

Appendix 03: Questionnaire of the focus groups

Questions that are only asked in the focus groups of **managers** (2-3 managers, occupational medicine, works council if applicable) are highlighted in yellow.

Questions marked in turquoise were asked exclusively in the **employee** focus groups (7-10 employees, without personnel responsibility).

"Top-level questions" for each thematic block that address as many "sub-questions" as possible

Personal experience of working from home (6 minutes)

- How long have you been working from home?
- Which home office models (e.g. number of home office days) have you used in your company to date?
- What experiences have you had with home office arrangements in your company?

Motives for working from home (10 minutes)

- How did working from home come about in your company?
- To what extent is working from home attractive for in your company?

1. To what extent was working from home ordered by the company during the pandemic?
 - a. To what extent are/were contact persons available in the company for employees if they problems (e.g. technological, social isolation) when working from home?
 - b. How often have employees contacted you with problems while working from home?
 - i. What were the difficulties?
2. Which professional groups in your company have the option of from home?
 - a. Have there been any changes during the COVID-19 pandemic/the different phases of the pandemic?
3. What makes working from home attractive to you?
4. What makes working from home unattractive for you?

Work organization / work stress (10 minutes)

- How has working from home changed your everyday life?
 - How much freedom do have to organize your work from home?
1. How much flexibility do employees in your companies have to implement the home office regulations?
 - a. Are there break regulations for employees working from home?
 2. What impact does working from home have on your day-to-day work?
 - a. What are points/topics in the home office that make your work more pleasant?
 - b. What are points/issues in the home office that make your work more stressful?

- c. What influence does working from home have on the compatibility of work, family and leisure time for you? (Keyword: work-life balance/work-family conflict)
 - i. If answer is one-sided: ask about the difference between work-family conflict and family-work conflict/ To what extent did your work (family) interfere with your private (professional) activities during your time working from home?
- d. How have your social contacts changed in the context of working from home? (Keyword: social isolation/social support)
- e. How much flexibility are you given when working from home?

Workplace design (5 minutes)

- How does your home office workplace differ from your office workplace?

1. What does your home office like?
 - a. What technological equipment is available to you? (Keyword: digital work/social inequality)
 - b. What furniture is to you? (Keyword: ergonomic workplace)
 - c. What help or aids are available to you for setting up your workstation in your home office? (Keyword: VDU workstation/ occupational safety training)
2. To what extent have you supported your employees in setting up an ergonomic workplace?
 - a. Was there a concept or employee training for this?

Productivity (8 minutes)

- To what extent does working from home affect your productivity/job satisfaction?

1. What impact does working from home have on your productivity?
 - a. What factors influence your productivity when working from home?
2. To what extent does working from home affect your job satisfaction?
 - a. What factors influence your job satisfaction when working from home?

Digital work (5 minutes)

- What experiences have you had with digital working from home?

1. To what extent have you been prepared for digital working from home?
2. What influence does working from home/digital work have on your work expectations?
3. To what extent do you feel up to the demands of digital work?
 - a. What are the relieving factors in digital work?
 - b. What are stressful factors in digital work?
4. What impact do the home office regulations/digital communication options you are aware of have on team collaboration in the company?
5. To what extent has digital leadership had an impact on communication and day-to-day work with your employees?

Individual needs - health (10 minutes)

- How does working from home your health?

1. How does working from home your health?
 - a. How does working from home your diet?
 - b. How does working from home your physical activity? (Keyword: 4 dimensions of physical activity)
 - c. How does working from home your nicotine or alcohol consumption?
 - d. How does working from home your perception of stress?
 - i. Stress rating scale: 1-10
 - e. How do you organize your home office breaks?
 - i. Are there break regulations? (Guidelines)
 - ii. Are there joint breaks (meals, sports activities)?
 - f. What options do you have for contacting your company if accidents occur in the home office? (Keyword: work and commuting accidents)
2. What do you consider to be crucial for a health-promoting home office model?
3. What influence do you think personality has on working from home?

Change requests (6 minutes)

- What would optimal working from home look like for you in the future?
- To what extent do you think that your wishes can implemented in your company?

1. What would working from home ideally look like for you?
2. What would support you when working from home?
3. What personal factors help you when working from home?
4. What requests have employees made to you about working from home?