A PROJECT REPORT

ON

"Employees wellbeing survey in post COVID-19 after applying HR strategies and activities "

At

Indian Oil Corporation Ltd.

Submitted to

"Savitribai Phule Pune University"

In Partial Fulfilment of Two Years Full Time

Master of Business Administration (MBA)

Submitted by,

Neha Bhalerao Batch (2019-2021)

Under the guidance of,

Prof. Sarika Patil

DEPARTMENT OF MANAGEMENT STUDIES

SANDIP FOUNDATION'S

SANDIP INSTITUTE OF TECHNOLOGY AND RESEARCH

CENTRE, NASHIK –

422213

Ref: SF/SITRC/MBA/PROJ/2020-21/ Date: 10/9 /2021

CERTIFICATE

This is to certify that Mr /Ms ...Neha Ashok Bhalerao.. has

completed his / her Summer Internship Project (SIP) entitled "Employees...............

wellbeing survey in Post covid-19 after applying at "Indian......

oil corporation ltd" HR strategies & activities".................... satisfactorily as a partial fulfillment

of the requirement of **Master of Business Administration (MBA)** course of **Savitribai Phule**

Pune University, Pune during the academic year 2020-21.

Project Guide

Prof. (Dr) Rakesh S. Patil
Head-MBA

Prof. (Dr) Sanjay T. Gandhe
Principal

Internal Examiner

External Examiner

Date – 09.09.2020

To whomsoever it may concern

This is to certify that Ms. Neha Ashok Bhalerao student of Sandip Institute of Technology & Research Centre (SITRC) Nashik has successfully completed the training programme with Indian Oil Corporation Limited, Nashik.

The duration of training was from 8th June 2020 to 31st July 2020.

The area in which she worked was "EMPLOYEES WELLBEING SURVEY IN POST COVID-19 AFTER APPLYING HR STRATEGIES AND ACTIVITES."

During her association with us, we found her to be sincere, hardworking and committed to her project work and understand working of operation.

We wish her all the best for future Endeavour.

Regards,

For IndianOil Corporation Ltd
Marketing Division, BG (Cryogenics)

Sr.HR Officer
(Sameesh Kumar P.S)

Indian Oil Corporation Limited
Marketing Division
BG Cryogenics
A4, M.I.D.C. Ambad, Nashik-10

STUDENT'S DECLARATION

I undersigned hereby that, the project entitled, "<u>Employee wellbeing survey in</u> <u>post COVID-19 after applying HR strategies and activities</u>" is executed as per the course requirement of two year full time MBA program of Savitribai Phule Pune University. This report has not been submitted by me or any other person to any other University or Institution for a degree or diploma course. This is my own and original work.

Place : NASHIK   Sign of the student : ....

Date : 09|07|2020

AKNOWLDEGEMENT

CONTENTS

.

LIST OF GRAPHS

LIST OF TABLES

	while working from home	
14	I am able to balance my personal and work demands	39
15	I have the tools which I need t work effectively from home	40

I. EXECUTIVE SUMMARY

It is imperative to keep employees motivated and enthused to achieve this future together In these times, human resources (HR) department is tasked with ensuring adequate enablement and engagement of teams while also preparing for some hard decisions. The organizations which were prepared for the work from home were better equipped to deal with the nationwide situation without any significant impact on productivity. The HR department of every organization has been in the frontline, leading the efforts to facilitate employees. In situation like these, HR, in addition to handling the business requirements, is also responsible for managing concerns and apprehensions of their employees.

HR has to step up and support their employees and prioritize their mental and emotional wellbeing. These unprecedented times can induce anxiety and raise the stress levels of a person, and the onus is on the employers to channel these emotions in order to keep their employees safe, motivated, and productive.

This project report entitled "**Employee wellbeing survey in post COVID-19 after applying HR strategies and activities".** It was conducted so as to study the employees wellbeing. And to analyzed their mental health during this pandemic. The other objective was to find out the areas of low satisfaction where corrective measures can be taken.

For this purpose a sample was selected by simple random convenience sampling and survey was done with the help of questionnaire the results were analyzed for the employees.

II.   OBJECTIVES OF THE STUDY

Main Objective-

1. To study the changing trends of HR due to pandemic situation.
2. To understand the effects of changing group dynamics and motivational factors of HR strategies and activities on the employees
3. To help to design a suitable HR strategy and several HR activities for smooth functioning of organization in pandemic situation.
4. To provide a practical suggestions for the improvement of organization's performance.

Mission of Indian Oil-

To cater the customer needs in dynamic Hydrocarbon through continues up gradation of skills, capabilities, and technologies to attain global benchmark.

Location –

Inidan Oil Corpn. Ltd

Business Group-Cryogenics

Plot NO A-4, MIDC, AMBAD

NASHIK- 422010

Products and Services –

Products-

- Indane Gas
- Auto Gas
- Natural Gas
- Petrol / Gasoline
- Diesel / Gas oil
- ATF / Get Fuel
- SERVO lubricants and greases rightright
- Marin fuels and lubricants
- Kerosene
- Bulk / Industrial fuel strightight
- Bitumen

III. COMPANY PROFILE

Company Name-

Indian Oil Corporation Limited

Vision with Values-

Indian Oil's 'Vision with Values' encompasses the Corporation's new aspirations – to broaden its horizons, to expand across new vistas, and to infuse new-age dynamism among its employees.

