

Appendix F

18-Month Follow-up Letter to Participants

February 4, 2021

Dear NAME:

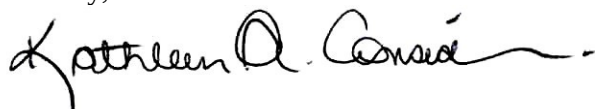
Within the next few weeks someone from RTI International a not-for-profit research organization will be calling you on behalf of the National Institute for Occupational Safety and Health (NIOSH). Your place of business was recruited to take part in this survey concerning workplace policies. You volunteered to take part in this study by signing a consent form giving us permission to contact you. You completed a telephone interview and received a check for \$25 for your participation in the interview. The first part of the interview you were asked questions by an interviewer. For the second part, a voice recording asked you questions and you answered them by using your telephone buttons. The purpose of our call is to speak with you again about your voluntary participation in this important research program.

The purpose of the National Employee Well-Being Survey is to examine how workplace factors and company policies and programs relate to the health and well-being of employees. You will be asked questions about your company's policies and procedures, your perceptions of aspects of your job, and some health-related questions. The results of the study will be used to identify workplace practices or policies that are beneficial both to the health of employees and, consequently, to the organizations in which they work. **Your participation in this study will help make this possible.**

You will be sent a \$25 check in the mail 7-10 days upon completion of the survey. For your convenience, an RTI representative can be reached by dialing 1-800-334-8571 ext. 23525 to answer any questions you may have or to complete the interview. You are invited to provide any comments or concerns regarding study participation to Naomi Swanson, Ph.D. at NIOSH, 4676 Columbia Parkway, MS C-24, Cincinnati, Ohio 45226, 1-513-533-8165 or email NWS3@CDC.GOV. You can reach me at 1-800-334-8571, ext. 6612, or kac@rti.org. Please be assured that your participation in this effort is completely voluntary, and that all participant information will be held in the strictest confidence.

We would like to thank you in advance for your participation in this very important study.

Sincerely,



Kathleen Considine
Project Director

February 4, 2021

Dear NAME:

Within the next few weeks someone from RTI International a not-for-profit research organization will be calling you on behalf of the National Institute for Occupational Safety and Health (NIOSH). Your place of business was recruited to take part in this survey concerning workplace policies. You volunteered to take part in this study by signing a consent form giving us permission to contact you. You completed two telephone interviews and received a check for \$25 for your participation in each interview. The first part of the interview you were asked questions by an interviewer. For the second part, a voice recording asked you questions and you answered them by using your telephone buttons. The purpose of our call is to speak with you again about your voluntary participation in this important research program. This is the last time you will be contacted to participate in this study.

The purpose of the National Employee Well-Being Survey is to examine how workplace factors and company policies and programs relate to the health and well-being of employees. You will be asked questions about your company's policies and procedures, your perceptions of aspects of your job, and some health-related questions. The results of the study will be used to identify workplace practices or policies that are beneficial both to the health of employees and, consequently, to the organizations in which they work. **Your participation in this study will help make this possible.**

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We would like to thank you in advance for your participation in this very important study.

Sincerely,

A handwritten signature in black ink that reads "Kathleen A. Considine". The signature is written in a cursive style with a long horizontal flourish at the end.

Kathleen Considine
Project Director