
GUIDELINES ON PARTICIPANT INFORMATION SHEET & CONSENT FORM

1. Project title

Discrimination faced by People with Disabilities in the Workplace

2. Principal Investigator and co-investigator(s), if any, with the contact number and organization:

Justin Lee, 66011419, Institute of Policy Studies
Jorain Ng, 67911134, Disabled People's Association

3. What is the purpose of this research?

You are invited to participate in a research study. This information sheet provides you with information about the research. The Principal Investigator (the research doctor or person in charge of this research) or his/her representative will also describe this research to you and answer all of your questions. Read the information below and ask questions about anything you don't understand before deciding whether or not to take part.

This study seeks to understand the full range of potentially unknown or invisible forms of workplace discrimination through interviews, journaling and focus group discussion with the disability community. In other words, we seek to explore people's understanding, experience and impact of discrimination as a result of being identified or associated with disability.

The findings will provide policymakers and services providers with an in-depth understanding of discrimination experienced by those with disabilities in the workplace, and will contribute to the Enabling Masterplan 2017-2021, DPA's Public Education Campaign 2017, and anti-discrimination legislation proposal.

4. Who can participate in the research? What is the expected duration of my participation? What is the duration of this research?

All people with disabilities aged 18 and above, as well as their caregivers/parents, who are currently or formerly employed will participate in interviews, focus groups and/or journal writing. Staff from disability organisations, employers and colleagues of persons with disabilities may also participate in the research.

This study involved a journaling component for data collection, and the process will take a month for each respondent to complete, with weekly submissions to the co-investigators. Participants who signed up for journal writing will be expected to write in their journals at least two or three times per week for one month, and submit their completed journals to the researcher.

In the event where the entries require more detailed discussion, individual interviews will be conducted. Others that require minimal clarification will be invited to a focus group discussion. Interviews or focus groups will take from one to two hours.

The study is expected to end by February 2017.

5. What is the approximate number of participants involved?

The project includes four co-investigators. They will actively recruit people with disabilities from their friendship networks and community groups they are part of, to make up a total of 40 respondents.

6. What will be done if I take part in this research?

To capture highly personal experiences of unfair treatment, we will solicit journals (or diaries) from respondents who have experienced discrimination. Journaling allows respondents an opportunity to reflect upon these experiences at their own pace.

A journaling guide and template will be provided to help respondents write down their experiences. Respondents are encouraged to type in the word document itself. Where respondents are unable to due to a disability, or unwilling to, we will then interview the respondent.

The journaling process itself for each respondent will last for a month, with weekly submissions that are checked by the co-investigators.

- 1st week: describe incidences of discrimination throughout employment history.
- 2nd – 4th week: document daily work issues they encounter in order to reflect whether these constitute problematic or unfair treatment that can be attributed to their disability.

7. How will my privacy and the confidentiality of my research records be protected?

Records of this study will be kept strictly confidential and in accordance to the Personal Data Collection Act. Only the Principal Investigator has your identifiable information (e.g. names, contact information, IC nos.) and this will not be released to any other person, including members of the research team. Your identifiable information will never be used in a publication or presentation without your express consent. We will seek your permission for quotes from your participation before any publication. All your identifiable information and research data will be coded (i.e. only identified with a code number) at the earliest possible stage of the research.

During the interview or focus group, you will be asked to provide consent to your views being recorded using an audio recording device. However, refusal will disqualify you from participation in the focus group/interview since it will not be practical to conduct the study without your input being recorded. You can, however, opt out of video recording and refuse to have your interview filmed.

Audio and/or video recordings of focus groups and interviews will be kept secure and stored at DPA's premises. Only members of the research team will have access to the recordings. Neither your name nor any other identifiable information will be associated with the audio and/or video recording or the transcript. Research data used in publication will be kept for a minimum of 10 years before being discarded.

8. What are the possible discomforts and risks for participants?

There are minimal reputation risks to the participants since their contributions will be made anonymous. However, discussions of unfair treatment and discrimination may generate unpleasant emotions in people who have faced these issues. For this purpose, we have identified counselling services and disability related VWOs that the participants can tap into if they require support.

9. What is the compensation for any injury?

No injury or compensation is expected.

10. Will there be reimbursement for participation?

Respondents will receive a \$50 NTUC voucher for completing the first week of journaling. Those who are invited to continue journaling for another 3 weeks will receive another \$50 worth of NTUC Vouchers upon completion.

11. What are the possible benefits to me and to others?

People with disabilities that are the co-investigators of the study will not be passive subjects but collaborators in the research process. They will play an active role in the data collection, analysis and sharing of findings. The research will be beneficial to the larger pool of respondents by helping to provide a voice for the disability community to inform policy design and services. The findings can also be shared with the Enabling Masterplan 2017-2021 Steering Committee of the Ministry of Social and Family Development.

Participants of journaling often express that the method encourages self-reflection and is empowering because it provides a safe space to express views that are not easy to share with others. This method has been used for sensitive issues (such as violence against women), and such journal extracts allow respondents to be more forthcoming and revealing than in face-to-face accounts.

12. Can I refuse to participate in this research?

Yes, you can. Your decision to participate in this research is completely voluntary. You can also withdraw from the research at any time without giving any reasons, by informing the principal investigator and all your data collected will be discarded. Since personal identifiers will not be linked to your responses, it will not be possible to discard your data if you wish to withdraw after the data has been transcribed.

13. Whom should I call if I have any questions or problems?

Please contact the Principal Investigator, Justin Lee at 66011419 and email justin.lee@nus.edu.sg for all research-related matters and in the event of research-related injuries. Alternatively, you can contact Jorain Ng from the Disabled People's Association at 67911134 and email advocacy@dpa.org.sg.

For an independent opinion regarding the research and the rights of research participants, you may contact a staff member of the National University of Singapore Institutional Review Board (Attn: Mr Chan Tuck Wai, at telephone (+65) 6516 1234 or email at irb@nus.edu.sg).

Consent Form

Project title:

Discrimination faced by People with Disabilities in the Workplace

Principal Investigator with the contact number and organization:

Justin Lee, 66011419, Institute of Policy Studies

I hereby acknowledge that:

1. My signature is my acknowledgement that I have agreed to take part in the above research.
2. I have received a pamphlet (or a copy of this information sheet) that explains the use of my data in this research. I understand its contents and agree to donate my data for the use of this research.
3. I can withdraw from the research at any point of time by informing the Principal Investigator and all my data will be discarded.
4. I will not have any financial benefits that result from the commercial development of this research.
5. I consent / do not consent* to have the coded data made available for future research.
6. I *agree / do not agree** to be re-contacted for future related studies. I understand that future studies will be subject to an Institutional Review Board's approval.
7. I *agree / do not agree** to the photo-taking/ audio-recording/video-recording of my participation in the research.
8. I *agree/do not agree** for the following personal identifiers to be disclosed in any publication or presentation relating to this research, if any.
 Surname First name Organisation Name Position/Designation
 Disagree (I wish to remain anonymous and only agree to be known as _____).

**please delete as appropriate*

For clauses starting with "(If applicable)", please delete if they do not apply to your research.

** This research has been explained to me in _____ (state language), which I understand, by _____ (name of translator) on _____ (date).

Name and Signature (Participant)

Date

Name and Signature (Consent Taker)

Date

** Name and Signature (Translator)

Date

*** (Please include this section if the subject is unable to understand English and read any of the translated consent documents available.)*