Adopted in the company's Golden Jubilee year (2009), as a 'shared vision' of Indian Oil People and other stakeholders, it is a matrix of six comers stones that would together facilitate the Corporation's endeavors to be 'The Energy of India' and to become 'A globally admired company.

More importantly, the vision is infused with core values of Care, Innovation, Passion and Trust. Which embody the collective conscience of the company and its people. And have helped it to grow and achieve new heights of success year after year.

VISION

Ethics
Setting high
standards for
ethics and values

Customers
Fostering
relationships
for a lifetime

People
Leading with
passion
to excel

इंडियनऑयल

IndianOil

The Energy of India

A Globally Admired Company

Technology
Harnessing
frontier
technology

Innovation
Pioneering the
spirit of creativity
and research

Environment
Caring for the
environment and
community

VALUES
Care • Innovation • Passion • Trust

- Cryogenics

Services –

- Refining
- Pipelining

List of competitors-

Indian Oil Corporation has two major domestic competitors,

Bharat Petroleum

Hindustan Petroleum.

Both are state-controlled, like Indian Oil Corporation. There are two private competitors:

Reliance Industries

Essar Oil .

Historical Development of Company-

The Indian Oil Corporation Ltd. operates as the largest company in India in terms of turnover and is the only Indian company to rank in the Fortune "Global 500" listing. The oil concern is administratively controlled by India's Ministry of Petroleum and Natural Gas, a government entity that owns just over 90 percent of the firm. Since 1959, this refining, marketing, and international trading company served the Indian state with the important task of reducing India's dependence on foreign oil and thus conserving valuable foreign exchange. That changed in April 2002, however, when the Indian government deregulated its petroleum industry and ended Indian Oil's monopoly on crude oil imports. The firm owns and

operates seven of the 17 refineries in India, controlling nearly 40 percent of the country's refining capacity.

Achievements of company-

2010

Master Brand Award 2010 for SERVO

IndianOil wins Retail Excellence Award for 4th consecutive year

2011

IndianOil wins India Pride Award

IndianOil wins National Award for Innovative Training Practices

2012

IndianOil bags award at South–East CEO Conclave & Awards 2012

IndianOil wins prestigious Hart Energy Award

IndianOil wins SCOPE Excellence Award 2009–10

2013

Vijayawada BP bags National Safety Awards

Ennore BP and Mayiladuthurai BP bags National Safety Award

SWOT Analysis of Indian Oil –

STRENGTH -

Strong brand name

Research and development

Strong pipeline

Focus on sustainability

WEAKNESSES –

Competition

Bureaucracy

OPPORTUNITY-

Industry Growth

Market expansion

Increasing natural gas market

THREATS –

Government regulation

Macro economic conditions

Organizational structure

IV. THEROTICAL BACKGROUND

Human Resource :

Human resources is used to describe both the people who work for a company or organization and the department responsible for managing resources related to employees. The term *human resources* was first coined in the 1960s when the value of labor relations began to garner attention and when notions such as motivation, organizational behavior, and selection assessments began to take shape.

Human Resource Management :

Human Resource Management is the process of recruiting, selecting, inducting employees, providing orientation, imparting training and development, appraising the performance of employees, deciding compensation and providing benefits, motivating employees, maintaining proper relations with employees and their trade unions, ensuring employees safety, welfare and healthy measures in compliance with labour laws of the land and finally following the Orders / Judgements of the concern High Court and Supreme Court, if any.

HRM Process

- It involves procurement, development, maintenance of human resource

- It helps to achieve individual, organizational and social objectives

- Human Resource Management is a multidisciplinary subject. It includes the study of management, psychology, communication, economics and sociology.

- It involves team spirit and team work.

- It is a continuous process.

- Human resource management as a department in an organisation handles all aspects of employees and has various functions like human resource planning, Conducting Job analysis, recruitment and conducting job interviews, selection of human resources, Orienting , training, compensating, Providing benefits and incentives, appraising, retaining, Career planning, Quality of Work Life, Employee Discipline, black out Sexual Harassments, human resource auditing, maintenance of industrial relationship, looking after welfare of employees and safety issues , communicating with all employees at all levels and maintaining awareness of and compliance with local, state and federal labor laws.

The historical rule of thumb for Human Resource staffing requirements is

one full-time professional Human Resource person should be hired for every 100 employees. The actual ratio for a business can vary depending upon factors such as the degree of HR centralization, the geographic distribution of the employees served, the sophistication level of the employees, and the relative complexity of the organization.

HR handling corona virus concerns :

Communicate to employees

Central to a strong leadership response is communication and decisive action, both to inform employees of changes in policies and to assuage fear and anxiety. Be prompt, accurate, and honest in your communications. Outline the measures you're taking and why you're taking themAdopt a multi-pronged approach for communication on your HR team. Use electronic methods but adopt physical communication methods as well.

Send an email to reassure employees you're paying close attention to the virus and it's spread. Explain the precautions you're taking to keep the workplace and your people safe, share reputable sources for information like the WHO and CDC, and designate a point of contact for COVID-19-related inquiries in the HR department.

Post notices around the workplace with the signs and symptoms to watch out for (fever, cough, and shortness of breath), and to remind employees of proper cough etiquette and hygiene.

Limit travel

Curb employee travel as much as possible. Cancel or postpone business trips to any of the countries that have been granted level-3 travel restriction by the CDC.

Trade show, conference, and event attendance should be reconsidered as well. The possibility for viral spread amongst large, international groups of people make these risky.

