**Information sheet and Consent to Participate in Research**

**Name of researcher:** Nonkululeko Happiness Mkhize

**Name of Supervisor**: Dr L. Ramphabana

**Title of research:** Exploring perceptions of employees of the University of KwaZulu-Natal towards the Employee Assistance Programme**.**

**Greetings**

You are invited to voluntarily participate in a study that involves research on your perspective of the employee assistance programme of the University of KwaZulu-Natal. The aim of the study is to explore perceptions of the employees of the University of KwaZulu-Natal towards the employee assistance programmes.

The objectives are as follows:

* To explore employees’ awareness of the UKZN Employee Assistance Programmes
* To explore employees’ perceptions of the EAPs available at UKZN
* To explore employees’ attitudes towards EAPs
* To explore employees’ willingness to use in-house EAPs
* To ascertain the accessibility of the EAP services

The duration of your participation, if you choose to enrol and remain in the study is expected to be no more than 30 minutes per research interview. The interview session will be conducted by one researcher who will make use of an interview guideline to facilitate the session. If you are agree, the researcher will make use of an audio tape recorder to ensure that information is captured accurately for data collection purposes.

Please understand that your participation in the study is voluntary and by no means are you obligated to participate in the study. As a prospective participant, you are permitted to withdraw your consent to participate in the study at any stage of the study. There will be no penalty of infringement on your rights presented for those who refuse to participate in the study. You will be required to sign a consent form which is attached below this information letter to show that you understood what is expected from you and the procedures involved.

The research findings will directly and indirectly benefit both the researcher and employees of UKZN as findings willenable EAP practitioners to improve practice guidelines in ensuring that services provided are in line with the needs of service users. Confidentiality will be upheld in the following ways:

1. No information pertaining to your identity will be published in the study
2. At no point will participants be expected to use their name in the documents or recordings, all recordings and documents that do not have participants names will be destroyed/ deleted after a five year period of the study being published.
3. All the information stored will be only accessible to the researcher in a passcode protected device.
4. No information will be shared with individuals not part of the research.

This study has been ethically reviewed by the UKZN Research Ethics Committee (approval number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). This will be filled in once ethical clearance has been obtained.

In any event of any problems or queries you may have regarding the study, please do contact:

1. University of KwaZulu Natal Human and Social Sciences Ethics Committee at

Research Office, Westville Campus

Govan Mbeki Building

Private Bag X 54001

Durban

4000

1. The research supervisor, Dr Ramphabana at RamphabanaL@ukzn.ac.za
2. The researcher, Ms Nokululeko Mkhize at 212509661@stu.ukzn.ac.za

**CONSENT FORM**

I (Name in full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have been informed about the study entitled: Exploring perceptions of employees of the University of KwaZulu-Natal towards the Employee Assistance Programme.

I understand the purpose and procedures of the study.

I have been given an opportunity to answer questions about the study and have had answers to my satisfaction,

I declare that my participation in this study is entirely voluntary and that I may withdraw at any time without affecting any of the benefits that I am entitled to.

If I have any further questions/ concerns or queries related to the study, I understand that I may contact the researcher via email: 212509661@stu.ukzn.ac.za

If I have any questions or concerns about my rights as a study participant, or if I am concerned about an aspect of the study or the researcher, then I may contact:

1. University of KwaZulu Natal Human and Social Sciences Ethics Committee at

Research Office, Westville Campus

Govan Mbeki Building

Private Bag X 54001

Durban

4000

1. The research supervisor, Dr Ramphabana: RamphabanaL@ukzn.ac.za

I hereby give consent to:

Audio-record my interview YES/NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of participant Date

**Researchers statement**

I can confirm that the participant above is participating in the study out of their own will and has not been coerced into participating in the study. The participants are encouraged and allowed to ask questions regarding the study and I have provided honest and accurate information to them, to the best of my ability.

Print Name(s) of Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A: Interview guideline**

**Biographical details**

**Male / Female \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you employed permanently/ contract-based/ internship position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1.** What do you understand about the Employee Assistance programme?

2. What support do you think the EAP offers to employees?

3. What are the advantages and disadvantages of utilizing an EAP programme?

4. What are your perceptions about the Employee Assistance programme available at UKZN?

5. How would you express your enthusiasm to use the in-house EAP at UKZN?

6. How would you describe the accessibility of the EAP service at UKZN?

7. How would you like the in-house EAP at UKZN to improve?