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**SOEP** Survey Papers  
Series A – Survey Instruments (Erhebungsinstrumente)

## SOEP-Core – 2021: Establishment Survey of Employers (SOEP-LEE2, with Reference to Variables)

SOEP Group

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Editors:

Dr. Carina Cornesse, DIW Berlin and University of Bremen  
Dr. Jan Goebel, DIW Berlin  
Prof. Dr. Cornelia Kristen, University of Bamberg and DIW Berlin  
Prof. Dr. Philipp Lersch, DIW Berlin and Humboldt-Universität zu Berlin  
Prof. Dr. Carsten Schröder, DIW Berlin and Freie Universität Berlin  
Prof. Dr. Jürgen Schupp, DIW Berlin and Freie Universität Berlin  
Prof. Dr. Sabine Zinn, DIW Berlin and Humboldt-Universität zu Berlin

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DIW Berlin  
German Socio-Economic Panel (SOEP)  
Mohrenstr. 58  
10117 Berlin  
Germany

[soeppapers@diw.de](mailto:soeppapers@diw.de)

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2025

The variable names mentioned in this document belong to a collection of datasets, which is released with doi:10.5684/soep.core.v39o.

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## Reading Aid

This representation of the questionnaire contains the same informations as the portal `paneldata.org`.

The diagram illustrates the structure of a questionnaire question and its associated metadata. It shows the following elements:

- question number:** Q72
- question text:** Now we would like to know something about you personally. Were you born in Germany?
- interviewer instruction:** This refers to Germany or the Federal Republic of Germany or the German Democratic Republic in the national borders at the time of your birth.
- answer options:** Yes (1), No (2), No answer (-1)
- in blue: identifier for filter:** Q72:lsta1 bio I0013 born in Germany
- in blue: filter with condition:** Q72:lsta1=2
- grey bar: open or numeric answer:** Q73:lsta2 bio I0016 Country Of Birth

Legend for green text:

- dataset name
- variable name
- variable label

Here, in addition to the *question number*, *question text*, *interviewer instructions*, and *answer options*, you find printed in green the *file name* and the *variable name* with the *variable label*, which contains information from the question. If you see rows of green lines below the answer option, the questionnaire defines several variables or informations are stored in more than one data set.

The *routing by filters* is depicted in blue.

Each variable is preceded by an identifier, which usually contains the question number and which is used when the variable is used in filters in subsequent questions. Such filters are usually placed as input filters (gatekeepers) at the beginning of a question. An identifier that is referred to in the input filter of a subsequent question is marked yellow as an example.

This reading aid does not cover a few exceptional cases: If the filter (as gatekeeper) only affects one of several variables for a question, the filter is printed in blue behind the variable. There you will also find a "go to" command in the form 2 @ Q73. Here, the questionnaire skips to question 73 if answer 2 was given.

Phrases that are not already translated in English are displayed in German and preceded by [de].

## B1 Organizational features

### 1 Is your establishment / public body ...

- ... an independent, autonomous company or an independent organization without a branch elsewhere? 1
- ... the headquarters or head office of a company or organization with branches (establishments / public bodies) elsewhere? 2
- ... a branch (establishment / public body) of a larger company or organization? 3
- ... a regional or specialist branch / middle instance of a branched company or organization? 4
- Can not / Prefer not to answer -1

1:art\_betr lee2estab elb0001 Type of establishment/public body

### 2 Is your establishment / public body majority or exclusively owned by the public sector?

- Yes 1
- No 2
- Can not / Prefer not to answer -1

2:betr\_oeff lee2estab elb0002 Publicly owned establishment/public body 1@5

2;betr\_oeff=2

### 3 Does your establishment / public body have a majority owner?

- Yes 1
- No 2
- Can not / Prefer not to answer -1

3:betr\_eigent lee2estab elb0003 Majority owner present 2@5

(2;betr\_oeff=2)&(3;betr\_eigent=1)

### 4 What percentage of your establishment/public body is owned by the majority shareholder?

[...] % 0:100

4:betr\_eigent2 lee2estab elb0004 Majority shareholding in %

4:betr\_eigent2 lee2estab elb0004\_cat Majority shareholding in % [categories]

Don't know 1

**5 In which year was your establishment / public body founded, regardless of any changes in legal form, location or ownership?**

*If you cannot specify exactly, please estimate.*

In the year: 1800:2021

5:betr\_gruendung lee2estab elb0006 Founding year of the establishmen/public body  
 5:betr\_gruendung lee2estab elb0006\_cat Founding year of the establishmen/public body [categories]

Don't know 1

5:betr\_gruendung\_ka lee2estab elb0007 Founding year of the establishmen/public body don't know

**6 Which of the following written strategies or guidelines are applied in your establishment / public body?**

*Please indicate all that apply.*

Job descriptions for the majority of jobs	1
Written plans for personnel development and further training	1
Formal procedures for filling vacancies	1
Policies, rules or guidelines on equal opportunities, diversity or discrimination, regardless of legal requirements	1
Nothing applies	1

6:strat\_1 lee2estab elb0008 HR strategies: Job descriptions  
 6:strat\_2 lee2estab elb0009 HR strategies: Plans for personnel development/training  
 6:strat\_3 lee2estab elb0010 HR strategies: Established procedures for staffing  
 6:strat\_4 lee2estab elb0011 HR strategies: Guidelines on equal opportunities/diversity/discrimination  
 6:strat\_ka lee2estab elb0012 HR strategies: Nothing applies

## B2 Personnel structure

**7 How many employees did your establishment / public body have on June 30, 2021, broken down by the employment groups mentioned? And what was the share of women?**

*Please enter "0" for groups that do not occur.*

Employees subject to social insurance contributions

*Excluding marginal employees*

Blue- and white-collar employees

[Blue-collar and white-collar employees] Number of respective employees on June 30, 2021 0:10000

[Blue- and white-collar employees] Of which share of women [...] % 0:100

7:anz\_besch lee2estab elb0013 Number of employees excluding marginally employed on June 30

7:anz\_besch lee2estab elb0013\_cat Number of employees excluding marginally employed on June 30 [categories]

7:ant\_besch\_frauen lee2estab elb0022 Share of women among employees excluding marginally employed in %

Apprentices

[Apprentices] Number of respective employees on June 30, 2021 0:1000

[Apprentices] Of which share of women [...] % 0:100

7:anz\_azubi lee2estab elb0014 Number of trainees on June 30  
 7:anz\_azubi lee2estab elb0014\_cat Number of trainees on June 30 [categories]  
 7:ant\_azubi\_frauen lee2estab elb0023 Share of women among trainees in %

Employees not subject to social security contributions ...

Civil servants, i.e. including trainee civil servants

[Civil servants] Number of respective employees on June 30, 2021 0:5000

[Civil servants] Of which share of women [...] % 0:100

7:anz\_beamte lee2estab elb0015 Number of civil servants and candidates on June 30  
 7:anz\_beamte lee2estab elb0015\_cat Number of civil servants and candidates on June 30 [categories].  
 7:ant\_beamte\_frauen lee2estab elb0024 Share of women among civil servants and candidates in %

active owners

[Active owners] Number of respective employees on June 30, 2021 0:50

[Active owners] Of which share of women [...] % 0:100

7:anz\_inh lee2estab elb0016 Number of active owners on June 30  
 7:anz\_inh lee2estab elb0016\_cat Number of active owners on June 30 [categories]  
 7:ant\_inh\_frauen lee2estab elb0025 Share of women among active owners in %

Assisting family members

[Family members] Number of respective employees on June 30, 2021 0:50

[Family members] Of which share of women [...] % 0:100

7:anz\_fam lee2estab elb0017 Number of helping family members on June 30  
 7:anz\_fam lee2estab elb0017\_cat Number of helping family members on June 30 [categories]  
 7:ant\_fam\_frauen lee2estab elb0026 Share of women among helping family members in %