Cancel face-to-face meetings

Minimize person-to-person contact by canceling face-to-face meetings. We recognize it's hard to replicate the rapport you can build in face-to-face meetings — especially with new clients or business partners — but keeping everyone safe and healthy is what's most important right now. Go for video conferences or a good old fashion phone call.

This is the time when we'll all find out which meetings could have been an email after all. Embrace it.

Make a pandemic plan

If your SMB doesn't have a documented pandemic plan yet, now's the time to make one. According to Gartner, you should be able to answer these 10 questions:

1. Can our company operate with 25% or greater absenteeism?

2. If illness causes high absenteeism, are employees cross-trained and able to perform multiple duties?

3. Can our employees work remotely?

4. What infrastructure support is needed to support a shift to an at-home workforce?

5. Will our company monitor, or even restrict, travel to high-risk regions?

6. What procedures do we have in place to decontaminate the facility and its heating, ventilation, air-conditioning systems, electronic equipment and soft materials (blankets, curtains, etc.)?

7. What assurances do we need to provide to the facility staff members so they feel safe at work?

8. How will traveling employees be brought home, particularly if they are sick?

9. Are there escalation procedures to get additional resources?

10. Is there a trained and representative crisis management team that includes on-call staff, and do those team members know what is expected of them?

Ask sick employees to stay home

Sick employees should stay home, point blank. Symptoms of a COVID-19 infection can be mild and take 5 days on average to show up, so employees who have been in contact with a sick person should also stay home. Ask employees who have had fevers to stay home for fourteen days to ensure they remain COVID-19-free.

Reconsider leave policies

But whether they're dedicated employees who want to put in face time or individuals who have already used up their sick pay, employees can be hesitant to stay home when sick.

Not wanting to forgo a paycheck is a powerful motivator for coming into work, especially when you just have a sore throat and case of the sniffles — but this is particularly dangerous considering that symptoms for 80% of coronavirus patients are more cold-like than anything else.

It's up to HR departments and SBOs to remove any barriers to entry for employees who aren't feeling well. Encourage sick employees to stay at home, no matter how "fine" they may feel by rethinking your leave and PTO policies. And while not every business can go as far as Apple in offering <u>unlimited sick leave to retail employees</u>, employers should analyze what leniency they can grant in regard to sick leave.

Place restrictions on returning to work

Workers coming back from countries experiencing major outbreaks should stay home from work. These countries currently include China, South Korea, Italy, and Iran, but more countries are quickly being added to the list.

Some companies are going further than this. A <u>recent Intel email</u> asks that "anyone who recently returned from travel to mainland China, Hong Kong, Macau, South Korea, Japan, Singapore, Italy, Iran, Germany, Spain, France, the United Kingdom, the United States Switzerland, the Netherlands, Sweden, Belgium, Norway, and Austria, or known to have been in close contact (within two meter for 30 minutes or more) with a confirmed case of the coronavirus should remain away from work for 14 days."

Seek legal advice

Understanding your business' legal obligations can be tricky in light of this unprecedented event. Rely on internal HR experts or seek legal advice to answer the following questions about your business.

- Will we have to pay worker's comp if an employee contracts COVID-19 on-premise or through a work-related event?
- Does our benefits coverage require that we pay disability to employees on extended leave, such as is possible with COVID-19?
- Do we have contracts or collective bargaining agreements with employees that say we must pay them for work-required leave?
- Are we providing a workplace free of "recognized hazards" in relation to COVID-19, as required by OSHA?

Consider remote work

A company-wide work from home arrangement is perhaps the best answer to stalling the spread of coronavirus in the workplace. For some companies and roles, the transition is easier than others. Consider these scenarios.

When remote work's not possible

Like in industries that rely on the presence of physical workers such as healthcare, hospitality, retail, and manufacturing, WFM isn't always possible. In these cases the HR department and business owners have to answer difficult questions about how to protect workers, customers, and the workplace. This may mean operating with a reduced staff level — or even closing during peak absenteeism.

When remote work's possible but not ideal

Sales and marketing roles still rely heavily on face-to-face contact and relationship building. Provide emotional and logistical support for the cultural changes this adjustment will entail.

When remote work's highly possible

Developer teams and off-site contractors are already used to collaborating virtually across time zones and geographical lines. Encourage these people to stay home and continue to support them as usual.

Think long term

Remember that the outbreak will pass. How will your employees and customers remember your businesses' response? Resilient, prepared, and people-first leadership will carry you through to the other side.

Coronavirus (COVID-19) Pandemic - Precautions For Work Life -

Compensatory Work

Per the Law no 4857, Article 64, compensatory work can be applicable under below cases:

- Where the activities stop due to force major reasons
- Where time worked has been considerably lower than the normal working time or where operations are stopped entirely for reasons of suspending

work due to force majeure or on the days before or after the national and public holidays

- Where the employee is granted time off upon his request,

the employer may call upon compensatory work within two months in order to compensate for the time lost due to unworked periods. Such work shall not be considered overtime work or work at extra hours.

Compensatory work shall not exceed three hours daily and must not exceed the maximum daily working time in any case.

Compensatory work shall not be carried out on holidays.

Due to the fact that coronavirus pandemic is considered as a force major reason, the above compensatory work rules can be applicable within 2 weeks (not exceeding 3 hours per day) upon elimination of this force major fact.

Short-Employment Allowance

The circumstances for short-employment opportunity have been located on Unemployment Insurance Law no: 4447, Article Add.2. These circumstances are as below:

- General economical, sectorial or regional crisis.
- Force major situations

General economic crisis represents the situations that have effects on national economy and the employers' activities. These situations can due from national or international progresses.

