S2 Appendix

**Topic list 1 – individual interview of employees on the workfloor at T1**

**Introduction**

* Goal of interview: We are halfway through with Healthy HR (six months), we would like to see how the process is going and what your experiences are so far with Healthy HR.
* Practicalities: recording, informed consent form
* Introduction round

**Experiences with Healthy HR**

* Can you share what you think Healthy HR is about? What is the goal (fidelity)?
* What do you think of Healthy HR so far (satisfaction)?
* What was your reason for participating?

**Process**

* Can you talk about what has been done around Healthy HR so far? What have you noticed in terms of activities? (dose received)
* How were you informed/how did you get information about Healthy HR? In the beginning? (recruitment)

***Involvement and dialogue***

* How were you involved in the beginning? And now? (recruitment)
* Do you feel that you can think and decide about your job? (dose received) How do you feel about this?
* Do you feel that you can express your opinions and that they are listened to?

**Perceived changes**

* Are you already noticing a change in the workplace? Or within yourself? Could you describe this?

**Closing**

* Are there any other things you would like to share with us?

**Topic list 2 – focus group with project group at T1**

**Introduction**

* Goal of interview: We are halfway through with Healthy HR (6 months), we would like to see how the process is going and what your experiences are so far with Healthy HR.
* Practicalities: recording, informed consent form
* Introduction round

**Experiences with Healthy HR**

* What is your experience with Healthy HR so far (satisfaction)?
  + What are the strengths of Healthy HR?
  + What could be improved?

**Process**

* Can you tell us about the process so far? (dose delivered)
  + In the beginning?
  + What activities have been done?
  + What difficulties have been encountered?
* Can you talk about your role in Healthy HR? How did you approach it?
* What result have you achieved so far?

**Involvement and dialogue**

* How are employees informed/how do employees get information about Healthy HR? (recruitment)
* In what ways did you engage employees in the beginning? And now? To what extent did you experience difficulties?
* How did employees react to Healthy HR?
* To what extent does everyone participate and can everyone think and decide for themselves?

**Perceived changes**

* Are you already noticing a change in the workplace? Or within yourself? Could you describe this?

**Closing**

* Are there any other things you would like to share with us?

**Topic list 3 – individual interview with project leader at T1**

**Introduction**

* Goal of interview: We are halfway through with Healthy HR (six months), we would like to see how the process is going and what your experiences are so far with Healthy HR.
* Practicalities: recording, informed consent form
* Introduction round

**Experiences with Healthy HR and process**

* What is your experience with Healthy HR so far? (satisfaction)
* Can you describe the vision/purpose of Healthy HR?
* How do you think employees have responded to Healthy HR?
* How does the Healthy HR toolkit help to engage and implement the dialogue with employees? (fidelity)
* How did you make sure to engage employees?

**Healthy HR Toolkit**

* How does the Healthy HR toolkit help you?
* How do you use the toolkit? (fidelity)
* To what extent have the steps of the Healthy HR toolkit been implemented so far? (dose-delivered)
* Are there issues you have run into with the Healthy HR toolkit or the process? factors?

**Perceived changes**

* Are you already noticing a change in the workplace? Or within yourself? Could you describe this?

**Closing**

* Are there any other things you would like to share with us?

**Topic list 1 – individual interview of employees on the workfloor at T2**

**Introduction**

* Goal of interview: We are at the end of Healthy HR, we would like to discuss your experiences from the last six months.
* Practicalities: recording, informed consent form
* (If needed) introduction round

**Experiences with Healthy HR**

* What is your experience with Healthy HR? How was the process? Were you satisfied? Why were you satisfied/not satisfied?
* What was your reason/motivation for participating?

**Process**

* What have you noticed in terms of activities around Healthy HR? What components have you participated in? (dose received)
* How were you informed/how did you receive information about Healthy HR?
* How were you involved?
* Did you feel you were allowed to think and decide for yourself? (dose received) How do you feel about this?
  + If yes, what caused this? How did this happen?
  + Has it changed because of Healthy HR? Or was it always this way? Has management also changed because of this?
* Do you feel you can express your opinion openly and freely?