Marginal employees

*E.g. EUR 450 employees, short-term employees, mini-jobbers*

[Marginal employees] Number of respective employees on June 30, 2021 0:5000

[Marginal employees] Of which share of women [...] % 0:100

7:anz\_gering lee2estab elb0018 Number of marginally employed persons on June 30  
 7:anz\_gering lee2estab elb0018\_cat Number of marginally employed persons on June 30 [categories]  
 7:ant\_gering\_frauen lee2estab elb0027 Share of women among marginally employed in %

Other employees

Temporary workers

[Temporary workers] Number of respective employees on June 30, 2021 0:5000

[Temporary workers] Of which share of women [...] % 0:100

7:anz_leih	lee2estab	elb0019	Number of temporary employees on June 30
7:anz_leih	lee2estab	elb0019_cat	Number of temporary workers on June 30 [Categories]
7:ant_leih_frauen	lee2estab	elb0028	Share of women among temporary workers in %

## Freelancers with contracts for work or services

[Freelancers ] Number of respective employees on June 30, 2021

[Freelancers ] Of which share of women [...] %

7:anz_frei	lee2estab	elb0020	Number of freelancers with work/service contracts on June 30
7:anz_frei	lee2estab	elb0020_cat	Number of freelancers with work/service contracts on June 30 [categories]
7:ant_frei_frauen	lee2estab	elb0029	Share of women among freelancers in %

## Total

[Total] Total number of respective employees on June 30, 2021

[Total] Of which share of women [...] %

7:summe_besch	lee2estab	elb0021	Total number of employees on June 30
7:summe_besch	lee2estab	elb0021_cat2	Total number of employees on June 30 [categories]
7:ant_summe_frauen	lee2estab	elb0030	Share of women among total number of employees in %

**8** Were there any part-time employees, including marginal part-time employees earning a maximum of EUR 450 per month, among the employees on June 30, 2021?

Yes	<input type="text" value="1"/>
No	<input type="text" value="2"/>
Can not / Prefer not to answer	<input type="text" value="-1"/>

8:teilzeit lee2estab elb0031 Part-time employees in the establishment on June 30 2@10

8:teilzeit=1

**9** Of the part-time employees, how many were working on June 30, 2021 ...

*Please enter "0" for groups that do not occur.*

... in large part-time positions, i.e. working 21 or more hours? And what was the share of women?

[Large part-time] Number of part-time employees

[Large part-time] Of which share of women [...] %

9:anz_groteilz	lee2estab	elb0032	Number of employees in large part-time on June 30
9:anz_groteilz	lee2estab	elb0032_cat2	Number of employees in large part-time on June 30 [categories]
9:ant_groteilz_frauen	lee2estab	elb0034	Share of women in large part-time in %

... in small part-time positions, i.e. working 20 hours or less? And what was the share of women?

[Small part-time] Number of part-time employees

[Small part-time] Of which share of women [...] %

9:anz_klteilz	lee2estab	elb0033	Number of employees in small part-time on June 30
9:anz_klteilz	lee2estab	elb0033_cat2	Number of employees in small part-time on June 30 [categories]
9:ant_klteilz_frauen	lee2estab	elb0035	Share of women in small part-time in %

**10** How were the employees of your establishment/public body distributed among the following employee groups on June 30, 2021? Please do not include temporary workers and freelancers with contracts for work and services.

*Please enter "0" for groups that do not occur.*

Total share of employees 100%

Of these, ...

Employees in jobs that do not require vocational training

[Simple activities] Share of employees 0:100

10:ant\_einf lee2estab elb0036 Share of employees in activities without required vocational train. group 1 in %

Employees in jobs ...

that require a completed apprenticeship or comparable vocational training or corresponding professional experience

[Qualified training] Share of employees [...] % 0:100

10:ant\_ausb lee2estab elb0037 Share of employees in jobs with required vocational train./exper. group 2 in %

Employees in jobs that require a technical or university degree ...

[University degree] Share of employees [...] % 0:100

10:ant\_hochsch lee2estab elb0038 Share of employees in occupations with requ. technical/uni. degree group 3 in %

Total

[Total] Total share of employees (please check) [...] % 0:100

**11** What was the share of foreign employees in your establishment/public body on June 30, 2021? This includes all persons who do not have German citizenship.

*This does not include temporary workers and freelancers. This includes all persons who are not German nationals. Please enter "0" for groups that do not occur.*

Total share of foreign employees 100%

11:ant\_ausl lee2estab elb0039 Share of foreign employees on June 30 in %

**11a** What was the share of foreign employees in the following groups on June 30, 2021? This includes all persons who do not have German citizenship.

*This does not include temporary workers and freelancers. This includes all persons who are not German nationals. Please enter "0" for groups that do not occur.*

Foreign employees in jobs that do not require vocational training

[Simple activities] Share of foreign employees [...] % 0:100

11a:ant\_einf\_ausl lee2estab elb0040 Share of foreign employees in group 1 activities in %

Foreign employees in jobs that require a completed apprenticeship or comparable vocational training or corresponding professional experience

[Qualified training] Share of foreign employees [...] % 0:100

11a:ant\_aub\_ausl lee2estab elb0041 Share of foreign employees in group 2 activities in %

Foreign employees in jobs that require a technical or university degree

[University degree] Share of foreign employees [...] % 0:100

11a:ant\_hochsch\_ausl lee2estab elb0042 Share of foreign employees in group 3 activities in %

Foreign active owners, board members, managing directors

[Management Board] Share of foreign employees [...] % 0:100

11a:ant\_leitung\_ausl lee2estab elb0043 Share of foreign employees among owners/executives/managing directors in %

**12** What personnel challenges are you currently facing in your establishment / public body?

	No challenge	Minor challenge	Medium challenge	Big challenge	Very big challenge	Can not / Prefer not to answer
Staffing levels too high	1	2	3	4	5	-1
High staff turnover	1	2	3	4	5	-1
High workload for existing staff	1	2	3	4	5	-1
Difficulties in finding the skilled workers needed	1	2	3	4	5	-1
Staff shortages	1	2	3	4	5	-1
Ageing	1	2	3	4	5	-1
Great need for further training and qualification	1	2	3	4	5	-1
Lack of motivation to work	1	2	3	4	5	-1
High absenteeism / high sickness rate	1	2	3	4	5	-1
High burden due to wage and salary costs	1	2	3	4	5	-1

12:herausf1	lee2estab	elb0044	Personnel challenges: High headcount
12:herausf2	lee2estab	elb0045	Personnel challenges: High staff turnover
12:herausf3	lee2estab	elb0046	Personnel challenges: High workload
12:herausf4	lee2estab	elb0047	Personnel challenges: Difficulties in recruiting skilled workers
12:herausf5	lee2estab	elb0048	Personnel challenges: Staff shortages
12:herausf6	lee2estab	elb0049	Personnel challenges: Ageing
12:herausf7	lee2estab	elb0050	Personnel challenges: Great need for further training
12:herausf8	lee2estab	elb0051	Personnel challenges: Lack of motivation to work
12:herausf9	lee2estab	elb0052	Personnel challenges: High absence times/sickness rate
12:herausf10	lee2estab	elb0053	Personnel challenges: High burden due to salary costs

[Other] namely:

12:herausf_sonst	lee2estab	eab0001	Personnel challenges: Other free text
12:herausf_sonst	lee2estab	eab0001_cat	Personnel challenges: Other free text filled in

## C Personnel management

### 13 Does your establishment / public body have a human resources department?

Yes	1
No	2
Can not / Prefer not to answer	-1

13:personalabt lee2estab elb0054 Human resources (HR) department in establishment/public body 2@16

13;personalabt=1

### 14 How many full-time equivalents does the HR department have?

*The full-time equivalent is understood here as an auxiliary figure for measuring working hours: For example, if there are 2 people working in full-time positions in the HR department, that is 2 full-time equivalents; if, on the other hand, one person is employed full-time and a second only "half-time", that is 1.5 full-time equivalents, etc.*

Total full-time equivalents:

14:vollzeitäqu	lee2estab	elb0055	Full-time equivalents in the HR department
14:vollzeitäqu	lee2estab	elb0055_cat	Full-time equivalents in the HR department [categories]

13;personalabt=1

### 15 Is the HR manager a member of the top management level / board / management of your establishment / public body?

Yes	1
No	2
Can not / Prefer not to answer	-1

15:personalabt\_vorst lee2estab elb0056 Head of HR part of top management level of the establishment/public body ALL@17

13;personalabt=2

**16** Is there a position that deals primarily with personnel tasks?

Yes	1
No	2
Can not / Prefer not to answer	-1

16:personalstelle lee2estab elb0057 Position for HR tasks in establishment/public body

**17** The following question is aimed at companies or public bodies that are part of a larger establishment or organization. a larger organization: Is the HR department in the head office or main administration a member of the top management level, the board of directors or the management?