Force Major refers to the unpredictable situations like natural disasters, pandemics, military operation preparations that can cause stop or restriction of activities of employers temporarily or permanently.

Accordingly, coronavirus pandemic can be considered as a reason for short-employment working.

Short-employment allowance can be applicable with the below circumstances not for more than 3 months (President can extend that period to 6 months):

- If the weekly working hours are reduced temporarily in a ratio of one third
- If the activities stopped fully or partly at least for four weeks.

The below steps should be followed for short employment working application;

1. The Employer should submit the Short Employment Request Form to Turkish Employment Agency(IsKur)
2. That application is evaluated by the Agency in terms of its reason and form.

In order for an employee to benefit from the short employment allowance;

1. Short employment request of the employer should be approved by the Agency,
2. In accordance with the Article 50 of the law no. 4447, employees should be entitled to unemployment allowance in terms of their employment period

and the amount of days of unemployment insurance payment by the date of the commencement of short employment (Of those who have paid premium for the last 120 days and constantly worked before the commencement of short employment, those who have paid unemployment insurance premium for at least 600 days in the last three years).

.3. The information of the employees should be included on the list during the review of the Agency.

With regards to the payment amount;

Amount of daily short employment allowance is 60% of daily gross average earning calculated by taking into consideration the earnings of the insurant for the last twelve months subject to premium, not exceeding 150% of the gross amount of monthly minimum wage for those older than 16 years of age in accordance with the article 39 of the Labor Law no. 4857.

Also, per the Labor Law no.4857; if the activities stop due to the force major reasons, the half of the salary amount for 1 week work should be provided by the employers.

Unpaid Leave

Under that kind of pandemics, the employees can use unpaid leave in case that employers and employees are agree on that option.

Employers and employees should agree on the method of this application.

Collective Leave

Per the annual leave code, Article 10; the employers can choose collective leave option for their employees. This can only be applicable for the period between 01 April – 31 October.

Leave Of Absence With Pay

Per the Law No: 4857 Additional Article 2; Employee shall be allowed to take; three days leave of absence with pay in the event of employee's marriage or adoption of a child, or in the event of the death of the employee's mother, father, spouse, brother or sister, and child; and five days leave of absence with pay in the event of employee's spouse giving birth.

Employed parents whose child has at least seventy percent disability or chronic disease based on medical report, shall be allowed to take up to 10 days leave of absence with pay in a year for attending the treatment of the child; on condition that leave may be taken only one of the parents and without interruption or with segments.

Any leaves apart from the above like pandemic; can be given to the employees with the employer's decision without a limit

V.   RESEARCH METHODOLOGY

STATEMENT OF PROBLEM -

Every business organization large or small spend huge amount of money on Human Resource. It is necessary therefore to find out how they are performing in order to design their future of the organization. It may be to develop the employees or to correct the employees or to utilize employees strength.

This study is directed towards probing well-being survey of Indian Oil's employees.

DURATION OF THE RESEARCH STUDY-

This study was carried out for duration of 52 days.

DEFINATION OF RESEARCH METHODOLOGY-

Research is a careful, systematic and objective investigation conducted to obtain valid facts, draw conclusions and established principles regarding an identifiable problem in some field of knowledge.

STAGE 1- Gathering information and inputs to frame the necessary questions for the survey.

STAGE 2 – Collecting data using the survey method, by getting the sample employees fill the questionnaire.

RESEARCH DESIGN-

The research design used is descriptive and the information collected through personal interaction and observation and analyzing the result.

DIFFERENT METHODS OF DATA SOURCES

PRIMARY DATA

Primary data is the information collected during the course of an experiment through the –

Questionnaire method

It can also be obtained through, observation

Survey interviews – direct communication with the customer by performing surveys or descriptive research.

Definition of primary data-

Primary data is that data which is collected fresh and for the first time, it is also called basic data or original data

Primary data is also defined as, "the data, researcher collects to address the specific problem at hand- the research questions"

Primary sources mean original works of research or raw data without interpretation or pronouncements that represent an official opinion or position. Primary sources include, memos, letters, complete interviews or

speeches, law, regulations, court decisions and government data including, census, economic and labor data as the most authoritative of all sources.

METHODS OF COLLECTING PRIMARY DATA-

Observation method-

Definition-

Observation means viewing or seeing. We go on observing something or other while we are awake. Most of such observations are just casual and have no specific purpose. But observation as a mehod of data collection is different from such casual viewing.

Interview method-

Definition-

A somewhat formal discussion between a hirer and an applicant or candidate typically in person, in which information is exchanded, with the intention of establishing the applicant's suitability for a position.

2.   SECONDATY DATA-

There are various methods of data gathering which involves the use of specific recording forms. These are called tools or instruments of data collection.

During the course of conducting research, a researcher has to collect the data through adopting one or the other method.

Definition of secondary data-

Secondary data pertains to those data that is already available on websites, magzines, books etc. Also, it is that data, which has been used previously for some research and is now in use for second time in short, the data presented in research reports when used again for further research is called "secondary data".

SOURCES OF SECONDARY DATA:

Websites

Books

Magazines

Brochures etc

SAMPLE SIZE-

25 respondents.

METHOD OF RESEARCH:

An observation study. Probability sampling is more reliable. It is more time and money consuming. The sample size of consumers surveyed was 25 respondents.

