company / workplace?
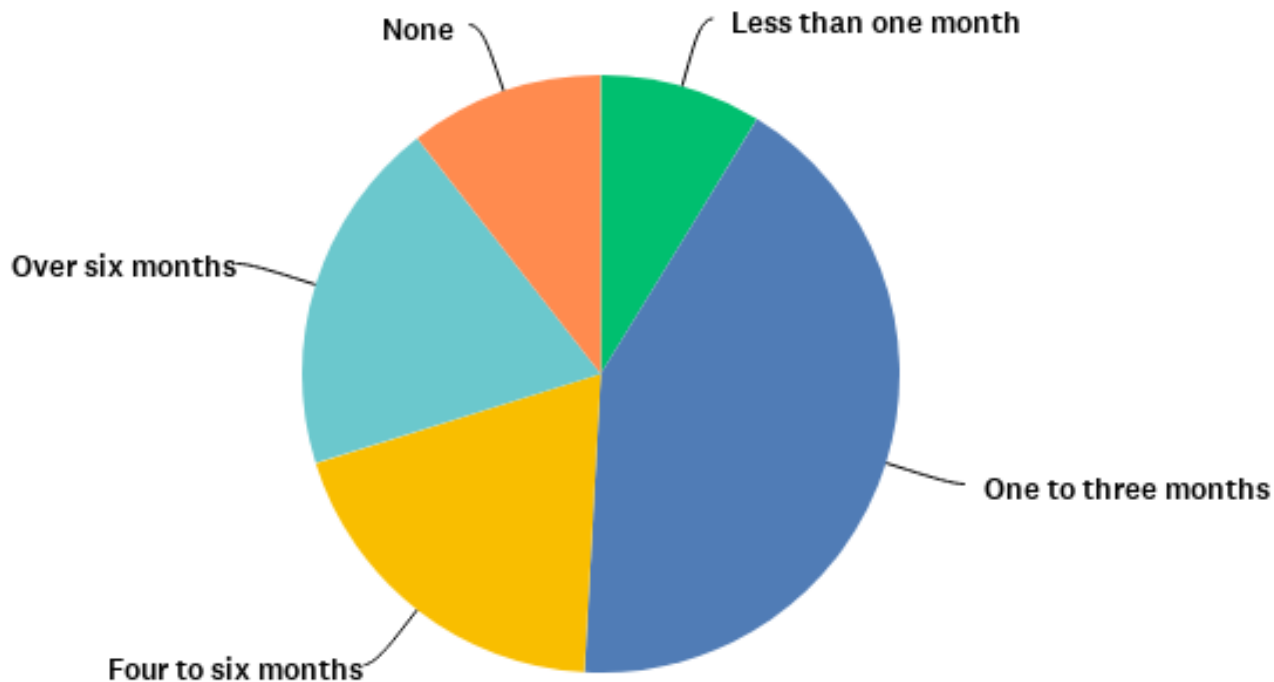
Answered: 114   Skipped: 0

Q1: During this Coronavirus pandemic, which of the following modes are currently practicing in your company / workplace?

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Work from Home	80.70%	92
Part time work	10.53%	12
Split teams (team A/B)	64.04%	73
No pay leave	13.16%	15
Half pay leave	0.00%	0
Hot desking, no fixed desk to employees	4.39%	5
Reduce number of desks / work stations	7.02%	8
No change in office setup / working mode	15.79%	18
Total Respondents: 114		

Q2: During the pandemic outbreak from January to October this year, what is the WFH duration arranged cumulatively during this period in your corporation?

Answered: 114   Skipped: 0

Q2: During the pandemic outbreak from January to October this year, what is the WFH duration arranged cumulatively during this period in your corporation?

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Less than one month	8.77%	10
One to three months	42.11%	48
Four to six months	19.30%	22
Over six months	19.30%	22
None	10.53%	12
TOTAL		114

