

APPLICATION FOR ETHICAL APPROVAL

In order for research to result in benefit and minimise risk of harm, it must be conducted ethically. A researcher may not be covered by the University's insurance if ethical approval has not been obtained prior to commencement.

The University follows the OECD Frascati manual definition of **research activity**: "creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications". As such this covers activities undertaken by members of staff, postgraduate research students, and both taught postgraduate and undergraduate students working on dissertations/projects.

The individual undertaking the research activity is known as the "principal researcher".

Ethical approval is not required for routine audits, performance reviews, quality assurance studies, testing within normal educational requirements, and literary or artistic criticism.

Please read the notes for guidance before completing ALL sections of the form.

This form must be completed and approved prior to undertaking any research activity. Please see Checklist for details of process for different categories of application.

Delete the Guidance Notes at the end of the form BEFORE submitting your application

SECTION A: About You (Principal Researcher)

Full Name:		Aqeel Khalid Shakir			
Tick all boxes which apply:		Member of staff:	☐	Honorary research fellow:	☐
Undergraduate Student	☐	Taught Postgraduate Student	☒	Postgraduate Research Student	☐
Institute/Academic Discipline/Centre:		BUFM The Business School			
Campus:		Carmarthen Campus (Distance)			
E-mail address:		1707377@student.uwtsd.ac.uk			
Contact Telephone Number:		+1 403 612-6113			
For students:					
Student Number:		1707377			
Programme of Study:		Master of Business Administration: General Management (Online MBA)			
Director of Studies/Supervisor:		Davina Evans			

SECTION B: Approval for Research Activity

Has the research activity received approval in principle? (please check the Guidance Notes as to the appropriate approval process for different levels of research by different categories of individual)		YES	☒	NO	☐
					Date
If Yes, please indicate source of approval (and date where known): Approval in principle must be obtained from the relevant source prior to seeking ethical approval	Research Degrees Committee		☐		
	Institute Research Committee		☐		
	Other (write in) - Davina Evans		☒	December 4, 2019	

SECTION C: Internal and External Ethical Guidance Materials

Please list the core ethical guidance documents that have been referred to during the completion of this form (including any discipline-specific codes of research ethics, and also any specific ethical guidance relating to the proposed methodology). Please tick to confirm that your research proposal adheres to these codes and guidelines.	
UWTSD Research Ethics & Integrity Code of Practice	☒
UWTSD Research Data Management Policy	☒

SECTION D: External Collaborative Research Activity

Does the research activity involve collaborators outside of the University?		YES	☐	NO	☒
If Yes, please provide the name of the external organisation and name and contact details for the main contact person and confirmation this person has consented to their personal data being shared as part of this collaboration.					
Institution					
Contact person name					
Contact person e-mail address					
Has this individual consented to sharing their details on this form?		YES	☐	NO	☒
Are you in receipt of a KESS scholarship?		YES	☐	NO	☒
Is your research externally funded		YES	☐	NO	☒
Are you specifically employed to undertake this research in either a paid or voluntary capacity?	Voluntary	YES	☐	NO	☒
	Employed	YES	☐	NO	☒
Is the research being undertaken within an existing UWTSD Athrofa Professional Learning Partnership (APLP)	If YES then the permission question below does not need to be answered.	YES	☐	NO	☒
Permission to undertake the research has been provided by the partner organisation	(If YES attach copy) If NO the application cannot continue	YES	☐	NO	☒

Where research activity is carried out in collaboration with an external organisation

Does this organisation have its own ethics approval system?	YES	☐	NO	☒
If Yes, please attach a copy of any final approval (or interim approval) from the organisation				