TYPE OF RESEARCH	DESCRIPTIVE
SAMOLING UNIT	RESPONDENTS FROM NASHIK
SAMPLING AREA	NASHIK CITY
SAMPLING SIZE	25 RESPONDENTS
SAMPLING METHOD	SIMPLE RANDOM

TYPE OF DATA	SAMPLING
RESEARCH INSTRUMENT	PRIMARY AND SECONDARY
DATA COLLECTION	QUESTIONNAIRE
METHOD	STRUCTURED QUESTIONNAIRE

LIMITATIONS-

Results are just an indication of the present scenario and may not be applicable in future.

As the study was conducted only in Nashik area, so it can be said that the study was regional biased.

Since sampling was done under the simple random sampling method, where easily approachable respondents were picked up. So this may not represent the whole universe.

Respondent may fill the partially correct information in questionnaire.

VI. DATA ANALYSIS AND INTERPRETATION

PART A : PERSONAL DATA

1. Age Group:

To carry out any project study personal data needs detailed analysis because it is basic foundation to understand correct profile of respondent. This shows their knowledge, mental status and maturity. Education background to understand the topic of the study so that they can be related age.

Age Group	No. of Respondents	Percentage
18-29	13	52%
30-39	7	28%
40-49	3	12%
50-60	2	8%
Total	25	100%

1. AGE GROUP

1st Qtr   30-39   40-49   50-60

From the above data indicates that 52% of respondents are of age 18-29 group, 28% respondents are of 30-39 age group, 12 % respondents are of 40-49 age group and only 8% respondents are of 50-60 age group.

2. Gender :

Gender	No. of Respondents	Percentage
Male	13	52%
Female	12	48%
Total	25	100%

2. GENDER

Male ■ Female ■ 3rd Qtr ■

48%

52%
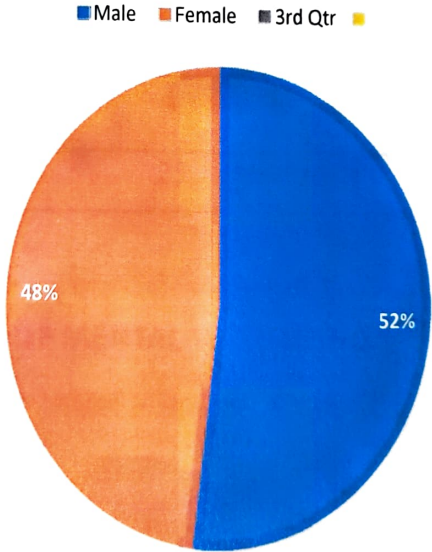
From the above data indicates that 52% of respondents are male, rest 48% of respondents are female.
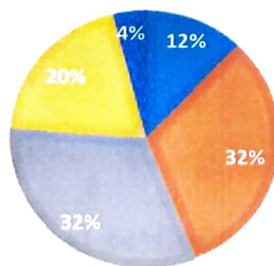
PART B :

<div align="right">(Mental health and wellbeing)</div>

1. How would you rate your mental well-being right now?

Options	No. of Respondents	Percentage
Poor	3	12%
Fair	8	32%
Good	8	32%
Very Good	5	20%
Excellent	1	4%
Total	25	100%

3. RATE OF MENTAL WELL-BEING

■Poor ■Fair ■Good ■Very Good ■Excellent

From the above data it is evident that 32% of the employees mental well being is fair and good, and 20'% of the employees are gaving very good mental well being but 12% of employees also having poor mental well being and rest 4% of employees are feeling excellent.
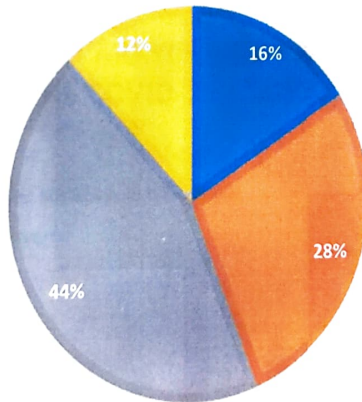
2. **How worried are you about the impact of corona virus on your company?**

Options	No. of respondents	Percentage
Extremely worried	4	16%
Very worried	7	28%
Somewhat worried	11	44%
Not at all worried	3	12%
Total	25	100%

4. IMPACT OF CORONA VIRUS ON YOUR COMPANY

■Extremely worried　■Very worried　■Somewhat worried　■Not at all worried

From the above it shows that 44% of respondents are somewhat worried about impact of corona virus on their company, where 28% of respondents are very worried and 16% are extremely worried. On the other side only 12% of the respondents are not at all worried about corona virus's impact on their company.
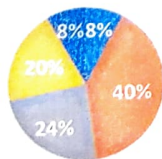
3. I feel safe carrying out my role during the COVID-19 Pandemic

Options	No. of respondents	Percentage
Strongly agree	2	8%
Agree	10	40%
Neither agree nor disagree	6	24%
Disagree	5	20%
Strongly disagree	2	8%
Total	25	100%

5. I FEEEL SAFE CARRYING OUT MY ROLE DURING THE COVID-19 PANDEMIC

■ Strongly agree   ■ Agree

■ Neither agree nor disagree ■ Disagree

■ Strpmg;u disagree

From the above data it shows that 40% of respondents are agree to feel safe for carrying out their role during the COVID-19 pandemic, 24 % of respondents are neither agree nor disagree, 20% are disagree. strongly agree and strongly disagree is on the same scale where both 8% of respondents are feel the same.