Yes	1
No	2
Does not apply	3
Don't know	4
Can not / Prefer not to answer	-1

17:personalabt\_oberstvorst lee2estab elb0058 HR department part of the top management level of company headquarters

**18** Does your establishment / public body have a personnel planning system?

Yes	1
No	2
Can not / Prefer not to answer	-1

18:personalplan lee2estab elb0059 HR planning in the company/public body 2@20

18;personalplan=1

**19** What planning horizon do you set for personnel planning?

Less than 1 year	1
1 year	2
2-3 years	3
4-5 years	4
More than 5 years	5
Can not / Prefer not to answer	-1

19:planungshor lee2estab elb0060 Planning horizon for HR planning

**20** Please indicate which of the following procedures you use in your establishment / public body for the selection of personnel in the respective employment group.

*Please indicate all that apply.*

Group 1: For employees in simple jobs that do not require vocational training

Group 2: For employees in qualified jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience

Group 3: For employees in qualified jobs that require a technical or university degree

[Group 1] Job interviews / interviews with one or more interviewers	1
[Group 1] Application form	1
[Group 1] Psychometric test	1
[Group 1] Assessment Center	1
[Group 1] Profiles in social media	1
[Group 1] References	1
[Group 1] Aptitude test / work trial	1
[Group 2] Job interviews / interviews with one or more interviewers	1
[Group 2] Application form	1
[Group 2] Psychometric test	1
[Group 2] Assessment Center	1
[Group 2] Profiles in social media	1
[Group 2] References	1
[Group 2] Aptitude test / work trial	1
[Group 3] Job interviews / interviews with one or more interviewers	1
[Group 3] Application form	1
[Group 3] Psychometric test	1
[Group 3] Assessment Center	1
[Group 3] Profiles in social media	1
[Group 3] References	1
[Group 3] Aptitude test / work trial	1
[Procedure not used] Job interviews / interviews with one or more interviewers	1
[Procedure not used] Application form	1
[Procedure not used] Psychometric test	1
[Procedure not used] Assessment Center	1
[Procedure not used] Profiles in social media	1
[Procedure not used] References	1
[Procedure not used] Aptitude test / work trial	1
20:auswpers_grp1_1 lee2estab elb0061 Job interviews group 1	
20:auswpers_grp1_2 lee2estab elb0065 Application forms group 1	
20:auswpers_grp1_3 lee2estab elb0069 Psychometric tests group 1	
20:auswpers_grp1_4 lee2estab elb0073 Assessment center group 1	
20:auswpers_grp1_5 lee2estab elb0077 Social media group 1	
20:auswpers_grp1_6 lee2estab elb0081 References group 1	
20:auswpers_grp1_7 lee2estab elb0085 Aptitude test/work trial group 1	
20:auswpers_grp2_1 lee2estab elb0062 Job interviews group 2	
20:auswpers_grp2_2 lee2estab elb0066 Application forms group 2	
20:auswpers_grp2_3 lee2estab elb0070 Psychometric tests group 2	
20:auswpers_grp2_4 lee2estab elb0074 Assessment center group 2	
20:auswpers_grp2_5 lee2estab elb0078 Social media group 2	
20:auswpers_grp2_6 lee2estab elb0082 References group 2	
20:auswpers_grp2_7 lee2estab elb0086 Aptitude test/work trial group 2	
20:auswpers_grp3_1 lee2estab elb0063 Job interviews group 3	
20:auswpers_grp3_2 lee2estab elb0067 Application forms group 3	
20:auswpers_grp3_3 lee2estab elb0071 Psychometric tests group 3	
20:auswpers_grp3_4 lee2estab elb0075 Assessment center group 3	
20:auswpers_grp3_5 lee2estab elb0079 Social media group 3	
20:auswpers_grp3_6 lee2estab elb0083 References group 3	
20:auswpers_grp3_7 lee2estab elb0087 Aptitude test/work trial group 3	
20:auswpers_ungen_1 lee2estab elb0064 Job interviews not used	
20:auswpers_ungen_2 lee2estab elb0068 Application forms not used	
20:auswpers_ungen_3 lee2estab elb0072 Psychometric tests not used	
20:auswpers_ungen_4 lee2estab elb0076 Assessment center not used	
20:auswpers_ungen_5 lee2estab elb0080 Social media not used	
20:auswpers_ungen_6 lee2estab elb0084 References not used	
20:auswpers_ungen_7 lee2estab elb0088 Aptitude test/work trial not used	

Other selection procedures, namely:

20:auswpers\_sonst lee2estab eab0002 Other selection procedures free-form text  
 20:auswpers\_sonst lee2estab eab0002\_cat Other selection procedures free-form text filled in

**21** Do you use the quality criteria of DIN 33430 in aptitude testing?

Yes	1
No	2
I do not know	3
Can not / Prefer not to answer	-1

21:din33430 lee2estab elb0089 Aptitude diagnostics according to DIN 33430

**22** Which of the following measures for professional development did you offer in your company in the first half of 2021?

*Please indicate all that apply.*

*If you have not offered any of the measures, simply leave the field blank.*

Group 1: For employees in simple jobs that do not require vocational training

Group 2: For employees in qualified jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience

Group 3: For employees in qualified jobs that require a technical or university degree

[Group 1] Courses, training programs, seminars	1
[Group 1] Participation in lectures, conferences, trade fairs, etc.	1
[Group 1] On-the-job training, e.g. instruction, onboarding, on-the-job training	1
[Group 1] Job change / job rotation	1
[Group 1] Quality circles, workshop circles, learning workshop	1
[Group 1] Collaboration in project teams	1
[Group 1] Coaching / Mentoring	1
[Group 1] Career plans / succession planning	1
[Group 2] Courses, training programs, seminars	1
[Group 2] Participation in lectures, conferences, trade fairs, etc.	1
[Group 2] On-the-job training, e.g. instruction, onboarding, on-the-job training	1
[Group 2] Job change / job rotation	1
[Group 2] Quality circles, workshop circles, learning workshop	1
[Group 2] Collaboration in project teams	1
[Group 2] Coaching / Mentoring	1
[Group 2] Career plans / succession planning	1
[Group 3] Courses, training programs, seminars	1
[Group 3] Participation in lectures, conferences, trade fairs, etc.	1
[Group 3] On-the-job training, e.g. instruction, onboarding, training on the job	1
[Group 3] Job change / job rotation	1
[Group 3] Quality circles, workshop circles, learning workshop	1
[Group 3] Collaboration in project teams	1
[Group 3] Coaching / Mentoring	1
[Group 3] Career plans / succession planning	1
[Measure not offered] Courses, training programs, seminars	1
[Measure not offered] Participation in lectures, conferences, trade fairs, etc.	1
[Measure not offered] On-the-job training, e.g. instruction, onboarding, on-the-job training	1
[Measure not offered] Job change / job rotation	1
[Measure not offered] Quality circle, workshop circle, learning workshop	1
[Measure not offered] Collaboration in project teams	1
[Measure not offered] Coaching / Mentoring	1
[Measure not offered] Career plans / succession planning	1
22:weiterb_grp1_1    lee2estab    elb0090    Courses/seminars group 1 in 1st half of year	
22:weiterb_grp1_2    lee2estab    elb0094    Participation in lectures/conferences/trade fairs group 1 in 1st half of year	
22:weiterb_grp1_3    lee2estab    elb0098    On-the-job training group 1 in the 1st half of year	
22:weiterb_grp1_4    lee2estab    elb0102    Job change/job rotation group 1 in 1st half of year	
22:weiterb_grp1_5    lee2estab    elb0106    Quality circle/workshop circle/learning workshop group 1 in first half of year	
22:weiterb_grp1_6    lee2estab    elb0110    Project teams group 1 in 1st half of year	
22:weiterb_grp1_7    lee2estab    elb0114    Coaching/mentoring group 1 in 1st half of year	
22:weiterb_grp1_8    lee2estab    elb0118    Career plans/succession planning group 1 in 1st half of the year	
22:weiterb_grp2_1    lee2estab    elb0091    Courses/seminars group 2 in 1st half of year	
22:weiterb_grp2_2    lee2estab    elb0095    Participation in lectures/conferences/trade fairs group 2 in 1st half of year	
22:weiterb_grp2_3    lee2estab    elb0099    On-the-job training group 2 in the 1st half of year	
22:weiterb_grp2_4    lee2estab    elb0103    Job change/job rotation group 2 in 1st half of year	
22:weiterb_grp2_5    lee2estab    elb0107    Quality circle/workshop circle/learning workshop group 2 in 1st half of year	
22:weiterb_grp2_6    lee2estab    elb0111    Project teams group 2 in 1st half of year	
22:weiterb_grp2_7    lee2estab    elb0115    Coaching/mentoring group 2 in 1st half of year	
22:weiterb_grp2_8    lee2estab    elb0119    Career plans/succession planning group 2 in 1st half of year	
22:weiterb_grp3_1    lee2estab    elb0092    Courses/seminars group 3 in 1st half of year	
22:weiterb_grp3_2    lee2estab    elb0096    Participation in lectures/conferences/trade fairs group 3 in 1st half of year	