SECTION E: Details of Research Activity

Indicative title:	Critical Analysis of Workplace Stress and its Influence on the Performance of Workers in Construction Industry: Testing the Factors of Cooper and Palmer's Model of Workplace Stress		
Proposed start date:	November 2019	Proposed end date:	March 2020 (or earlier)
Introduction to the Research (maximum 300 words) Workplace stress is a major issue in the contemporary world due to the fact that it has been impacting the overall performance of workers. In an organisation, there are certain causes that lead towards higher stress amongst the workforce which ultimately results in lower productivity of employees as well. Therefore, employees require a certain level of motivation and mitigating strategies that can overcome stress within the workplace. The definition of World Health Organisation and stated that workplace stress is the reaction (response) that people have towards the work pressures and demands that are not related with their abilities and knowledge. These demands and pressures also challenge their capability to cope with different situations in their surroundings and hence create certain difficulties to perform in an efficient manner. The demands of employers are growing dramatically and it is creating significant stress amongst workers; apart from stress arising from situations in the workplace, other causes of stress can also be related with personal factors such as the absence of leisure time and relationship with others. Similarly, an unhealthy climate within the organisation reduces the involvement of employees in the task and negatively impacts their performance on a corporate and personal level. Moreover, for identifying the reasons of workplace stress, Palmer, Cooper and Thomas (2004) produced a model of stress which can be used for the purpose of identifying how stress-related factors can have an influence on an individual and organisational level. Henceforth, the key purpose behind this research is to critically analyse the causes of workplaces stress and its influence on the performance of workers within the construction industry of the UK with the application of stress model proposed by Palmer, Cooper and Thomas in 2004.			
Purpose of Research Activity Various researchers have emphasised on the importance of understanding the causes of workplace stress. However, these researchers have mainly focused on the nursing profession for the purpose of identifying the causes of workplace stress. There is a gap in identifying the causes of workplace in the construction industry of UK; it is because researchers such as Omar and Sallehuddin (2019) have mainly focused on work in the construction domain of Malaysia whereas Bowen et al. (2013) and Bowen, Edwards and Lingard (2012) have analysed workplace stress in the context of African construction industry. Hence, lack of empirical analysis and model testing is found in the context of workplace stress in the construction industry of the UK. Campbell (2006) have however analysed the causes of workplace stress in the construction industry by conducting a survey; however, the study has been out-dated and not empirically tested the influence of these causes on the performance of workers in the industry.			

Research Question

What are the influences of stress factors of Cooper and Palmer's Model on the performance of workers in the construction industry?

Aims of Research Activity

Key purpose of the study is to critically analyse the causes of workplaces stress and its influence on the performance of workers in the construction industry of the UK. With respect to this, following objectives are proposed:

Objectives of Research Activity

- To critically assess the literature available on workplace stress as well as worker performance within the construction industry in order to find research gap pertaining in the prevailing body of knowledge
- To produce a protocol for conducting an interview from the managers and employees working in the construction industry in order to assess the causes of work stress
- To devise a survey questionnaire with the help of factors proposed by Palmer, Cooper and Thomas (2004)'s model and construct of employee performance for conducting the survey from the employees working in the construction industry
- To evaluate the association between factors of workplace stress proposed by Palmer, Cooper and Thomas (2004)'s model and performance of the workers
- To investigate the influence of factors of workplace stress proposed by Palmer, Cooper and Thomas (2004)'s model on performance of the workers in the UK construction industry
- To propose recommendations for HRM in the industry to reduce workplace stress for ensuring that workers are capable of providing an optimum level of performance within the industry

Proposed methods (maximum 600 words)

Provide a brief summary of all the methods that **may** be used in the research activity, making it clear what specific techniques may be used. If methods other than those listed in this section are deemed appropriate later, additional ethical approval for those methods will be needed.

With the adoption of mixed method design, the researcher will use abductive approach for data generalisation; for instance, for quantitative reasoning, the data will be generalised from general to specific whereas for qualitative reasoning, the data will be generalised from specific to general. Moreover, data collection method for this research will be primary method where the data will be collected by using survey questionnaire and in-depth interviews. Survey questionnaire will be based on the identified variables in the conceptual framework whereas the options from 5 point Likert scale will be provided to the respondents. The scale will include the options such as strongly agree, agree, neutral, disagree and strongly disagree.