31

3. I feel safe carrying out my role during the COVID-19 Pandemic

Options	No. of respondents	Percentage
Strongly agree	2	8%
Agree	10	40%
Neither agree nor disagree	6	24%
Disagree	5	20%
Strongly disagree	2	8%
Total	25	100%

5. I FEEEL SAFE CARRYING OUT MY ROLE DURING THE COVID-19 PANDEMIC

■ Strongly agree   ■ Agree
■ Neither agree nor disagree   ■ Disagree
■ Strpmg;u disagree

From the above data it shows that 40% of respondents are agree to feel safe for carrying out their role during the COVID-19 pandemic, 24 % of respondents are neither agree nor disagree, 20% are disagree. strongly agree and strongly disagree is on the same scale where both 8% of respondents are feel the same.
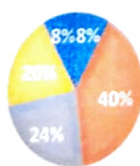
4. I have the right resources and benefits from my company to help and support me through this period.

Options	No. of respondents	Percentage
Strongly agree	2	8%
Agree	11	44%
Neither agree nor disagree	9	36%
Disagree	2	8%
Strongly disagree	1	0%
Total	25	100%

6. I HAVE THE RIGHT RESOURCES AND BENEFITS FROM MY COMPANY TO HELP AND SUPPORT ME THROUGH THIS PERIOD

■ Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree
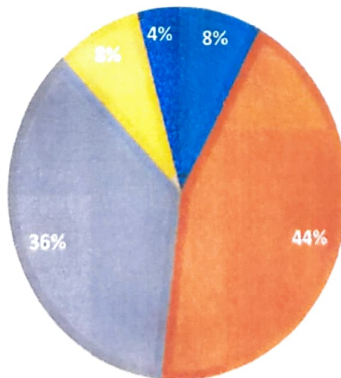
From the above data it is evident that 44% of the employees agree that they have the right resources and benefits from their company to help and support them

through this period, where 8% are strongly agree and 36% that 9 respondents are neither agree nor disagree. On the other side 8% are disagree and remaining 1 respondent are strongly disagree.
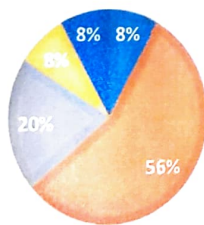
5. I am sure about company's leadership team to make the right decisions to manage through this crisis?

Options	No. of respondents	Percentage
Strongly agree	2	8%
Agree	14	56%
Neither agree nor disagree	5	20%
Disagree	2	8%
Strongly disagree	2	8%
Total	25	100%

7. I AM SURE ABOUT COMPANY'S LEADERSHIP TEAM TO MAKE THE RIGHT DECISIONS TO MANAGE THROUGH THIS CRISIS?

■Strongly agree ■ Agree ■ Neither agree nor disagree ■ Disagree ■ Strongly disagree

From the above it shows that 56% of the employees are agree that they are sure about company's leadership team to make the right decisions to manage through this crisis, 8% of respondents are strongly agree on this statement. Where 20% of respondents are still neither agree nor disagree and remaining 2 employees are disagree and 8% of employees are strongly disagree

6. I know where to raise concerns I have in relation to my own or a colleague's wellbeing during this time

Options	No. of respondents	Percentage
Yes	13	56%
No	4	16%
Can't say	8	32%
Total	25	100%

8. I KNOW WHERE TO RAISE CONCERNS I HAVE IN RELATION TO MY OWN OR A COLLEAGUE'S WELLBEING DURING THIS TIME

■ Yes   ■ No   ■ Can't say   ■ 4th Qtr
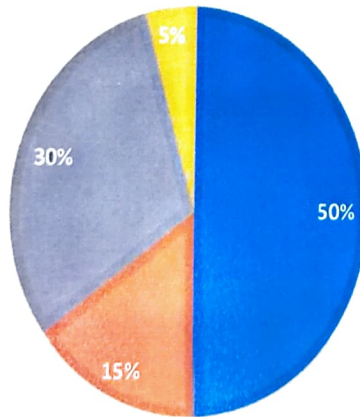
From the above data it is evident that 56% of the employees are clearly know where to raise concerns that they have in relation of their own or a colleague's well being during this time. Where 4 respondents don't have any idea about this. Rest 32% of employees cant say anything on this statement.

7. I have enough contact with my manager

Options	No. of respondents	Percentage
Strongly agree	3	12%
Agree	17	68%
Neither agree nor disagree	4	16%
Disagree	1	4%
Strongly disagree	Nil	0%
Total	25	100%

9. I HAVE ENOUGH CONTACT WITH MY MANAGER

Strongly agree   Agree   Neither agree nor disagree   Disagree   Strongly disagree
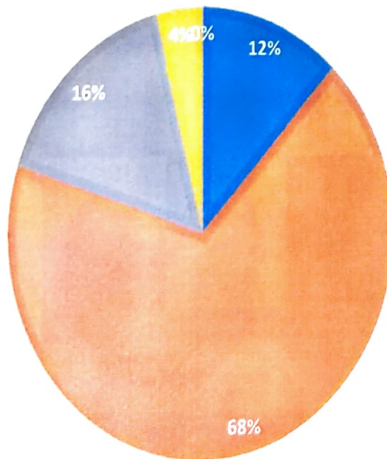
From the above it shows that 68% of the employees have enough contact with their manager and 12% of employees are strongly agree on this. 16% of the employees are neither agree nor disagree and only 1 respondent are disagree on this statement.