Other qualification measures:

22:weiterb\_sonst lee2estab eab0003 Other qualification measures in 1st half of year  
form-free text

22:weiterb\_sonst lee2estab eab0003\_cat Other qualification measures in 1st half of year  
form-free text filled in

**23** If you are thinking of extra-establishment training in the form of courses and training programs, how many people took part in extra-establishment training in the first half of 2021 and what is the share of women?

*If people in your establishment / public body have participated in further training measures more than once, please only count them once. Temporary workers and freelancers are not included here. Please estimate if exact information is not available. If there are no groups, please enter "0".*

[Employees] Total number of participants

[Employees] Of which share of women [...] %

23:anz\_weiterb lee2estab elb0122 Number of persons in external training 1st half  
of year

23:anz\_weiterb lee2estab elb0122\_cat Number of persons in external training 1st half  
of year [categories]

23:ant\_weiterb\_frauen lee2estab elb0123 Share of women in external training 1st half of  
year in %

23:ant\_weiterb\_frauen lee2estab elb0123\_cat Share of women in external training 1st half of  
year in % [categories]

**24** How many employees in your establishment/public body have the following working time arrangements? And what is the share of women among the employees who have the respective working time regulation?

Fixed working hours	
[Fixed working hours] Share of women [...] %	0:100
Flexitime	
[Flexitime] Share of women [...] %	0:100
Trust-based working hours	
[Trust-based working hours] Share of women %	0:100
Weekend work	
[Weekend work] Share of women [...] %	0:100
Shift work	
[Shift work] Share of women [...] %	0:100
Overtime accounts, working time accounts with short-term compensation within six months	
[Short-term overtime compensation] Share of women [...] %	0:100
Overtime accounts, working time accounts with long-term compensation over a period of more than half a year, e.g. annual working time agreements	
[Long-term overtime compensation] Share of women [...] %	0:100
Stand-by service, in addition to regular attendance working hours	
[Stand-by service] Share of women [...] %	0:100
On-call service, where the location is usually determined by the employer	
[On-call service] Share of women [...] %	0:100
Other	

24:arbeitszt_1	lee2estab	elb0124	Number of employees with fixed working hours
24:arbeitszt_1	lee2estab	elb0124_cat	Number of employees with fixed working hours [categories]
24:arbeitszt_1_frauen	lee2estab	elb0134	Share of women among employees with fixed working hours
24:arbeitszt_2	lee2estab	elb0125	Number of employees with flexitime
24:arbeitszt_2	lee2estab	elb0125_cat	Number of employees with flexitime [categories]
24:arbeitszt_2_frauen	lee2estab	elb0135	Share of women among employees with flexitime
24:arbeitszt_3	lee2estab	elb0126	Number of employees with trust-based working hours
24:arbeitszt_3	lee2estab	elb0126_cat	Number of employees with trust-based working hours [categories]
24:arbeitszt_3_frauen	lee2estab	elb0136	Share of women among employees with trust-based working hours
24:arbeitszt_4	lee2estab	elb0127	Number of employees with weekend work
24:arbeitszt_4	lee2estab	elb0127_cat	Number of employees with weekend work [categories]
24:arbeitszt_4_frauen	lee2estab	elb0137	Share of women in employment with weekend work
24:arbeitszt_5	lee2estab	elb0128	Number of employees in shift work
24:arbeitszt_5	lee2estab	elb0128_cat	Number of employees in shift work [categories]
24:arbeitszt_5_frauen	lee2estab	elb0138	Share of women in shift work
24:arbeitszt_6	lee2estab	elb0129	Number of employees with overtime/working time accounts w/ short-term comp.
24:arbeitszt_6	lee2estab	elb0129_cat	Number of employees with overtime/working time accounts w/ short-t. comp. [cat]
24:arbeitszt_6_frauen	lee2estab	elb0139	Share of women in employees with overtime accounts (short-term)
24:arbeitszt_7	lee2estab	elb0130	Number of employees with overtime/working time accounts w/ long-term comp.
24:arbeitszt_7	lee2estab	elb0130_cat	Number of employees with overtime/working time accounts w/ long-t. comp. [cat]
24:arbeitszt_7_frauen	lee2estab	elb0140	Share of women in employees with overtime accounts (long-term)
24:arbeitszt_8	lee2estab	elb0131	Number of employees in stand-by service
24:arbeitszt_8	lee2estab	elb0131_cat	Number of employees in stand-by service [categories]
24:arbeitszt_8_frauen	lee2estab	elb0141	Share of women in employees in stand-by service
24:arbeitszt_9	lee2estab	elb0132	Number of employees on call
24:arbeitszt_9	lee2estab	elb0132_cat	Number of employees on call [categories]
24:arbeitszt_9_frauen	lee2estab	elb0142	Share of women in employees on call
24:arbeitszt_sonst	lee2estab	elb0133	Number of employees with other working time arrangements
24:arbeitszt_sonst	lee2estab	elb0133_cat	Number of employees with other working time arrangements [categories]

[Other] namely:

24:arbeitszt_sonst_txt	lee2estab	eab0004	Other working time regulations free-form text
24:arbeitszt_sonst_txt	lee2estab	eab0004_cat	Other working time regulations free-form text filled in

[Other] Share of women [...] %

24:arbeitszt_sonst_frauen	lee2estab	elb0143	Share of women in employees with other working time arrangements
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**25** What was the average number of days absent per employee in the 2020 financial year? This includes, for example, absences due to personal illness or children's illness.

*This does not include temporary workers and freelancers.*

Average days of absence per employee in 2020: 0:365

25:fehltage lee2estab elb0144 Number of days absent per employee last year

25:fehltage lee2estab elb0144\_cat Number of days absent per employee last year [categories]

Don't know 1

25:fehltage\_ka lee2estab elb0145 Days absent per employee don't know

**26** Does your establishment / public body ...

	Yes	No	Can not / Prefer not to answer
... a sectoral collective agreement?	1	2	-1
... an in-house or establishment contract?	1	2	-1

26:branchentarif lee2estab elb0146 Sectoral collective agreement in the establishment/public body 1@28

26:haustarif lee2estab elb0147 In-house or company agreement in the establishment/public body 1@28

(26;branchentarif=2)&(26;haustarif=2)

**27** Is the remuneration based on ...

	Yes	No	Can not / Prefer not to answer
... a collective agreement?	1	2	-1
... remuneration regulations customary in the industry?	1	2	-1

27:entgeldtarif lee2estab elb0148 Remuneration based on collective agreement

27:entgeldregel lee2estab elb0149 Remuneration based on standard industry pay scales

**28** Does your establishment / public body have a works council or staff council elected in accordance with the Works Constitution Act or Staff Representation Act?