Q3: What are the key drivers for your corporation adopting flexible workplace? (please select all that apply)
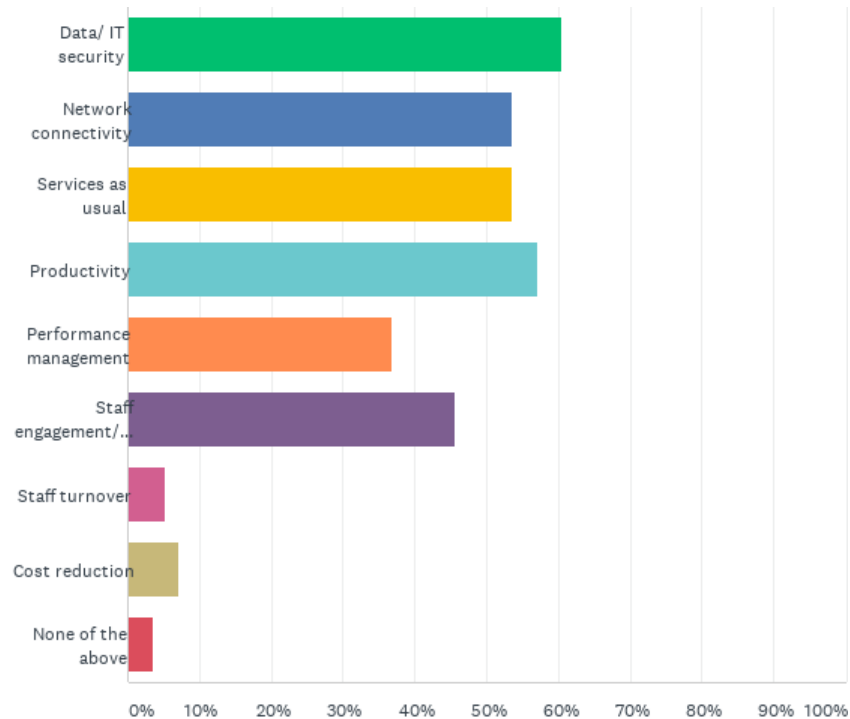
Answered: 114   Skipped: 0

Q3: What are the key drivers for your corporation adopting flexible workplace? (please select all that apply)

Answered: 114   Skipped: 0
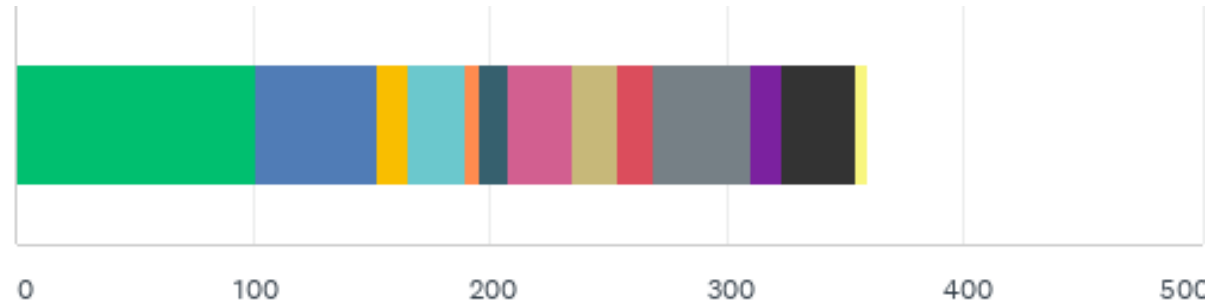
ANSWER CHOICES	RESPONSES	
Maintaining health and safety	88.60%	101
Mitigating business risks	45.61%	52
Enhancing efficiency and productivity	11.40%	13
Flexible working schedule for work-life balance	21.05%	24
Attracting talents	5.26%	6
Reducing costs, e.g. office venue costs	10.53%	12
Benchmarking comparable counterparts	23.68%	27
Corporate image	16.67%	19
Formal company policy adopted	13.16%	15
Driven by top management	35.96%	41
Agreeable ways of performance management	11.40%	13
Able to maintain business as usual /create new business	27.19%	31
None of the above	4.39%	5
Total Respondents: 114		

Q4: What are the key concerns for your corporation implementing flexible workplace?

Answered: 114   Skipped: 0

Q4: What are the key concerns for your corporation implementing flexible workplace?

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Data/ IT security	60.53%	69
Network connectivity	53.51%	61
Services as usual	53.51%	61
Productivity	57.02%	65
Performance management	36.84%	42
Staff engagement/ morale/ satisfaction	45.61%	52
Staff turnover	5.26%	6
Cost reduction	7.02%	8
None of the above	3.51%	4
Total Respondents: 114		

Q5: What are the major challenges for employees to arrange Work from Home?

