

Participant Informed Consent Statement

Project Title	Exploring the psychological impacts of working overtime on employees	
Investigators	Tai Man CHAN Associate Professor Faculty of Business Administration University of Macau Phone: 8822 1234 Email: taimanchan@um.edu.mo	Sio Meng VONG PhD. Candidate Faculty of Business Administration University of Macau Phone: 6666 5678 Email: yc01234@um.edu.mo

Commented [d1]: The project title should be consistent with the project title indicated in the application form.

Commented [d2]: List all the investigators with name, departmental/institutional affiliation, contact information.

You are invited to take part in this study about the potential psychological impacts of working in addition to your normal working hours. Please read this Consent Statement in full before deciding whether or not to participate in this study. ***You may print a copy of this Consent Statement as a record.*** You are encouraged to contact the investigators via phone numbers or email addresses listed above if you would like to request for further information regarding any aspect of this study.

Commented [d3]: Remind the participants to keep a copy of the information sheet.

Commented [d4]: Introduction

What is this study about and why is it important?

Commented [d5]: Clearly indicate the background and purpose of the study.

Working overtime, which refers to work in addition to the working hours specified in one's employment contract, is a common phenomenon. According to the latest survey, 75% of employees work overtime without compensation. Prior studies supported that working overtime has negative physiological impacts such as increasing the rate of cardiovascular heart diseases and metabolic syndromes. However, the attention to the effects on mental health is limited. In order to safeguard employees by minimizing the possible health threat, this study aims to understand the relationship between working overtime and anxiety and depressive symptoms. The information might increase the awareness of the hazards of working overtime and the importance of maintaining reasonable working hours.

Commented [d6]: Background of the study.

Commented [d7]: Purpose of the study.

Why were you chosen for this research?

Commented [d8]: Clearly indicate the inclusion and exclusion criteria.

You can participate in this study if you are (i) aged between 18 and 65 years of age, (ii) have been working full-time at your current job position for more than two years (iii) proficient in English or Chinese and may be interested in participating in this study. You are not eligible to participate if you (i) currently used psychoactive medications, (ii) were absent from work for more than 14 days in the last two months, (iii) are with active/poorly managed mental health due to psychiatric diagnosis, (iv) participated in psychological intervention in the last six months.

Commented [d9]: Inclusion criteria.

Commented [d10]: Exclusion criteria.

Commented [d11]: A complete and clear description of the procedures.

Commented [d12]: What the participants will need to do if they agree to participate.

Commented [d13]: What will the procedure(s) involve.

Commented [d14]: The duration of each procedure and total expected time.

What does the research involve?

If you agree to participate in this research, you will be asked to complete an online survey. This survey will ask about basic demographic information, reflecting on negative emotional experiences and your everyday workplace experiences. It will take about 20 minutes.

Commented [d15]: Describe the consent procedure(s).

Consenting to participate in the study

Your participation in this study is completely voluntary. By filling out the survey, we assume that you consent (agree) to participate in the study.

Withdrawing from this study

You have a right to withdraw from further participation at any stage before submitting the survey without disadvantages, penalties or adverse consequences. All data collected from you will be withdrawn from the study and destroyed. Please note that you will not be able to withdraw the data you have provided after submitting the survey as there is no way to identify your responses.

What are the possible risks of participating in this study?

There is little risk in participating in this study. Given the length of the survey, you may feel tired or fatigued. If so, you can take a break at any point. You may feel discomfort when reflecting your negative emotional experiences and your everyday workplace experiences. If you experience any distress or require additional support during or after participation in this study, please contact the support agency listed below:

- Caritas Macau-Life Hotline: 2852 5222

What are the possible benefits of participating in this study?

Participants who submit the survey will be given a small gift as a token of thanks for participation. You will be asked if you want to receive the gift and to provide your last name and contact number so we can contact you to collect the gift after the completion of data collection.

We also hope your participation will inform researchers and employers of the possible psychological risks of working overtime. This information can be used to develop sustainable work schedules or improve working conditions.

How will the information you give for the study be kept private?

