

CODING SHEET

VARIABLE	DESCRIPTION	RESPONSE CATEGORIES
NO	Unique number for each employee	A unique number in the data file
INFORMED CONSENT		1=yes 2=no
RACE/POPULATION GROUP	Q53 Race/population group	1=Black/African 2=White 3=Asian/Indian 4=Coloured 5=Other 6=Prefer not to answer
GENDER	Q54	1=Male 2=Female 3=Prefer not to say 4=Other
ETHNICITY/MOTHER TONGUE	Q55 Preferred language	1=Afrikaans 2=English 3=isiNdebele 4=isiXhosa 5=isiZulu 6=Sepedi(Sesotho sa Leboa) 7=Sesotho 8=Setswana 9=siSwati 10=Tshivenda 11=Xitsonga 12=Other 13=Prefer not to answer
OCCUPATION LEVEL	Q56 As in the organisation	1=Top management 2=Senior management 3=Professionally 4=Skilled technical 5=Semi-skilled 6=Unskilled
AGE	Q57 Age in years	1=18-30 2=31-40 3=41-50 4=51-60 5=61-65
DISABILITY	Q58	1=YES 2=NO
	ASSUMPTIONS OF INFERIORITY SUB SCALE	

	<p>32. A colleague assumed that I would have a lower education because of my race.</p> <p>38. A colleague assumed that I am poor because of my race.</p> <p>21. A colleague that I would not be educated because of my race.</p> <p>17. A colleague acted surprised at my scholastic or professional success because of my race.</p> <p>9. A colleague assumed that I would not be intelligent because of my race.</p> <p>36. A colleague assumed that I am in a lower level job because of my race.</p> <p>5. A colleague assumed that I grew up in a particular area or township because of my race</p> <p>22. A colleague told me that I was articulate (spoke good English) after he/she assumed I would not be.</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p>
	SECOND CLASS CITIZEN AND ASSUMPTIONS OF CRIMINALITY SUB SCALE	
	<p>6. A colleague avoided being in close proximity to me because of my race.</p> <p>31. A colleague clenched his/her purse or wallet upon seeing me, because of my race.</p> <p>8. A colleague avoided sitting next to me in a workplace recreation area because of my race.</p> <p>40. A colleague avoided eye contact with me because of my race.</p> <p>2. A colleague's body language showed they he/she was scared of me because of my race.</p> <p>34. A colleague assumed that I would physically hurt him/her because of my race.</p> <p>11. I received substandard treatment in the workplace</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p>

	compared to employees of other racial groups.	
	MICROINVALIDATIONS SUB SCALE	
	<p>27. A colleague told me that he/she "does not see colour".</p> <p>30. A colleague told me that he/she does not see race.</p> <p>39. A colleague told me that people should not think about race anymore.</p> <p>7. A colleague told me that he or she is "colour-blind".</p> <p>26. I was told by a colleague that non-White people do not experience racism anymore.</p> <p>33. A colleague from a different racial group stated that there is no difference between the two of us.</p> <p>4. I was told in the workplace that I should not complain about race.</p> <p>14. A colleague told me that people of all racial groups experience the same obstacles.</p> <p>10. I was told at work that I complain about race too often.</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p>
	EXOTICISATION/ASSUMPTIONS OF SIMILARITY SUB SCALE	
	<p>3. A colleague assumed that I spoke a language other than English.</p> <p>29. A colleague asked me to teach him/her words in my mother tongue.</p> <p>45. A co-worker assumed that I speak the same language as other people of my race.</p> <p>35. A colleague assumed that I ate foods associated with my race/culture every day.</p> <p>42. A colleague told me all people in my racial group look alike.</p> <p>23. A colleague told me that people in my racial group are all the same.</p> <p>13. A colleague wanted to date me only because of my race.</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p>

	<p>20. A colleague did not believe me when I told him/her I was born in South Africa.</p> <p>43. A colleague objectified one of my physical features because of my race.</p>	
	ENVIRONMENTAL MICROAGGRESSIONS SUB SCALE	
	<p>37. I observed people of my race portrayed positively in Council meetings.</p> <p>24. I observed people of my race portrayed positively in internal corporate publications.</p> <p>19. I observed people of my race portrayed positively in workplace meetings.</p> <p>28. I read corporate media in which a majority of contributions feature people of my racial group.</p> <p>18. I observed that people of my race are in top positions in my department.</p> <p>41. I observed that people of my race are portrayed positively in my work environment (names of municipal office buildings, boardrooms, internal programmes etc.)</p> <p>12. I observed that people of my race are in prominent positions in my workplace.</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p> <p>Convert into inverse scores.</p>
	WORKPLACE SPECIFIC SUBSCALE	
	<p>1. I was ignored at work because of my race.</p> <p>15. My opinion was overlooked in a group discussion because of my race.</p> <p>16. A colleague assumed that my work would be inferior to colleagues of other race groups.</p> <p>25. A colleague was unfriendly or unwelcoming towards me because of my race.</p> <p>44. My employer or a co-worker treated me differently than they treat co-workers of other races.</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p>

	SOCIAL COHESION (INTERACTION, BELONGING, COMMON GOAL)	
	<p>46. I felt comfortable when engaging with colleagues of all race groups.</p> <p>47. I experienced that I am part of a team and am working with my colleagues towards a common goal.</p> <p>48. I felt that I belong in my organisation</p>	<p>0 = I did not experience this.</p> <p>1 = I experienced this 1 time in the past six months</p> <p>2 = I experienced this 2 times in the past six months</p> <p>3 = I experienced this 3 times in the past six months</p> <p>4 = I experienced this 4 times in the past six months</p> <p>5 = I experienced this 5 or more times in the past six months</p>