Answered: 114   Skipped: 0
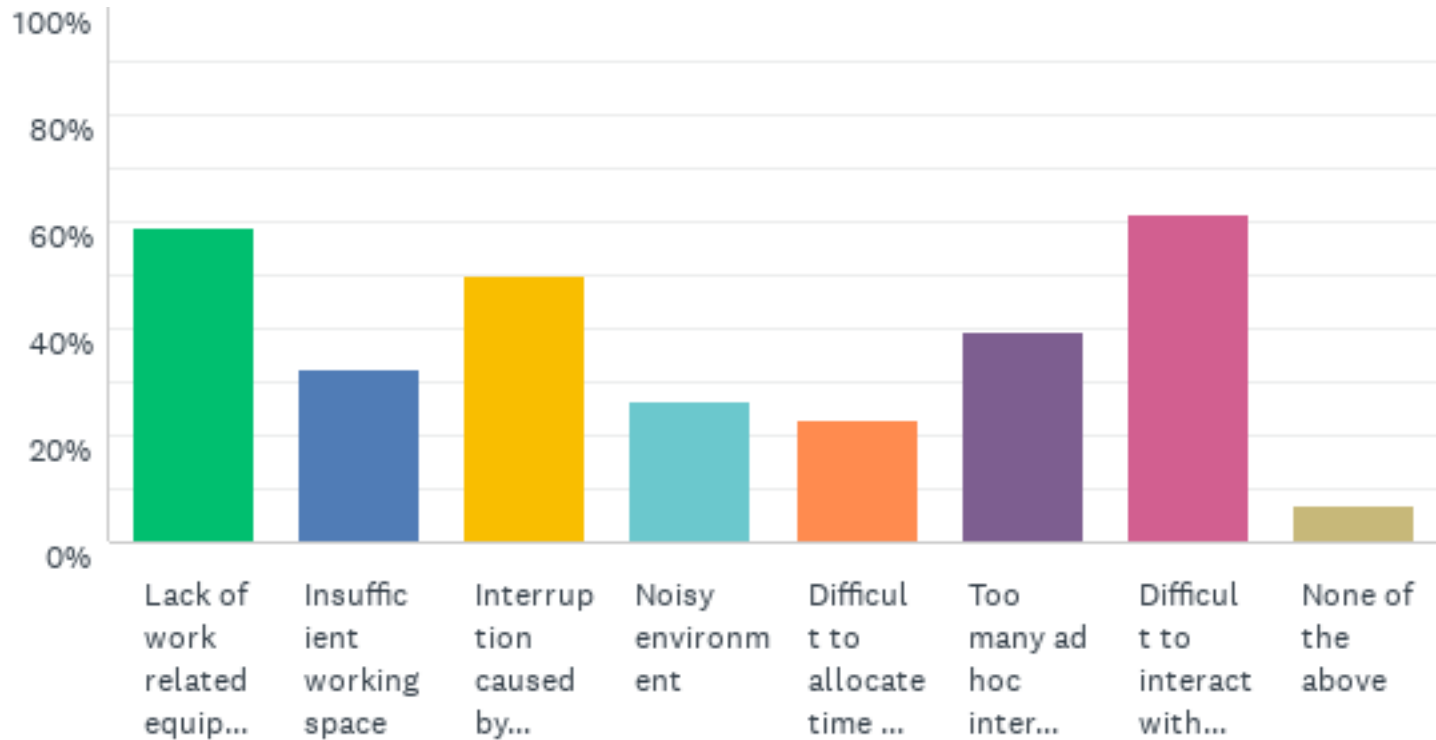
Q5: What are the major challenges for employees to arrange Work from Home?

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Lack of work related equipment (such as printer, scanner)	58.77%	67
Insufficient working space	32.46%	37
Interruption caused by children and pets	50.00%	57
Noisy environment	26.32%	30
Difficult to allocate time for work at home	22.81%	26
Too many ad hoc interruptions	39.47%	45
Difficult to interact with colleagues, teammates and management	61.40%	70
None of the above	7.02%	8
Total Respondents: 114		

Q6: What benefits that your corporation perceived as advantages of implementing flexible workplace?

Answered: 113   Skipped: 1
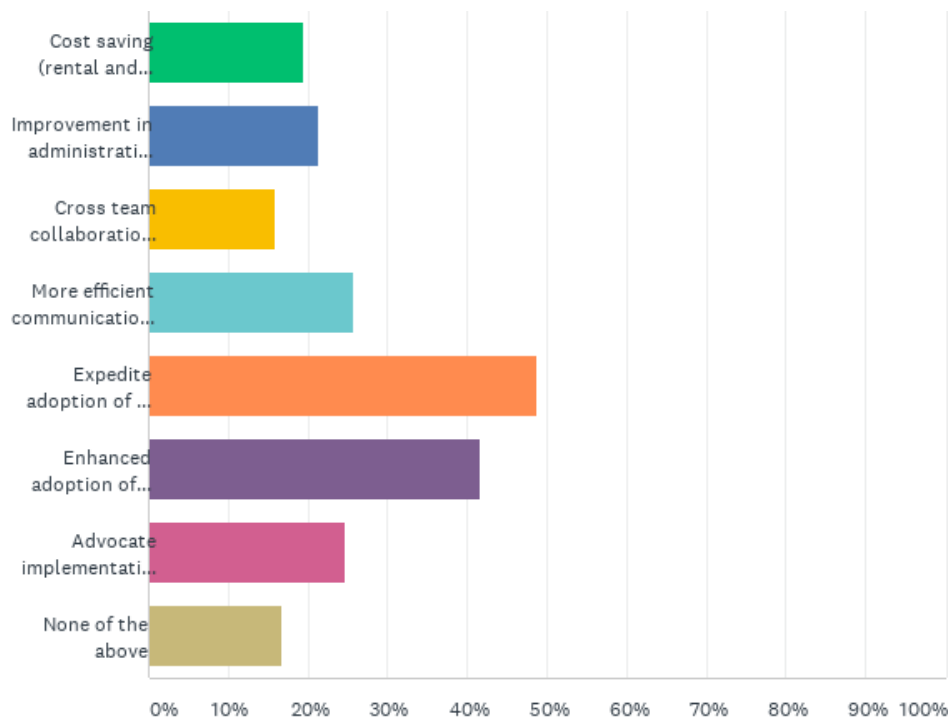
Q6: What benefits that your corporation perceived as advantages of implementing flexible workplace?