36

8. My manager is checking in regularly enough with how I am doing (not just work-related)

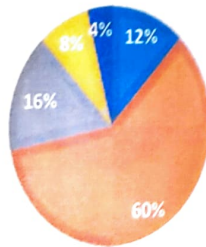| Options	No. of respondents	Percentage
Strongly agree	3	12%
Agree	15	60%
Neither agree nor disagree	4	16%
Disagree	2	8%
Strongly disagree	1	12%
Total	25	100%

10. MY MANAGER IS CHECKING IN REGULARLY ENOUGH WITH HOW I AM DOING (NOT JUST WORK-RELATED)

■Strongly agree ■Agree ■Neither agree nor disagree ■Disagree ■Strongly disagree

From the above data it is shows that 60% of the respondent agree on their manager is checking in regularly enough with how he is doing (not just work related) where 3 respondents are strongly agree on this. 16% of respondents are neither agree nor disagree. And only 2 respondent are not satisfied about is manager and 1 is strongly disagree on this statement

9. I feel productive during this time

Options	No. of respondents	Percentage
Strongly agree	2	8%
Agree	11	44%
Neither agree nor disagree	6	24%
Disagree	3	12%
Strongly disagree	3	12%
Total	25	100%

11. I FEEL PRODUCTIVE DURING THIS TIME

- Strongly agree
- Agree
- Neither agree nor disagree
- Disgree
- Strongly disagree
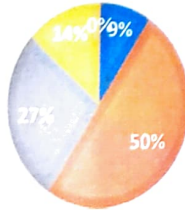
From the above it is evident that 44% of employees are feeling productive during this time where 24% of employees are neither agree nor disagree on the statement of 'I feel productive during this time'. Where 3 employees are not feeling productive and more 3 employees are strongly disagree on the statement of feeling productive during this time.

10.I feel positive to make progress in my career/ goals in this COVID-19 Pandemic   (Purpose)

Options	No. of respondents	Percentage
Strongly agree	4	16%
Agree	13	52%
Neither agree nor disagree	6	24%
Disagree	1	4%
Strongly disagree	1	4%
Total	25	100%

12. I FEEL POSITIVE TO MAKE PROGRESS IN MY CAREER/ GOALS IN THIS COVID-19 PANDEMIC

■Strongly agree ■Agree ■Neither agree nor disagree ■Disagree ■Strongly disagree

From the above data it is shows that 52% of the respondents are feel positive to make progress in their carrier, 24% of respondents are not neither agree nor disagre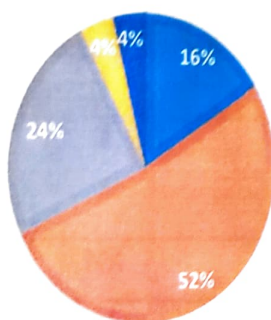e, 16% of the employees are strongly agree on the statement of feeling positive to make progress in carrier. Rest 2 respondents

39

are strongly disagree and disagree to make progress in their carrier in COVID-19 pandemic.

(Home working)

11. What is the biggest challenge you are currently facing while working from home?

Options	No. of respondents	Percentage
Communication with co-workers is harder	4	16%
I don't have access to the tools or information I need to do my job at home	4	16%
Generai anxiety about the impact of coronavirus on my life	7	28%
Too many distractions at home	5	20%
Internet connectivity	1	0%
Keeping a regular schedule	4	16%
Other	Nil	0%
Total	25	100%

13. WHAT IS THE BIGGEST CHALLENGE YOU ARE CURRENTLY FACING WHILE WORKING FROM HOME?

- Communication with co-workers is harder
- I don't have access to the tools or information I need to do my job at home
- General anixiety about the impact of coronavirus on my life
- Too many distractions at home
- Intenet connectivity
- Keeping a regular schedule
- other
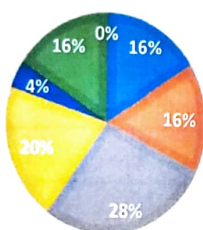
From the above it is evident that General anxiety about the impact of coronavirus on my life is the biggest challenge employees are currently facing while working from home which is 26%. Where Communication with co-workers is harder, not having access to the tools or information which they need to do their job at home, Keeping a regular schedule this statement have same percentage of respondents that is 16%. 20% of respondents face difficulty of Too many distractions at home.

12. I am able to balance my personal and work demands.

Options	No. of respondents	Percentage
Strongly agree	2	8%
Agree	8	32%
Neither agree nor disagree	8	32%
Disagree	5	20%
Strongly disagree	2	8%
Total	25	100%

14. I AM ABLE TO BALANCE MY PERSONAL AND WORK DEMANDS

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
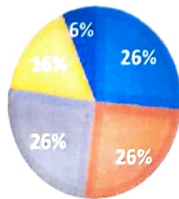
From the above it shows that 32% of the employees are able to balance their personal and work demands and also 32% of employees are neither agree nor disagree on the same. Only 2 employees are strongly agree on this statement.

Where 20% of employees are not able to balance their personal and work demands and 2 employees are strongly disagree to balance their personal and work life

(Home working)

13. I have the tools I need to work effectively from home.

Options	No. of respondents	Percentage
Strongly agree	3	12%
Agree	10	40%
Neither agree nor disagree	5	20%
Disagree	7	28%
Strongly disagree	nil	0%
Total	25	100%

15. I HAVE THE TOOLS WHICH I NEED TO WORK EFFECTIVELY FROM HOME

■Strongly agree ■Agree ■Neither agree nor disagree ■Disagree ■Strongly disagree
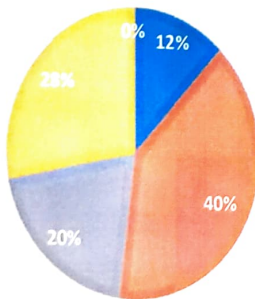
From the above data it shows that 40% of the employees are agree on they have the tools which they needed to work effectively form home on the same side 5

employees are neither agree nor disagree on this. 12% of employees are strongly agree and 28% of employees are disagree on this statement.