The survey questionnaire will be distributed amongst the workers of construction industry of the UK who will be selected on the basis of convenient sampling which is a part of non-probability technique. Creswel (2013) defined non-probability sampling technique as the way of choosing the samples in the process where not all individuals in the population obtain equal chance of being chosen. Hence, the sample size for survey questionnaire will be 350 workers in the UK's construction industry who will be selected on the basis of convenience. The in-depth interviews will be conducted from the managers working in the UK's construction industry. The questions will be based on the variables and constructs offered in the model of Palmer, Cooper and Thomas (2004) for analysing what the managers perceive regarding the causes of workplace stress in the industry, how it is impacting workers' performance and how it can be mitigated. The sample size for in-depth interviews will be 10 managers who will be selected on the convenience of the researcher.

The data analysis technique for survey questionnaire will be done by using SPSS where correlation, regression and frequency analysis will be conducted. Moreover, for in-depth interviews, the researcher

will use thematic analysis under which themes will be generated on the basis of interview questions and sub-themes will be generated on the basis of similar responses from the managers.

Location of research activity

Identify all locations where research activity will take place.

Construction Industry of the UK

Research activity outside of the UK

If research activity will take place overseas, you are responsible for ensuring that local ethical considerations are complied with and that the relevant permissions are sought. Specify any local guidelines (e.g. from local professional associations/learned societies/universities) that exist and whether these involve any ethical stipulations beyond those usual in the UK (provide details of any licenses or permissions required). Also specify whether there are any specific ethical issues raised by the local context in which the research activity is taking place, for example, particular cultural and/or legal sensitivities or vulnerabilities of participants.

There will be no vulnerabilities and no particular permission will be required as information will be gathered with informed consent to the participants.

Use of documentation not in the public domain: Are any documents **NOT** publicly available?

NO



YES



If Yes, please provide details here of how you will gain access to specific documentation that is not in the public domain and that this is in accordance with prevailing data protection law of the country in question and England and Wales.

(this box should expand as you type)

SECTION F: Scope of Research Activity

Will the research activity include:	YES	NO
Use of a questionnaire or similar research instrument?	☒	☐
Use of interviews?	☒	☐
Use of diaries?	☐	☒
Participant observation with their knowledge?	☐	☒
Participant observation without their knowledge?	☐	☒
Use of video or audio recording?	☒	☐
Access to personal or confidential information without the participants' specific consent?	☐	☒
Administration of any questions, test stimuli, presentation that may be experienced as physically, mentally or emotionally harmful / offensive?	☐	☒
Performance of any acts which may cause embarrassment or affect self-esteem?	☐	☒
Investigation of participants involved in illegal activities?	☐	☒
Use of procedures that involve deception?	☐	☒
Administration of any substance, agent or placebo?	☐	☒
Working with live vertebrate animals?	☐	☒
Other primary data collection methods, please explain in this box For example, 'focus groups'. Please indicate the type of data collection method(s) in this box and tick the accompany box.	☐	☒
Details of any other primary data collection method:		

If NO to every question, then the research activity is (ethically) low risk and **may** be exempt from **some** of the following sections (please refer to Guidance Notes).

If YES to any question, then no research activity should be undertaken until full ethical approval has been obtained.

SECTION G: Intended Participants

Who are the intended participants:	YES	NO
Students or staff at the University?	☐	☒
Adults (over the age of 18 and competent to give consent)?	☒	☐
Vulnerable adults?	☐	☒
Children and Young People under the age of 18? (Consent from Parent, Carer or Guardian will be required)	☐	☒
Prisoners?	☐	☒
Young offenders?	☐	☒
Those who could be considered to have a particularly dependent relationship with the investigator or a gatekeeper?	☐	☒
People engaged in illegal activities?	☐	☒
Others (please identify specifically any group who may be unable to give consent) please indicate here and tick the appropriate box.		
Other – please indicate here:	☐	☒

Participant numbers and source	
Provide an estimate of the expected number of participants. How will you identify participants and how will they be recruited?	
How many participants are expected?	350 for survey and 10 for interviews.
Who will the participants be?	Construction sectors employees for survey and managers for interviews.
How will you identify the participants?	On the basis of convenience.