Answered: 113   Skipped: 1

ANSWER CHOICES	RESPONSES	
Cost saving (rental and fixture provisions)	19.47%	22
Improvement in administrative and logistic arrangement (meeting rooms, etc)	21.24%	24
Cross team collaboration and innovation enhanced (breaking silo and cross pollination of ideas)	15.93%	18
More efficient communication (adopting more digital means)	25.66%	29
Expedite adoption of IT and advance technology	48.67%	55
Enhanced adoption of e-learning and online training methodology	41.59%	47
Advocate implementation of agile team and lean management	24.78%	28
None of the above	16.81%	19
Total Respondents: 113		

Q7: What IT security measures do your corporation introduce for flexible workplace?

Answered: 114   Skipped: 0
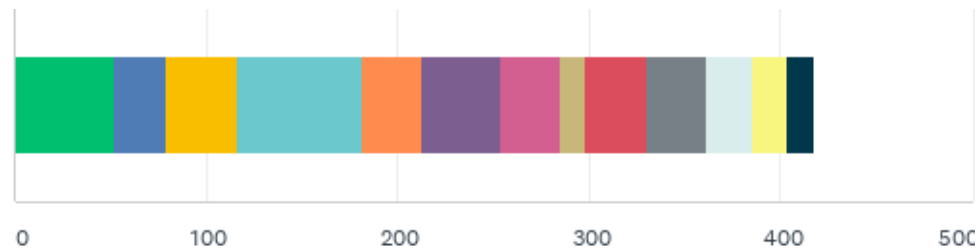
- Provide employees with security knowledge (including training, guidelines, etc.)
- Use company computer only
- Verify the security of the devices that use to work from home
- Provide employees with VPN access to company server
- Use two-factor authentication for login company server
- Educate and beware of phishing emails
- Avoid use of public WiFi
- Ensure home WiFi router is sufficiently secured
- Not allow employees to install third party apps /software to company devices
- Ensure and provide updated security protection is installed
- Remind employees to perform software update
- Provide active automatic update on your employees devices
- None of the above

Q7: What IT security measures do your corporation introduce for flexible workplace?

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Provide employees with security knowledge (including training, guidelines, etc.)	45.61%	52
Use company computer only	23.68%	27
Verify the security of the devices that use to work from home	32.46%	37
Provide employees with VPN access to company server	57.89%	66
Use two-factor authentication for login company server	27.19%	31
Educate and beware of phishing emails	35.96%	41
Avoid use of public WiFi	27.19%	31
Ensure home WiFi router is sufficiently secured	11.40%	13
Not allow employees to install third party apps /software to company devices	28.07%	32
Ensure and provide updated security protection is installed	27.19%	31
Remind employees to perform software update	21.93%	25
Provide active automatic update on your employees devices	15.79%	18
None of the above	12.28%	14
Total Respondents: 114		

Q8: As it is a new challenge to manage employees work outside the office, how does your corporation help employees to adopt flexible workplace?

