

Clerks Award – survey – Draft covering email – for discussion at the 5 November 2020 conference (circulated by email 4 November 2020)

Subject line: Have your say about how your business has adapted to working from home

Dear X,

The Fair Work Commission wants to understand how businesses with employees covered by the Clerks Award have adapted to working from home during the COVID-19 pandemic.

You have been chosen to take part in this survey as a member of the **Australian Chamber of Commerce and Industry/the Australian Industry Group** (select relevant employer org). Help provide your insights and feedback by completing this survey before **[DATE]**.

What will the survey ask?

The survey will take less than 10 minutes to complete and asks about three main topics:

1. **Your business and your employees.** For example, where your business is, how many employees you have and how many employees are covered by the Clerks Award.
2. **Any working from home arrangements accessed by your employees.** These include questions about any changes to how your employees are working their hours while they're at home, and what extra help, if any, you've provided.
3. **Your plans for working from home arrangements in the future.** These include questions about whether you'll allow your employees to work from home in the future and if so in what circumstances you'll need employees to come into the workplace.

What will your responses be used for?

The Commission will use your responses to understand how the flexibility provisions in the Clerks Award are being used by employees and employers during the COVID-19 pandemic.

The survey is conducted by the Commission and your responses are anonymous.

[Click here to complete the survey.](#)

If you have any questions or concerns about your privacy or how the data will be used, please contact X.