Information for participants:	YES	NO	N/A
Will you describe the main research procedures to participants in advance, so that they are informed about what to expect?	☐	☐	☒
Will you tell participants that their participation is voluntary?	☒	☐	☐
Will you obtain written consent for participation?	☐	☒	☐
Will you explain to participants that refusal to participate in the research will not affect their treatment or education (if relevant)?	☒	☐	☐
If the research is observational, will you ask participants for their consent to being observed?	☐	☐	☒
Will you tell participants that they may withdraw from the research at any time and for any reason?	☒	☐	☐
With questionnaires, will you give participants the option of omitting questions they do not want to answer?	☐	☐	☒
Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?	☒	☐	☐
Will you debrief participants at the end of their participation, in a way appropriate to the type of research undertaken?	☐	☐	☒
If NO to any of above questions, please give an explanation			
Consent from the Participants will be taken verbally.			

Information for participants:	YES	NO	N/A
Will participants be paid?	☐	☒	☐
Is specialist electrical or other equipment to be used with participants?	☐	☐	☒
Are there any financial or other interests to the investigator or University arising from this study?	☐	☐	☒
Will the research activity involve deliberately misleading participants in any way, or the partial or full concealment of the specific study aims?	☐	☒	☐
If YES to any question, please provide full details			

SECTION H: Anticipated Risks

Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.					
If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.					
Full risk assessment completed and appended?	<table border="1"> <tr> <td>Yes</td> <td>☐</td> </tr> <tr> <td>No</td> <td>☒</td> </tr> </table>	Yes	☐	No	☒
Yes	☐				
No	☒				
Risks to participants					
For example: emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information					
Risk to Participant:	<i>How will you mitigate the Risk to Participant</i>				
Transfer of personal data	Will inform that personal information will be kept confidential and/or otherwise avoid filling personal information on the questionnaire forms i.e. name etc.				
If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities					
N/A					
Risks to investigator					
For example: personal safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest					
Risk to Investigator:	<i>How will you mitigate the Risk to Investigator:</i>				
Conflict of interest	Will ensure prior starting data collection that there is no conflict among researchers related to this study.				
University/institutional risks					
For example: adverse publicity, financial loss, data protection					
Risk to University:	<i>How will you mitigate the Risk to University:</i>				
Data Protection	Will ensure that all the data is kept in a secured password protected file preferably encrypted and then deleted once the study is completed.				

Disclosure and Barring Service			
If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
Does your research require you to hold a current DBS Certificate?	☐	☐	☒

SECTION I: Feedback, Consent and Confidentiality

Feedback What de-briefing and feedback will be provided to participants, how will this be done and when? Participants will be provided with a brief about the topic of the study and why their feedback matters. They will be asked to provide responses and informed that these will be used for analysing the results to bring out a cumulative answer the research.
Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation. Participants will be informed that their responses will be recorded in the audio form or transcript that will be kept in an encrypted password protected file until the completion of this study and will be deleted permanently after its completion.
Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case. The name and other personal data will not be taken in questionnaire as it will not be analysed. However, in interview, or in case even in questionnaire, if personal information is taken i.e. Name, it will not be included in any part of the research paper.

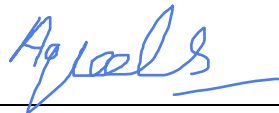
SECTION J: Data Protection and Storage

In completing this section refer to the University's Research Data Management Policy and the extensive resources on the University's Research Data Management web pages (<http://uwtsd.ac.uk/library/research-data-management/>).

Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	YES	NO
<i>"Personal data" means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</i>	☒	☐
If YES, provide a description of the data and explain why this data needs to be collected:		
Personal data such as name, designation, and age will only be collected in order to ensure that the respondent is eligible for providing their feedback as it is necessary that the participant has knowledge or experience regarding the area of the study.		
Does it involve special category data (as defined by the GDPR)?	YES	NO
<i>"Special category data" means sensitive personal data consisting of information as to the data subjects' – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),</i>	☐	☒
If YES, provide a description of the special category data and explain why this data needs to be collected:		
Will the research activity involve storing personal data and/or special category data on one of the following:	YES	NO
Manual files (i.e. in paper form)?	☒	☐
University computers?	☒	☐
Private company computers?	☐	☒
Home or other personal computers?	☐	☒
Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☐	☒
"Cloud" storage or websites?	☐	☒
Other – specify:	☐	☒
For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of password protection, encryption, anonymisation and pseudonymisation:		