Answered: 114   Skipped: 0
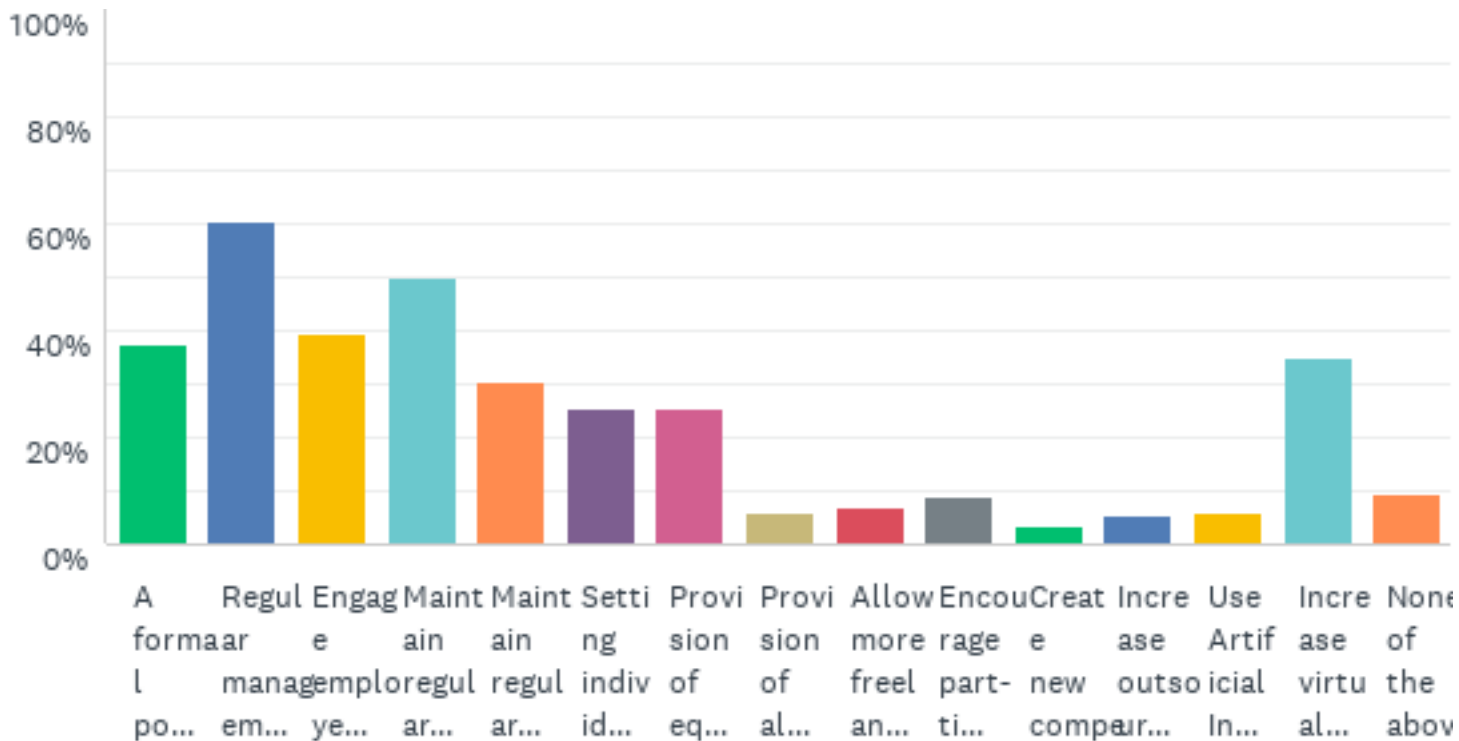
Q8: As it is a new challenge to manage employees work outside the office, how does your corporation help employees to adopt flexible workplace?

Answered: 114   Skipped: 0
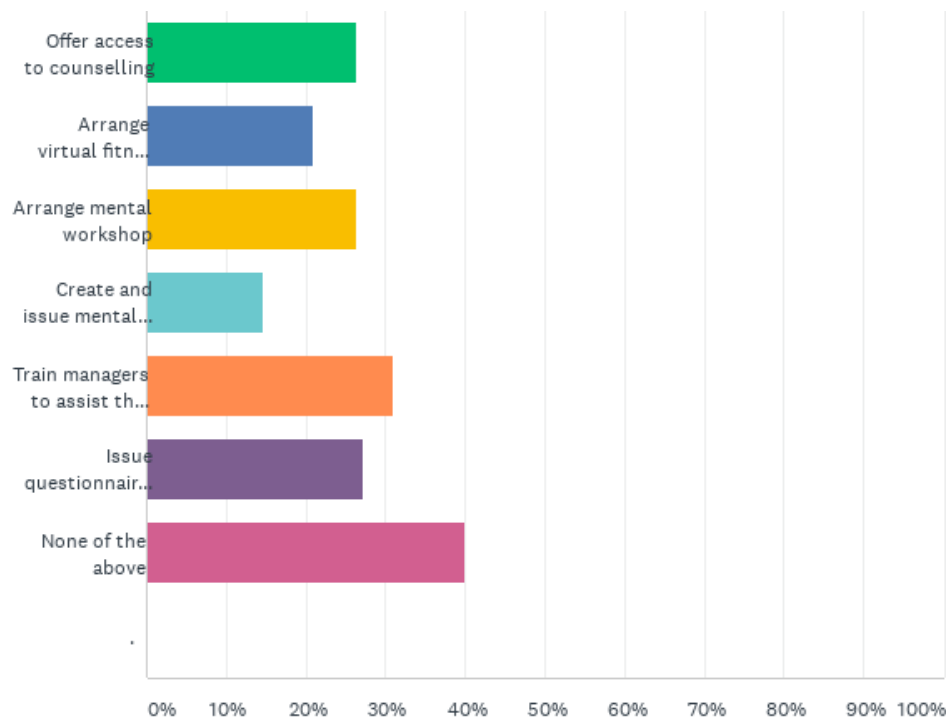
ANSWER CHOICES	RESPONSES	
A formal policy that makes the principles and arrangement transparent	37.72%	43
Regular management communication and update on the corporation	60.53%	69
Engage employees with frequent contacts and check-ins for employees	39.47%	45
Maintain regular virtual management meetings	50.00%	57
Maintain regular phone calls with superior	30.70%	35
Setting individual work goals and personal benchmarks to maintain a high performance level	25.44%	29
Provision of equipment and network connectivity	25.44%	29
Provision of allowances for office furniture and/or office equipment for home office setup	6.14%	7
Allow more freelancing	7.02%	8
Encourage part-time employment	8.77%	10
Create new compensation methods, e.g. piece-rate	3.51%	4
Increase outsourcing	5.26%	6
Use Artificial Intelligence to automate work	6.14%	7
Increase virtual training	35.09%	40
None of the above	9.65%	11
Total Respondents: 114		