Yes 1

No 2

Can not / Prefer not to answer -1

28:betriebsrat lee2estab elb0150 Works council/staff council in the establishment/public body 2@30

28;betriebsrat=1

**29** How would you describe the cooperation between the works council or staff council and management?

Very constructive	1
Quite constructive	2
Partly constructive	3
Little constructive	4
Not constructive at all	5
Can not / Prefer not to answer	-1

29:betriebsrat\_zsm lee2estab elb0151 Works council/staff council cooperation with management

**30** Does your establishment / public body have alternative employee participation bodies such as a staff spokesperson or employee representatives?

Yes	1
No	2
Can not / Prefer not to answer	-1

30:mitarbeitervtr lee2estab elb0152 Committees for employee participation/employee representation in estab./publ. b. 2@32

30;mitarbeitervtr=1

**31** How would you describe the cooperation between the alternative committees and the management level?

Very constructive	1
Quite constructive	2
Partly constructive	3
Little constructive	4
Not constructive at all	5
Can not / Prefer not to answer	-1

31:mitarbeitervtr\_zsm lee2estab elb0153 Committees for employee participation cooperation with management

## D Remuneration

**32** What was the share of full-time employees with an average gross monthly income in the following categories in your establishment / public body on June 30, 2021?

*If exact figures are not available, please provide an estimate.*

Under 1900EUR: Share of full-time employees [...] % 0:100

32:ant\_brut\_1 lee2estab elb0154 Share of full-time empl. w/ gross monthly income below EUR 1900 on June 30 in %

Does not apply 1

32:ant\_brut\_1\_no lee2estab elb0155 Share of full-time empl. w/ gross monthly income below EUR 1900 does not apply

1900EUR to under 2500EUR: Share of full-time employees [...] 0:100

%  
32:ant\_brut\_2 lee2estab elb0156 Share of full-time empl. w/ gross monthly income of EUR 1900-2500 on June 30 in %

Does not apply 1

32:ant\_brut\_2\_no lee2estab elb0157 Share of full-time empl. w/ gross monthly income 1900EUR-2500EUR does not apply

2500EUR to under 3300EUR: Share of full-time employees 0:100

[...] %  
32:ant\_brut\_3 lee2estab elb0158 Share of full-time empl. w/ gross monthly income EUR 2500-3300 on June 30 in %

Does not apply 1

32:ant\_brut\_3\_no lee2estab elb0159 Share of full-time empl. w/ gross monthly income of EUR 2500-3300 does not apply

3300EUR to under 4000EUR: Share of full-time employees 0:100

[...] %  
32:ant\_brut\_4 lee2estab elb0160 Share of full-time empl. w/ gross monthly income EUR 3300-4000 on June 30 in %

Does not apply 1

32:ant\_brut\_4\_no lee2estab elb0161 Share of full-time empl. w/ gross monthly income EUR3300-4000 does not apply

4000EUR to under 6000EUR: Share of full-time employees 0:100

[...] %  
32:ant\_brut\_5 lee2estab elb0162 Share of full-time empl. w/ gross monthly income EUR4000-6000 on June 30 in %

Does not apply 1

32:ant\_brut\_5\_no lee2estab elb0163 Share of full-time empl. w/ gross monthly income EUR4000-6000 does not apply

6000EUR to under 7800EUR: Share of full-time employees 0:100

[...] %  
32:ant\_brut\_6 lee2estab elb0164 Share of full-time empl. w/ gross monthly income EUR6000-7800 on June 30 in %

Does not apply **1**

32:ant\_brut\_6\_no lee2estab elb0165 Share of full-time empl. w/ gross monthly income EUR6000-7800 does not apply

7800EUR and more: Share of full-time employees [...] % **0:100**

32:ant\_brut\_7 lee2estab elb0166 Share of full-time empl. w/ gross monthly income EUR 7800 and more on June 30 in %

Does not apply **1**

32:ant\_brut\_7\_no lee2estab elb0167 Share of full-time empl. w/ gross monthly income EUR 7800 and more does not apply

Total: 100%

**33** To what extent do you base the remuneration of your employees on the following criteria?

	Very strongly	Strongly	Moderately	Less	Not at all	Can not / Prefer not to answer
Individual performance	1	2	3	4	5	-1
Team performance	1	2	3	4	5	-1
Success of the entire establishment	1	2	3	4	5	-1
Length of service	1	2	3	4	5	-1
Formal educational or professional qualification	1	2	3	4	5	-1
Individual professional experience	1	2	3	4	5	-1
Social criteria, e.g. number of children, place of residence	1	2	3	4	5	-1

- 33:krit\_entl\_1 lee2estab elb0168 Remuneration according to: Individual performance
- 33:krit\_entl\_2 lee2estab elb0169 Remuneration according to: Team performance
- 33:krit\_entl\_3 lee2estab elb0170 Remuneration according to: Success of the establishment
- 33:krit\_entl\_4 lee2estab elb0171 Remuneration according to: Length of service
- 33:krit\_entl\_5 lee2estab elb0172 Remuneration according to: Training/professional qualification
- 33:krit\_entl\_6 lee2estab elb0173 Remuneration according to: Individual professional experience
- 33:krit\_entl\_7 lee2estab elb0174 Remuneration according to: Social criteria

**34 Which of the following performance incentives does your establishment / public body offer employees?**

*Please indicate all that apply.*

Equity participation	1
Profit-sharing	1
Bonus payments	1
Share options	1
Other	1

34:anreiz1	lee2estab	elb0175	Performance incentives: Equity participation
34:anreiz2	lee2estab	elb0176	Performance incentives: Profit sharing
34:anreiz3	lee2estab	elb0177	Performance incentives: Bonus payments
34:anreiz4	lee2estab	elb0178	Performance incentives: Share options
34:anreiz5	lee2estab	elb0179	Performance incentives: Other

[Other] namely:

34:anreizso	lee2estab	eab0005	Incentives: Other free-form text	34;anreiz5=1
34:anreizso	lee2estab	eab0005_cat	Incentives: Other free-form text filled in	34;anreiz5=1

Nothing applies 1

34:anreiznichts	lee2estab	elb0180	Performance incentives: Nothing applies
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**35 Which of the following benefits does your establishment/public body offer in addition to the legally mandated social benefits?**

*Please indicate all that apply.*

Kindergarten places	1
Career break/sabbatical programs	1
Company pension scheme/company pension that exceeds the statutory entitlement	1
Release from work and/or covering of costs for further training measures	1
Health management/establishment sports	1
Other	1

35:zusatz1	lee2estab	elb0181	Company benefits: Kindergarten places
35:zusatz2	lee2estab	elb0182	Company benefits: Career breaks/sabbaticals
35:zusatz3	lee2estab	elb0183	Company benefits: Company pension scheme above statutory entitlement
35:zusatz4	lee2estab	elb0184	Company benefits: Release from work/covering of costs for training
35:zusatz5	lee2estab	elb0185	Company benefits: Health management/company sports
35:zusatz6	lee2estab	elb0186	Company benefits: Other

[Other] namely:

35:zusatzso	lee2estab	eab0006	Company benefits: Other free-form text	35;zusatz6=1
35:zusatzso	lee2estab	eab0006_cat	Company benefits: Other free-form text filled in	35;zusatz6=1

Nothing applies 1

35:zusatznichts	lee2estab	elb0187	Company benefits: Nothing applies
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## E Digitization

**36** Please indicate the total number of employees and the approximate share of women who use PCs, laptops, tablets/iPads or other digital devices, e.g. for machine control, to perform their daily tasks in your establishment/public body.