The data will be collected via your completion of the online survey hosted by Qualtrics Survey Software. It will be kept in secure storage, accessible only to the research team named on this document. Once the data is downloaded from Qualtrics, all contact details for receiving the gift will be stored separately from survey data to ensure the anonymity of survey responses. Further, all survey data will be analysed and presented in aggregate form; in any publication, information will be provided in such a way that you cannot be identified.

How will this information be stored and protected?

The provided data will be stored securely in the server of a non-local online survey platform (Qualtrics), at a place outside Macau (i.e., Australia), and on the researchers' computers, during different phases of data collection, analysis, write-up and gift distribution. All these systems and computers are protected by passwords and cannot be accessed by others. Qualtrics survey data will be deleted at the survey close after downloading to a secure UM server. The contact information will be deleted permanently after successfully contacting you to collect the gift. The data will be retained in an electronic format on the researchers' computers and a UM server for

Commented [d16]: Emphasize the participation is voluntary.

Commented [d17]: Clearly describe what will be considered as "agree to participate".

Commented [d18]: A complete and clear description of how to withdraw from the study.

Commented [d19]: Emphasize the right to withdraw.

Commented [d20]: What will happen with the data provided before withdrawal.

Commented [d21]: Clearly indicate the time point that withdrawal is no longer feasible.

Commented [d22]: A clear description of possible risks.

Commented [d23]: Provide the information/instruction if the participants would like to seek additional support for the possible adverse reactions result from the study.

Commented [d24]: Explicitly indicate the incentive(s)

Commented [d25]: A clear instruction of how to claim the incentive.

Commented [d26]: Other possible benefits.

Commented [d27]: How the data will be collected.

Commented [d28]: How the access will be controlled.

Commented [d29]: How the data will be de-identified.

Commented [d30]: How the anonymity will be maintained in the result.

Commented [d31]: The exact location of the place of storage.

Commented [d32]: Where the data will be stored at different stage of the research?

Commented [d33]: How the access to the data will be controlled.

at least 5 years after publication. It may be made available in online data repositories and shared with other researchers for future studies.

What will happen to the results?

The results of this study will be published in peer-reviewed academic conferences and/or journals, an industry practitioner-oriented report, and may be summarised at relevant industry workshops. If you would like to be informed of the aggregate research finding, please contact the researchers. Please note that your personal results will not be available and cannot be extracted from the whole group. The results of the study will be presented as group data.

Who can I contact if I have any questions?

Questions concerning the procedure and/or rationale used in this study are welcome at any time. Please contact Mr. Sio Meng VONG (Email: yc01234@um.edu.mo; Phone: 6666 5678) if you have any concerns. If you feel the explanation made is not entirely to your satisfaction, please contact Prof. Tai Man CHAN (Email: taimanchan@um.edu.mo; Phone: 8822 1234).

Who do I contact if I have a concern or I wish to complain?

If you remain unhappy or wish to make a formal complaint, please contact the Panel on Research Ethics of the Research Committee of the University of Macau (email: rskto.ethics@um.edu.mo).

Please note that the data you provided will be transferred to, processed in and stored at a place outside Macau.

☐ I acknowledge that the data you provided will be transferred to, processed in and stored at a place outside Macau

Please note that you may only participate in this survey if you are 18 years of age or over.

☐ I certify that I am 18 years of age or over

If you have read the information above and agree to participate with the understanding that the data you submit will be processed accordingly, please tick the box below to start.

☐ Yes, I agree to take part

Commented [d34]: How long and where the data will be stored.

Commented [d35]: How the result will be distributed.

Commented [d36]: Who should the participants contact if they would like to have a copy of the research finding.

Commented [d37]: Indicate the limit(s) of information that can be provided to the participants.

Commented [d38]: 1st contact person

Commented [d39]: 2nd contact person

Commented [d40]: Ask the participants to acknowledge that the data could be transferred to, processed in and stored outside of Macau.

Commented [d41]: Screening the participants according to the age criteria.

Commented [d42]: Ask the participants to explicitly indicate their consent.