Q9: What well-balance mental and physical health support do your corporation introduce for flexible workplace?
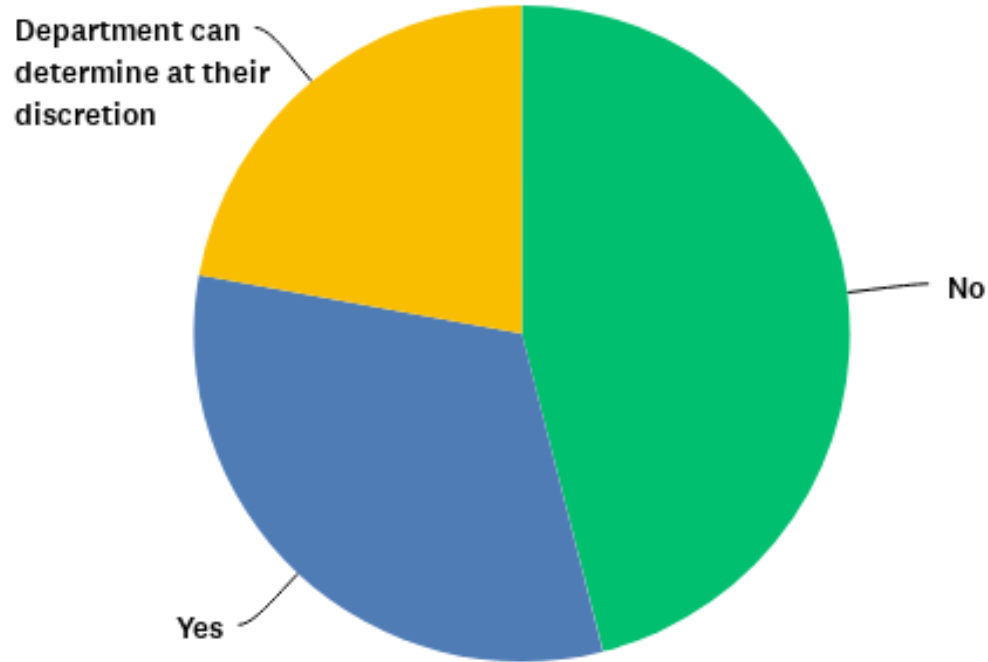
Answered: 110   Skipped: 4

Q9: What well-balance mental and physical health support do your corporation introduce for flexible workplace?

Answered: 110   Skipped: 4

ANSWER CHOICES	RESPONSES	
Offer access to counselling	26.36%	29
Arrange virtual fitness course	20.91%	23
Arrange mental workshop	26.36%	29
Create and issue mental toolkit / library of resources	14.55%	16
Train managers to assist their teams to work from home	30.91%	34
Issue questionnaires / pulse surveys to understand employees' concern	27.27%	30
None of the above	40.00%	44
.	0.00%	0
Total Respondents: 110		

Q10: Will your corporation continue offer Work From Home or split team to the employees after the pandemic is relaxed or gone?