VII. FINDINGS

1. Most of the staff members are somewhat worried of impact of corona virus on their company

2. Right resources and benefits provided by company is helpful and supportive to most of the employees

3. There are almost less number of employees who are suffering prior rate of mental well-being in this pandemic

4. Employees have a firm belief on companies leadership team to make right decisions to manage through this crisis

5. A small percentage of employees find less productive during this pandemic

6. Most of the employees are facing biggest challenges while work from home are of general anxiety about the impact of corona virus on their life and too many distractions at home.

VIII. RECOMMENDATIONS

1. Time management must be needed.

2. Provide breaks to the employees during work from home

3. Should improve leadership skills more

4. Give each and everyone chances for raise their concerns and to express their ideas during this pandemic

5. Arrange motivational sessions for improve productivity

6. Give opportunities to make progress in their carrier and goals.

IX. CONCLUSION

COVID-19 pandemic is an unprecedented crisis that is testing professional and personal relations around the world. Due to this pandemic HR trends are highly changed as it is also the responsibility of each member in organization to put in their utmost and maintain smooth business relations. As the group dynamics and motivational factors are changing strategies and activities apply by HR is also changing. While certain concerns may initially slow down progress, steady and positive communication from all parties will help maintain everyone's morale and keep employee relations intact as the world moves through this challenge

X.   APPENDIX

Name-

Gender –

- o Male
- o Female

Age-

- o 18-29
- o 30-39
- o 40-49
- o 50-60

Marital status-

- o single
- o married

Children –

- o None
- o One or more

(Mental health and wellbeing)

1. How worried are you about the impact of coronavirus on you
   personally?
   - o Extremely worried

- o Very worried
- o Somewhat worried
- o Not worried at all

2. How worried are you about the impact of coronavirus on your company?
   - o Extremely worried
   - o Very worried
   - o Somewhat worried
   - o Not worried at all

3. How would you rate your mental wellbeing right now?
   - o Poor
   - o Fair
   - o Good
   - o Very good
   - o Excellent

4. My organization supports me to balance work and caring responsibilities effectively
   - o Strongly agree
   - o Agree
   - o Neither agree nor disagree
   - o Disagree
   - o Strongly disagree

5. I feel extremely motivated to improve my wellbeing
   - o Strongly agree
   - o Agree

o Neither agree nor disagree

o Disagree

o Strongly disagree

(safety)

6. I feel safe carrying out my role during the COVID-19 Pandemic

o Strongly agree

o Agree

o Neither agree nor disagree

o Disagree

o Strongly disagree

7. I have the right resources and benefits from my company to help and support me through this period

o Strongly agree

o Agree

o Neither agree nor disagree

o Disagree

o Strongly disagree

8. I feel safe at work.

o Strongly agree

o Agree

o Neither agree nor disagree

o Disagree

o Strongly disagree

9. Outside of work, I have the right support network to help me through this period?

- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

(leadership and communication)

10. I trust our leadership team to make decisions to protect me and colleagues

- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

11. I am receiving the right amount of communication

- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

12. I am sure about company's leadership team to make the right decisions to manage through this crisis?

- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

13. My team is a safe place to bring up problems and be honest about my mistakes

- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

14. I know where to raise concerns I have in relation to my own or a colleague's wellbeing during this time

- o Yes
- o No
- o Cant say

(My manager)

15. I feel supported by my manager

51

- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

16. I have enough contact with my manager
- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

17. My manager is checking in regularly enough with how I am doing (not just work-related)
- o Strongly agree
- o Agree
- o Neither agree nor disagree
- o Disagree
- o Strongly disagree

(Productivity)

18. I feel productive during this time
   o Strongly agree
   o Agree
   o Neither agree nor disagree
   o Disagree
   o Strongly disagree

(Purpose)

19. I can see how the work I am doing is making a positive difference at my company.
   o Strongly agree
   o Agree
   o Neither agree nor disagree
   o Disagree
   o Strongly disagree

20. I feel positive to make progress in my career/ goals in this COVID-19 Pandemic
   o Strongly agree
   o Agree
   o Neither agree nor disagree
   o Disagree
   o Strongly disagree

(Home working)

21. How easy or difficult is it for you to work effectively these days?
   o Very difficult
   o Somewhat difficult

o   About the same as before

o   Very easy

22. What are the top three biggest challenges you are currently facing while working from home?

o   Communication with coworkers is harder

o   I don't have access to the tools or information I need to do my job at home

o   General anxiety about the impact of coronavirus on my life

o   Too many distractions at home

o   Internet connectivity

o   Keeping a regular schedule

o   Other (please specify)

23. I am able to balance my personal and work demands i.e. looking after kids

o   Strongly agree

o   Agree

o   Neither agree nor disagree

o   Disagree

o   Strongly disagree

24. I have the tools I need to work effectively from home

o   Strongly agree

o   Agree

o   Neither agree nor disagree

o Disagree

o Strongly disagree

25. Has working from home affected your productivity ?

o Yes

o No

o Cant say