*This does not include temporary workers and freelancers. If exact figures are not possible, please estimate.*

Total number of employees who use PCs, laptops, tablets/iPads or other digital devices, e.g. for machine control: 0:10000

Of which share of women [...] % 0:100

36:anz_pc	lee2estab	elb0188	Number of employees who use PCs/laptops/tablets/digital devices
36:anz_pc	lee2estab	elb0188_cat2	Number of employees who use PCs/laptops/tablets/digital devices [categories]
36:ant_pc_frauen	lee2estab	elb0189	Share of women in employees who use PCs/laptops/tablets/digit. devices in %

**37** Please indicate the approximate share per employee group who use PCs, laptops, tablets/iPads or other digital devices (e.g. for machine control) to perform their daily tasks in your establishment/public body.

*If exact details are not possible, please estimate.*

Share of employees who use PCs, laptops, tablets / iPads or other digital devices (e.g. for machine control) among the...

Employees in jobs that do not require vocational training: [...] % 0:100

Employees in jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience: [...] % 0:100

Employees in jobs that require a technical or university degree: [...] % 0:100

37:ant_pc_grp1	lee2estab	elb0190	Share of employees who use PC/laptop/tablets/digit. devices in group 1 in %
37:ant_pc_grp2	lee2estab	elb0191	Share of employees who use PC/laptop/tablets/digit. devices in group 2 in %
37:ant_pc_grp3	lee2estab	elb0192	Share of employees who use PC/laptop/tablets/digit. devices in group 3 in %

**38** How has the use of the following technologies changed in your establishment/public body in the last three years?

	Strongly increased	Increased	Remained roughly the same	Decreased	Strongly decreased	Technology is not used	Can not / Prefer not to answer	
Customized software	1	2	3	4	5	6	-1	
Data analytics	1	2	3	4	5	6	-1	
Big Data	1	2	3	4	5	6	-1	
Robots	1	2	3	4	5	6	-1	
Virtual or augmented reality	1	2	3	4	5	6	-1	
Artificial intelligence	1	2	3	4	5	6	-1	
3D printing	1	2	3	4	5	6	-1	
Internet of Things	1	2	3	4	5	6	-1	
38:techno1_aender	lee2estab	elb0193	Usage last 3 years: Customized software					
38:techno2_aender	lee2estab	elb0194	Usage last 3 years: Data analytics					
38:techno3_aender	lee2estab	elb0195	Usage last 3 years: Big Data					
38:techno4_aender	lee2estab	elb0196	Usage last 3 years: Robots					
38:techno5_aender	lee2estab	elb0197	Usage last 3 years: Virtual or augmented reality					
38:techno6_aender	lee2estab	elb0198	Usage last 3 years: Artificial intelligence					
38:techno7_aender	lee2estab	elb0199	Usage last 3 years: 3D printing					
38:techno8_aender	lee2estab	elb0200	Usage last 3 years: Internet of things					

**39** Think about the digitalization technologies that are used in your establishment/public body. These can include computers as well as robots and artificial intelligence. To what extent do you agree with the following statements?

	Fully agree	Tend to agree	Partly agree / partly disagree	Rather disagree	Disagree	Don't know	Can not / Prefer not to answer
Our establishment / public body is well equipped with digitalization technologies compared to other companies / public bodies in our industry	1	2	3	4	5	6	-1
The use of digitalization technologies has led to additional personnel requirements, i.e. new hires	1	2	3	4	5	6	-1
The use of digitalization technologies has led to a high demand for further training for employees	1	2	3	4	5	6	-1
Employees tend to be critical of the use of digitalization technologies	1	2	3	4	5	6	-1
The use of digitalization technologies has led to problems with data security or cyberattacks	1	2	3	4	5	6	-1
The use of digitalization technologies leads to a strong dependence on external service providers	1	2	3	4	5	6	-1
Digitalization technologies are used in my establishment / public body to monitor employee performance	1	2	3	4	5	6	-1
I am very familiar with the digitalization technologies in my establishment / public body	1	2	3	4	5	6	-1

39:digitalisierung1	lee2estab	elb0201_v1	Digitization technology: Well equipped with digitization technology
39:digitalisierung2	lee2estab	elb0202_v1	Digitization technology: Additional personnel requirements and new hires
39:digitalisierung3	lee2estab	elb0203_v1	Digitization technology: High demand for further training
39:digitalisierung4	lee2estab	elb0204_v1	Digitization technology: Employees are critical
39:digitalisierung5	lee2estab	elb0205_v1	Digitization technology: Problems with data security or cyber attacks
39:digitalisierung6	lee2estab	elb0206_v1	Digitization technology: Strong dependence on external service providers
39:digitalisierung7	lee2estab	elb0207_v1	Digitalization technology: Used to control employees
39:digitalisierung8	lee2estab	elb0208_v1	Digitalization technology: I am very familiar with its use in the company

## F Effects of the corona pandemic

### 40 What impact did the coronavirus pandemic have on your establishment / public body up to June 30, 2021?

Very positive effects	1
Positive effects	2
Partly positive / partly negative effects	3
Negative effects	4
Very negative effects	5
No effects	6
Can not / Prefer not to answer	-1

40:covidausw lee2estab elb0209 Corona impact for establishment/public body until June 30

### 41 Compared to the headcount immediately before the coronavirus pandemic, how has the headcount in your establishment / public body changed by June 30, 2021?

Strongly increased	1
Slightly increased	2
Remained the same	3
Slightly decreased	4
Strongly decreased	5
Don't know	6
Can not / Prefer not to answer	-1

41:covidperso lee2estab elb0210\_v1 Change in headcount since the start of the coronavirus pandemic until June 30

**42** Which of the following personnel policy measures have you implemented in your establishment/public body in response to the coronavirus pandemic in the first half of 2021, i.e. by June 30, 2021?

*Please indicate all that apply.*

Reduction of temporary staff				1
No retention of apprentices				1
Vacancies not filled				1
Postponement of a planned increase in personnel				1
Cancellation of planned hiring of apprenticeship positions				1
None of this				1
42:covidpersomaßn1	lee2estab	elb0211	Reaction to Corona: Reduction of temporary staff in 1st half of year	
42:covidpersomaßn2	lee2estab	elb0212	Reaction to Corona: No retention of apprentices in 1st half of year	
42:covidpersomaßn3	lee2estab	elb0213	Reaction to Corona: Vacancies not filled in 1st half of year	
42:covidpersomaßn4	lee2estab	elb0214	Reaction to Corona: Postponement of planned staff increase in 1st half of year	
42:covidpersomaßn5	lee2estab	elb0215	Reaction to corona: Cancel. of planned hiring of apprent. pos. in 1st half of y.	
42:covidpersomaßn6	lee2estab	elb0216	Reaction to Corona: None of the above	

**43** Further personnel policy measures are listed below. Please indicate for which employment groups in your establishment / public body measures were implemented in response to the corona pandemic in the first half of 2021, i.e. up to June 30, 2021. Please indicate all that apply.