Answered: 113   Skipped: 1

Q10: Will your corporation continue offer Work From Home or split team to the employees after the pandemic is relaxed or gone?
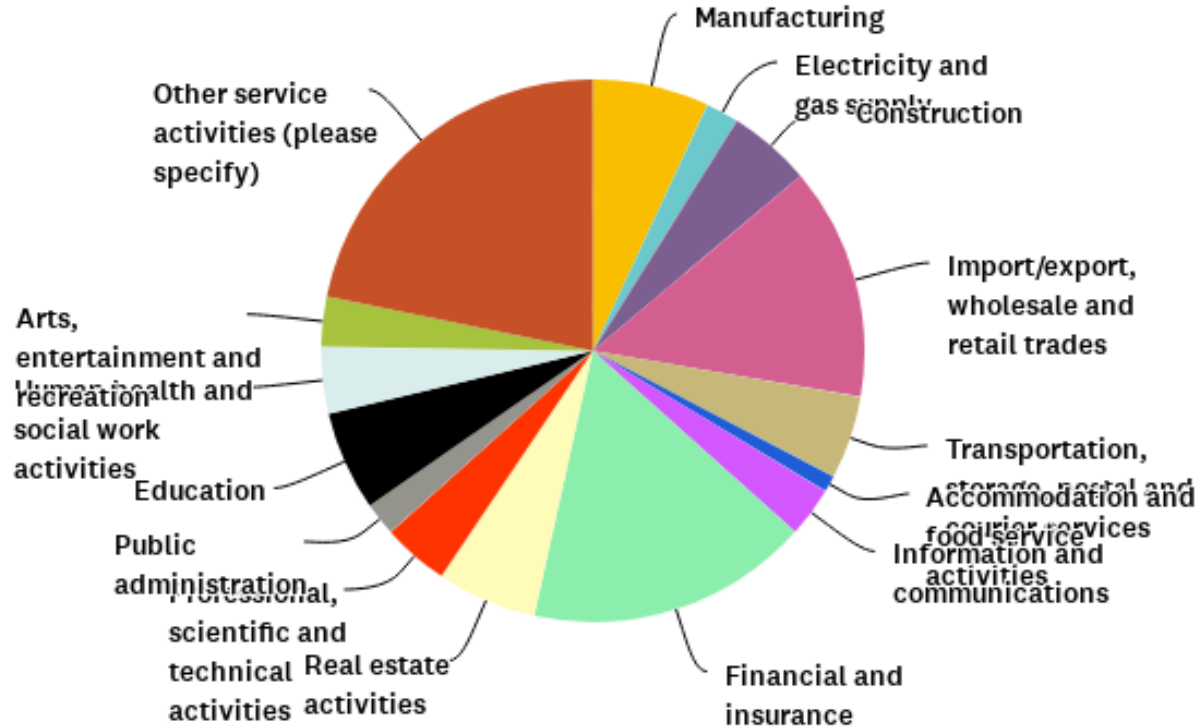
Answered: 113   Skipped: 1

ANSWER CHOICES	RESPONSES	
No	46.02%	52
Yes	31.86%	36
Department can determine at their discretion	22.12%	25
TOTAL		113

Q11: Which Industry best describe your Corporation?

Answered: 101   Skipped: 13

Manufacturing

Electricity and gas supply

Construction

Import/export, wholesale and retail trades

Transportation, storage, postal and courier services

Accommodation and food service activities

Information and communications

Financial and insurance

Real estate activities

Professional, scientific and technical activities

Public administration

Education

Human health and social work activities

Arts, entertainment and recreation

Other service activities (please specify)

Q11: Which Industry best describe your Corporation?

Answered: 101   Skipped: 13

ANSWER CHOICES	RESPONSES	
Agriculture, Forestry, Fishing	0.00%	0
Mining and quarrying	0.00%	0
Manufacturing	6.93%	7
Electricity and gas supply	1.98%	2
Water supply; sewerage, waste management and remediation activities	0.00%	0
Construction	4.95%	5
Import/export, wholesale and retail trades	13.86%	14
Transportation, storage, postal and courier services	4.95%	5
Accommodation and food service activities	0.99%	1
Information and communications	2.97%	3
Financial and insurance activities	16.83%	17
Real estate activities	5.94%	6
Professional, scientific and technical activities	3.96%	4
Public administration	1.98%	2
Education	5.94%	6
Human health and social work activities	3.96%	4
Arts, entertainment and recreation	2.97%	3
Other service activities (please specify)	21.78%	22
TOTAL		101