Will ensure that all the data is kept in a secured password protected file preferably encrypted and then deleted once the study is completed.		
All Data Storage		
Will the research activity involve any of the following activities:	YES	NO
Electronic transfer of data in any form?	☐	☒
Sharing of data with others at the University?	☐	☒
Sharing of data with other organisations?	☐	☒
Export of data outside the European Union or importing of data from outside the UK?	☐	☒
Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☐	☒
Publication of data that might allow identification of individuals?	☐	☒
Use of data management system?	☐	☒
Data archiving?	☐	☒
If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and DPA (and/or any international equivalent):		
List all who will have access to the data generated by the research activity:		
Only researcher.		
List who will have control of, and act as custodian(s) for, data generated by the research activity:		
Only researcher.		
Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.		
Data will be managed and kept in a Excel spreadsheet and protected with password.		
Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.UWTSD.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
N/A		
Confirm that you have read the UWTSD guidance on data management (see https://www.UWTSD.ac.uk/library/research-data-management/)	YES	☒
	NO	☐
Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	YES	☒
	NO	☐

SECTION K: Declaration

The information which I have provided is correct and complete to the best of my knowledge. I have attempted to identify any risks and issues related to the research activity and acknowledge my obligations and the rights of the participants. In submitting this application I hereby confirm that I undertake to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice which is published on the website: https://www.uwtsd.ac.uk/research/research-ethics/		
Signature of applicant:		Date: December 20, 2019

For STUDENT Submissions:

Director of Studies/Supervisor:		Date:
Signature:		

For STAFF Submissions:

Academic Director/ Assistant Dean:		Date:
Signature:		

Checklist: Please complete the checklist below to ensure that you have completed the form according to the guidelines and attached any required documentation:

☒	I have read the guidance notes supplied before completing the form.
☒	I have completed ALL RELEVANT sections of the form in full.
☒	I confirm that the research activity has received approval in principle
☐	I have attached a copy of final/interim approval from external organisation (where appropriate)
☐	I have attached a full risk assessment (and have NOT completed Section H of this form) (where appropriate) ONLY TICK IF YOU HAVE ATTACHED A FULL RISK ASSESSMENT
☒	I understand that it is my responsibility to ensure that the above named research activity will meet the University's Research Ethics and Integrity Code of Practice.
☒	I understand that before commencing data collection all documents aimed at respondents (including information sheets, consent forms, questionnaires, interview schedules etc.) must be confirmed by the DoS/Supervisor, module tutor or Academic Director.
☒	I have deleted the guidance notes before submitting the PG2 for consideration

RESEARCH STUDENTS AND STAFF ONLY

All communications relating to this application during its processing must be in writing and emailed to pgresearch@uwtsd.ac.uk, with the title 'Ethical Approval' followed by your name.

You will be informed of the outcome of your claim by email; therefore it is important that you check your University and personal email accounts regularly.

STUDENTS ON UNDERGRADUATE OR TAUGHT MASTERS PROGRAMMES should submit this form (and receive the outcome) via systems explained to you by the supervisor/module leader.

This form is available electronically from the Academic Office web pages:

<https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Application Process

All staff research projects and all research students must submit the Ethical Approval Form to the **University Research Ethics Committee** via the Academic Office (pgresearch@UWTSD.ac.uk). Staff research directly in relation to personal study for taught undergraduate or Masters programmes should be submitted via the Institute procedures explained below.

Taught masters and taught undergraduate research Ethical Approval Forms are considered **within Institutes**. Institutes will provide details of the specific processes for this. Where the Ethical issues within any single ethical application are of particular concern the Institute will refer these to the University Research Ethics Committee. Any student activity that involves the collection of primary data needs to undergo Ethical approval, this includes assignment work as well as dissertations.