Group 1: For employees in simple jobs that do not require vocational training				
[Group 1] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts				1
[Group 1] Ordered use of leave				1
[Group 1] Temporary reduction in working hours (this does not refer to Kurzarbeit)				1
[Group 1] Arrangement of short-time work				1
[Group 1] Reduction in temporary employment				1
[Group 1] Dismissals for operational reasons				1
[Group 1] Reduction in vocational education and training				1
43:covidpersomaßn1_grp1	lee2estab	elb0217	Reaction to Corona: Reduction of working time surplus/incr. of deficit group 1	
43:covidpersomaßn2_grp1	lee2estab	elb0221	Reaction to Corona: Mandatory use of holidays group 1	
43:covidpersomaßn3_grp1	lee2estab	elb0225	Reaction to Corona: Reduction in working hours group 1	
43:covidpersomaßn4_grp1	lee2estab	elb0229	Reaction to Corona: Mandatory short-time work group 1	
43:covidpersomaßn5_grp1	lee2estab	elb0233	Reaction to Corona: Reduction of fixed-term employment group 1	
43:covidpersomaßn6_grp1	lee2estab	elb0237	Reaction to Corona: Layoffs for operational reasons Group 1	
43:covidpersomaßn7_grp1	lee2estab	elb0241	Reaction to Corona: Reduction in vocational training/further training group 1	
[Group 2] For employees in qualified jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience				

[Group 2] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts				1
[Group 2] Ordered use of leave				1
[Group 2] Temporary reduction in working hours (this does not refer to Kurzarbeit)				1
[Group 2] Arrangement of short-time work				1
[Group 2] Reduction in temporary employment				1
[Group 2] Dismissals for operational reasons				1
[Group 2] Reduction in vocational education and training				1
43:covidpersomaßn1_grp2	lee2estab	elb0218	Reaction to Corona: Reduction of working time surplus/incr. of deficit group 2	
43:covidpersomaßn2_grp2	lee2estab	elb0222	Reaction to Corona: Mandatory use of holidays group 2	
43:covidpersomaßn3_grp2	lee2estab	elb0226	Reaction to Corona: Reduction in working hours group 2	
43:covidpersomaßn4_grp2	lee2estab	elb0230	Reaction to Corona: Mandatory short-time work group 2	
43:covidpersomaßn5_grp2	lee2estab	elb0234	Reaction to Corona: Reduction of fixed-term employment group 2	
43:covidpersomaßn6_grp2	lee2estab	elb0238	Reaction to Corona: Layoffs for operational reasons Group 2	
43:covidpersomaßn7_grp2	lee2estab	elb0242	Reaction to Corona: Reduction in vocational training/further training group 2	
[Group 3] For employees in qualified jobs that require a technical or university degree				

[Group 3] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts				1
[Group 3] Ordered use of leave				1
[Group 3] Temporary reduction in working hours (this does not refer to Kurzarbeit)				1
[Group 3] Arrangement of short-time work				1
[Group 3] Reduction in temporary employment				1
[Group 3] Dismissals for operational reasons				1
[Group 3] Reduction in vocational education and training				1
[Action not taken] Reduction of overtime or plus hours or accumulation of minus hours in working time accounts				1
[Measure was not implemented] Ordered use of leave				1
[Measure was not implemented] Temporary reduction in working hours (this does not refer to Kurzarbeit)				1
[Measure was not implemented] Order of short-time work				1
[Measure was not implemented] Reduction in temporary employment				1
[Measure was not implemented] Dismissals for operational reasons				1
[Measure was not implemented] Reduction in vocational education and training				1
43:covidpersomaßn1_grp3	lee2estab	elb0219	Reaction to Corona: Reduction of working time surplus/incr. of deficit group 3	
43:covidpersomaßn2_grp3	lee2estab	elb0223	Reaction to Corona: Mandatory use of holidays group 3	
43:covidpersomaßn3_grp3	lee2estab	elb0227	Reaction to Corona: Reduction in working hours group 3	
43:covidpersomaßn4_grp3	lee2estab	elb0231	Reaction to Corona: Mandatory short-time work group 3	
43:covidpersomaßn5_grp3	lee2estab	elb0235	Reaction to Corona: Reduction of fixed-term employment group 3	
43:covidpersomaßn6_grp3	lee2estab	elb0239	Reaction to Corona: Layoffs for operational reasons Group 3	
43:covidpersomaßn7_grp3	lee2estab	elb0243	Reaction to Corona: Reduction in vocational training/further training group 3	
43:covidpersomaßn1_nichtang	lee2estab	elb0220	Reaction to Corona: Reduction of working time surplus/incr. of deficit not done	
43:covidpersomaßn2_nichtang	lee2estab	elb0224	Reaction to Corona: Mandatory use of holidays not carried out	
43:covidpersomaßn3_nichtang	lee2estab	elb0228	Reaction to Corona: Reduction in working hours not carried out	
43:covidpersomaßn4_nichtang	lee2estab	elb0232	Reaction to Corona: Mandatory short-time work not carried out	
43:covidpersomaßn5_nichtang	lee2estab	elb0236	Reaction to Corona: Reduction of fixed-term employment not carried out	
43:covidpersomaßn6_nichtang	lee2estab	elb0240	Reaction to Corona: Layoffs for operational reasons not carried out	
43:covidpersomaßn7_nichtang	lee2estab	elb0244	Reaction to Corona: Reduction in vocational training/further train. not done	
Other, namely:				
43:covidpersomaßnso	lee2estab	eab0007	Reaction to Corona: Other free-form text	
43:covidpersomaßnso	lee2estab	eab0007_cat	Reaction to Corona: Other free-form text filled in	

**44a** What was the total number of employees who worked from home on June 30, 2021 (home office)?

*This does not include temporary workers and freelancers. If exact figures are not possible, please estimate.*

0:999999

44a:anz_homeoffice	lee2estab	elb0245	Number of employees working from home on June 30	0@51
44a:anz_homeoffice	lee2estab	elb0245_cat2	Number of employees working from home on June 30 [categories]	0@51

44a;anz\_homeoffice>0

**44b** What was the share of women who worked from home (home office) on June 30, 2021?

*This does not include temporary workers and freelancers. If exact figures are not possible, please estimate.*

0:100

44b:ant_homeoffice_frauen	lee2estab	elb0246	Share of women working from home on June 30 in %.
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44a;anz\_homeoffice>0

**45** What was the share per employee group that worked from home (home office) on June 30, 2021?

*If exact figures are not known, please estimate.*

Group 1: Employees in jobs that do not require vocational training [...] %	0:100
Group 2: Employees in jobs that require a completed apprenticeship, comparable vocational training or corresponding professional experience [...] %	0:100
Group 3: Employees in jobs that require a technical or university degree [...] %	0:100

45:ant_homeoffice_grp1	lee2estab	elb0247	Share of employees working from home in group 1 on June 30 in %
45:ant_homeoffice_grp2	lee2estab	elb0248	Share of employees working from home in group 2 on June 30 in %
45:ant_homeoffice_grp3	lee2estab	elb0249	Share of employees working from home in group 3 on June 30 in %

44a;anz\_homeoffice>0

**46** Think back to the time immediately before the coronavirus pandemic. How has the share of employees working from home (home office) changed by June 30, 2021?

Strongly increased	1
Slightly increased	2
Remained the same	3
Slightly decreased	4
Strongly decreased	5
Don't know	6
Can not / Prefer not to answer	-1

46:ant_homeofficeaender	lee2estab	elb0250_v1	Share of empl. working from home: Change since the corona pandemic to June 30
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44a;anz\_homeoffice>0

**47 How did the number of working hours that employees worked from home (home office) change by June 30, 2021?**

Strongly increased	1
Slightly increased	2
Remained the same	3
Slightly decreased	4
Strongly decreased	5
Don't know	6
Can not / Prefer not to answer	-1

47:homeofficezeit lee2estab elb0251\_v1 Working hours in home office: Change since corona pandemic until June 30

44a;anz\_homeoffice>0

**48 Have you introduced binding regulations for working from home (home office) in your establishment / public body for all employees or individual employment groups during the coronavirus pandemic?**

*This does not refer to the Corona Occupational Health and Safety Ordinance.*

Yes, for all employees	1
Yes, for individual employment groups	2
No	3
Can not / Prefer not to answer	-1

48:homeofficeregul lee2estab elb0252 Rules introduced for working from home during the coronavirus pandemic 3@50

(44a;anz\_homeoffice>0 ) & (49;homeofficeregul=1,2)

**49 Which actors in your establishment / public body were involved in developing the regulations for working from home (home office)?**

*Please indicate all that apply.*

Senior management / Executive Board	1
Personnel department	1
Works Council / Staff Council	1
Alternative employee participation bodies such as employee spokespersons, employee representatives or similar	1
External consultant	1
Other persons	1

49:homeofficeakteure1 lee2estab elb0253 Development of work from home rules: Upper management/executive board involved

49:homeofficeakteure2 lee2estab elb0254 Development of work from home rules: HR department involved

49:homeofficeakteure3 lee2estab elb0255 Development of work from home rules: Works council/staff council involved

49:homeofficeakteure4 lee2estab elb0256 Development of work from home rules: Alternat. Committees Empl. particip. inv.