Q12: Corporation Profile – Head Office Location
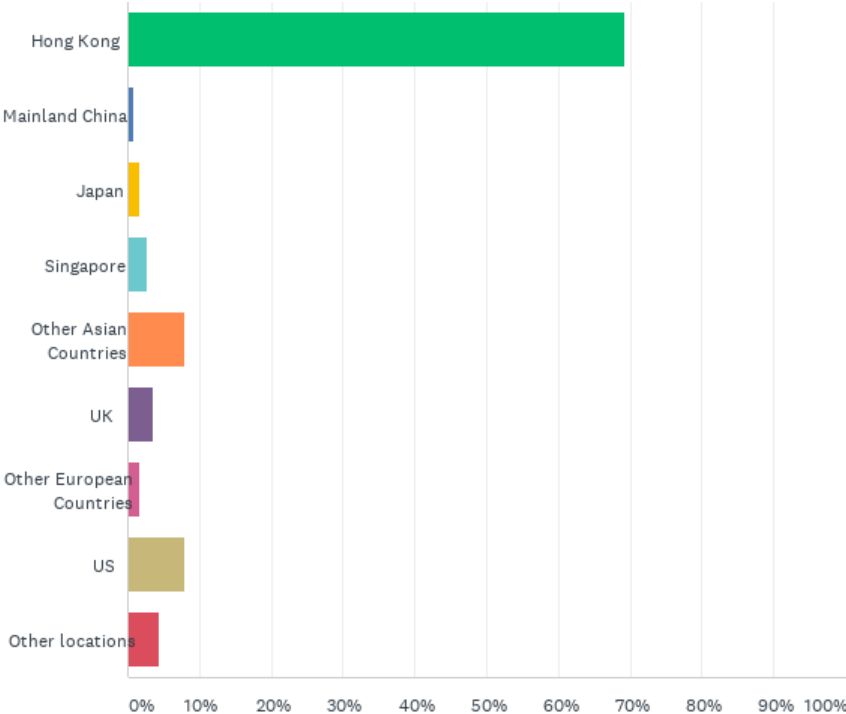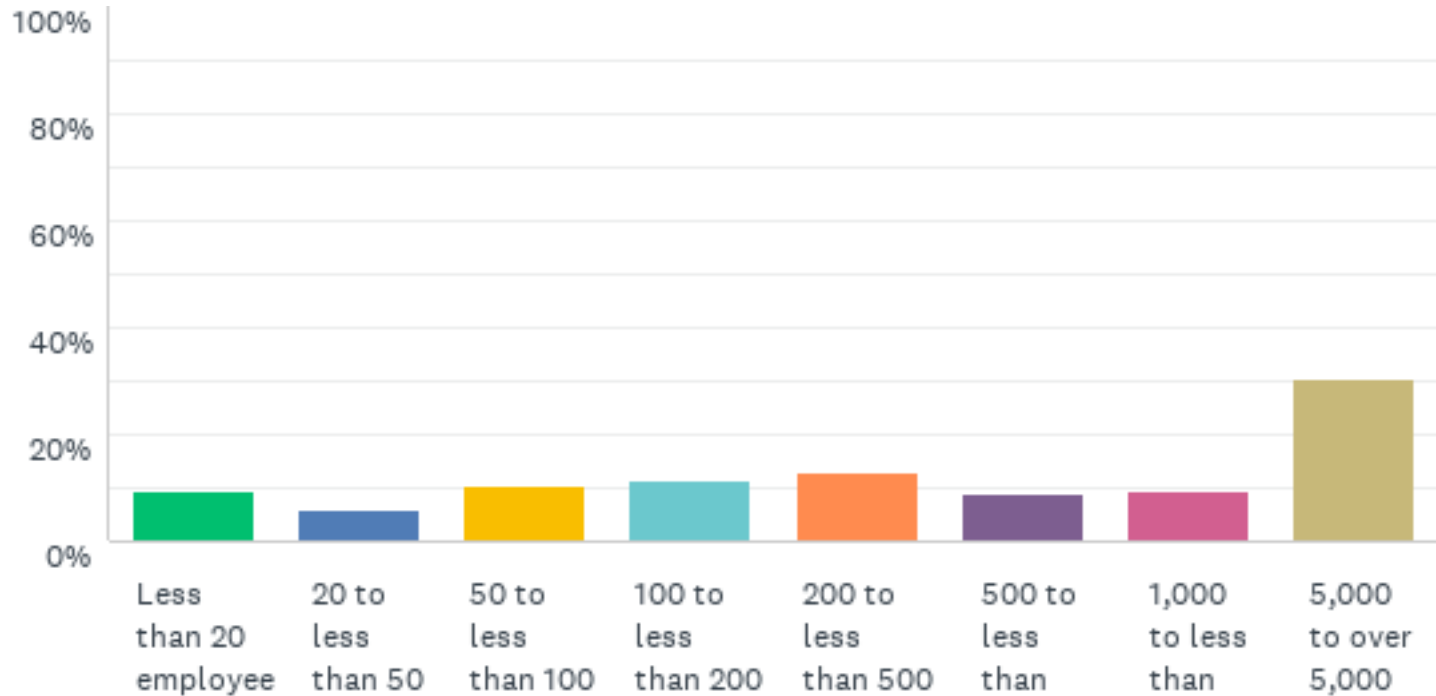
Answered: 114   Skipped: 0

Q12: Corporation Profile – Head Office Location

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Hong Kong	69.30%	79
Mainland China	0.88%	1
Japan	1.75%	2
Singapore	2.63%	3
Other Asian Countries	7.89%	9
UK	3.51%	4
Other European Countries	1.75%	2
US	7.89%	9
Other locations	4.39%	5
TOTAL		114

Q13: Corporation Profile - Organization Size

Answered: 114   Skipped: 0

Q13: Corporation Profile - Organization Size

Answered: 114   Skipped: 0

ANSWER CHOICES	RESPONSES	
Less than 20 employees	9.65%	11
20 to less than 50	6.14%	7
50 to less than 100	10.53%	12
100 to less than 200	11.40%	13
200 to less than 500	13.16%	15
500 to less than 1,000	8.77%	10
1,000 to less than 5,000	9.65%	11
5,000 to over 5,000	30.70%	35
TOTAL		114

Thank You!