**Perceived changes**

* Has Healthy HR led to a change in the workplace/yourself?
* If Healthy HR continues, are there things you would do differently? Any tips?

**Closing**

* Are there any other things you would like to share with us?

**Topic list 2 – focus group with project group at T2**

**Introduction**

* Goal of interview: We are at the end of Healthy HR. We would like to discuss your experiences from the last six months.
* Practicalities: recording, informed consent form
* Introduction round

**Experiences with Healthy HR**

* In retrospect, what is your experience with Healthy HR (satisfaction)?
  + What are the strengths of Healthy HR?
  + What could be improved?

**Process**

* Can you share how the process went? (dose delivered)
  + Influencing factors? Did you feel there were any obstacles? (leadership?)
  + What went well/not well?
  + What activities were done? Which materials were used?
* How did you perceive your role in the working group? How did the collaboration go? Were you helpful to each other?
* What result did you achieve?

**Involvement and dialogue**

* How were employees informed/how did employees receive information about Healthy HR?
* How did you continuously engage employees? Interaction? What kind of materials were used? Fixed time in the week?
* To what extent did everyone participate and could everyone think? have a say? Did you feel there were barriers?

**Perceived changes**

* Has Healthy HR led to a change in the workplace/yourself?
* If Healthy HR continues, are there things you would do differently? Any tips?
  + What do you need?

**Closing**

* Are there any other things you would like to share with us?

**Topic list 3 – individual interview with project leader at T2**

**Introduction**

* Goal of interview: We are at the end of Healthy HR. We would like to discuss your experiences about the last six months, the process and the toolkit.
* Practicalities: recording, informed consent form
* Introduction round

**Experiences with Healthy HR**

* In retrospect, what was your experience with Healthy HR?
  + What did you find easy?
  + What did you find difficult?
* What factors influenced the implementation of Healthy HR? What facilitated it? Did you feel there were barriers?
* How satisfied are you with Healthy HR and how it went?
* Did Healthy HR help to establish a dialogue with employees and constantly engage them?

**Healthy HR Toolkit**

* Overall, what do you think of the toolkit?
* How did you use the toolkit?
* Did you implement Healthy HR as planned? If not, what have you done or how have you modified things differently (which ones and why)?
* What parts of the toolkit were delivered to employees?
* What tools did you use? Were they useful/not useful with the target group?
* Did the Healthy HR toolkit help you?

**Perceived changes**

* Did Healthy HR lead to a change in the workplace?
* Did Healthy HR deliver something for yourself/for the company?
* If Healthy HR continues, are there things you would do differently? Any tips?
  + What do you need?

**Closing**

* Are there any other things you would like to share with us?

**Topic list 4 – interviews with higher management at T2**

**Introduction**

* Goal of interview: We are at the end of Healthy HR. We would like to discuss your experiences about the overall process.
* Practicalities: recording, informed consent form
* Introduction round

**Experiences with Healthy HR**

* In retrospect, what was your experience with Healthy HR?
  + What are strengths of Healthy HR?
  + What could be improved?
* What factors influenced the implementation of Healthy HR? What was facilitating? Did you feel there were barriers?
* How satisfied are you with Healthy HR and how it went?

**Process**

* Does Healthy HR help with employee engagement?
* -What role did you play in Healthy HR? How did the collaboration go?
* Did Healthy HR make you look at employee health differently? And has that influenced your leadership style?

**Perceived changes**

* Has Healthy HR led to a change in the workplace?
* Has Healthy HR delivered anything for yourself/for the company?
* If Healthy HR continues, are there things you would do differently? Any tips?
* Any plans for the future/follow-up?

**Closing**

* Are there any other things you would like to share with us?