49:homeofficeakteure5 lee2estab elb0257 Development of work from home rules: External consultant involved

49:homeofficeakteure6 lee2estab elb0258 Development of work from home rules: Other persons involved

[Other persons] namely:

49:homeofficeakteureso	lee2estab	eab0008	Development of work from home rules: Other persons involved free text	49;homeofficeakteure6=1
49:homeofficeakteureso	lee2estab	eab0008_cat	Development of work from home rules: Other persons involved free text filled in	49;homeofficeakteure6=1

### 50 Who decides when the employee works at home (in the home office)?

Exclusively the employer	1
Especially the employer	2
Employer and employee together	3
Especially the employee	4
Exclusively the employee	5
Can not / Prefer not to answer	-1

50:homeofficeentsch lee2estab elb0259 Who decides on work from home hours

### 51 Has your establishment / public body used or considered using coworking spaces within the last three years?

*A coworking space is a workspace outside the establishment that can be booked flexibly by the employer for employees.*

Coworking space used	1
Coworking space considered	2
Coworking space neither used nor considered	3
Can not / Prefer not to answer	-1

51:coworking lee2estab elb0260 Use of coworking office spaces last 3 years

## G Further information on organization

### 52 In which economic sector / industry / public body is your establishment / public body mainly active?

*Please state the exact designation, e.g. not "industry" but "electrical industry"; not "trade" but "retail"; not "public service" but "hospital". If your establishment is active in several sectors, please indicate the sector in which the establishment's activities are focused. Please enter your details in the field provided.*

52:branche1	lee2estab	eab0009	Industry of establishment/public body
52:branche1	lee2estab	eab0009_cat	Industry of establishment/public body filled in

**53 What is the legal form of your establishment / public body?**

Sole proprietorship with full liability of one person	1
Partnership, i.e. KG, OHG or GbR	2
Limited liability company as GmbH, UG or Ltd.	3
Public limited company, i.e. AG, SE	4
Mixed forms, i.e. GmbH & Co. KG, KGaA	5
Corporation under public law, excluding foundations under public law	6
Foundation, i.e. foundation under public law, ecclesiastical, private or corporate foundation, family or community foundation	7
Other legal form	8
Can not / Prefer not to answer	-1

53:rechtsform lee2estab elb0261 Legal form of the establishment/public body 6@56

53:rechtsform!=6

**54 What was the earnings situation of your establishment/public body in the 2019 and 2020 financial years?**

	Very good	Good	Satisfactory	Sufficient	Unsatisfactory	Don't know	Can not / Prefer not to answer
2019	1	2	3	4	5	6	-1
2020	1	2	3	4	5	6	-1

54:ertraglag2019 lee2estab elb0262\_v1 Profit situation of the establishment/public body 2019

54:ertraglag2020 lee2estab elb0263\_v1 Profit situation of the establishment/public body 2020

53:rechtsform!=6

**55 What was your turnover in the 2019 and 2020 financial years?**

Please provide information only for the operating unit surveyed (i.e. not, for example, for a larger unit together with other locations).

If exact information is not possible, please estimate.

[Amount approximately] 2019 [...] Euro -10000000000:100000000000

55:umsatz2019 lee2estab elb0264 Turnover of the establishment in 2019 in euros

55:umsatz2019 lee2estab elb0264\_cat2 Turnover of the establishment 2019 in euros [categories]

Not specified 1

55:umsatz2019\_ka lee2estab elb0265 Turnover 2019 not specified

[Amount approximately] 2020 [...] Euro -10000000000:100000000000

55:umsatz2020 lee2estab elb0266 Turnover of the establishment 2020 in euros ALL@57

55:umsatz2020 lee2estab elb0266\_cat2 Turnover of the establishment 2020 in euros [categories] ALL@57

Not specified 1

55:umsatz2020\_ka lee2estab elb0267 Turnover 2020 not specified

53;rechtsform=6

**56** How was the staffing of your public body in 2019 and 2020 measured against the tasks to be performed?

	Very well equipped	Well equipped	Ade- quately equipped	Under- equipped	Severely under- equipped	Don't know	I cannot / do not want to answer
The staffing level in 2019 measured against the tasks was...	1	2	3	4	5	6	7
Staffing levels in 2020 in relation to the tasks were...	1	2	3	4	5	6	7

56:persausst2019 lee2estab elb0268 Staffing of public bodies 2019  
 56:persausst2020 lee2estab elb0269 Staffing of public bodies 2020

**57** What was the percentage share of personnel costs in total operating costs in 2020?

*If exact details are not possible, please estimate.*

Percentage of operating costs [...] % 0:100

57:perskost lee2estab elb0270 Share of staff costs in operating costs 2020 in %  
 57:perskost lee2estab elb0270\_cat Share of staff costs in operating costs 2020 in % [categories]

Does not apply 1

Don't know 1

57:perskostno lee2estab elb0271 Share of staff costs in operating costs 2020 does not apply  
 57:perskostka lee2estab elb0272 Share of staff costs in operating costs 2020 don't know

**58** How has the percentage share of personnel costs in total operating costs changed in 2020 compared to 2019?

Share has decreased in 2020	1
Share remained the same in 2020	2
Share increased in 2020	3
Does not apply	4
Don't know	5
Can not / Prefer not to answer	-1

58:perskostaend lee2estab elb0273\_v1 Change in staff costs compared to 2019

**59** Did you receive financial support from the federal government, the federal states or local authorities in 2020 due to economic difficulties caused by the coronavirus pandemic?

*This refers to subsidies, one-off payments, tax deferrals or loans. It does not refer to the short-time working allowance from the Federal Employment Agency.*

Yes  1

No  2

Can not / Prefer not to answer  -1

59:covidhelp lee2estab elb0274 Financial support claimed due to corona

## H Personal details

**60** Were several people or departments involved in answering the questionnaire?

Yes  1

No  2

Can not / Prefer not to answer  -1

60:elb0275 lee2estab elb0275 Several people involved in answering the questionnaire

**61** In which area or areas are you active?

*Please indicate all that apply.*

In the management  1

In the personnel area  1

In the area of public relations, i.e. PR  1

In the field of accounting and/or controlling  1

In another area, namely:  1

61:taetig\_1 lee2estab elb0276 Interviewee works in management

61:taetig\_2 lee2estab elb0277 Interviewee works in human resources

61:taetig\_3 lee2estab elb0278 Interviewee works in public relations

61:taetig\_4 lee2estab elb0279 Interviewee works in accounting/controlling

61:taetig\_5 lee2estab elb0280 Interviewee works in another field

[Other area] namely:

61:teatigso lee2estab eab0010 Interviewee works in another field free-form text 61:taetig\_5=1

**62 Are you the most senior HR manager in your establishment / public body?**

- Yes 1
- No 2
- Can not / Prefer not to answer -1

62:hoechstrang lee2estab elb0281 Interviewee is a high-ranking HR manager in the establishment/public body

**63 What is your highest educational qualification?**

- Secondary school certificate 1
- Secondary school leaving certificate (e.g. Realschule) 2
- Entrance qualification for universities of applied sciences (graduation from technical college) 3
- Abitur (university entrance qualification) 4
- Professional or university degree 5
- Promotion 6
- Other educational qualification: 7
- Can not / Prefer not to answer -1

63:bildung lee2estab elb0282 Highest educational qualification of interviewee

[Other educational qualification] namely:

63:bildungso lee2estab eab0011 Highest educational qualification: Other educational qualification free text 63;bildung=7

**64 Does your establishment / public body or the establishment or organization to which it belongs have a website?**

- Yes 1
- No 2
- Can not / Prefer not to answer -1

64:websiteyn lee2estab elb0283 Establishment/organization has website

[Yes] Please enter the website: