



Management Information (MI) Report

Note: Datasets were generated for this particular report and are attached to the files sent. There are four datasets with 100 rows each and total of 15 columns, and the data in them range from January to June 2024.

Overview

This MI report provides a detailed analysis of employee health, absenteeism, and compliance within the client organization, utilizing SQL and PowerBI insights to deliver a strategic overview. The data-driven insights herein support the organization in creating a healthier, more productive workforce by addressing high-risk health concerns, boosting compliance with health protocols, and enhancing departmental efficiency.

SQL Insights

Insight 1: High Absenteeism and Health Risk Among Specific Employees

	EmployeeID	EmployeeName	Department	JobTitle	HealthRisk	TotalAbsenceDays
1	EMP109	Noah Hall	HR	Recruiter	High	10
2	EMP112	Ethan Walker	Operations	Logistics Coordinator	High	10
3	EMP115	Isabella Sanders	IT	Data Scientist	High	10
4	EMP103	David Kim	IT	Software Engineer	High	10
5	EMP121	Ava Lee	Finance	Financial Analyst	High	10
6	EMP127	Sophia Taylor	Finance	Financial Analyst	High	10
7	EMP133	Sophia Martin	Finance	Financial Analyst	High	10
8	EMP162	Olivia White	HR	Recruiter	High	10
9	EMP168	Mia White	IT	Data Scientist	High	10
10	EMP173	Mia Rodriguez	Operations	Logistics Coordinator	High	10

Figure 1: High Absenteeism and Health Risk Among Specific Employees

Objective

This insight highlights employees with a high health risk who also exhibit prolonged absenteeism, indicating chronic health issues likely impacting both employee well-being and organizational productivity.

Explanation

The analysis identifies employees with the highest absentee rates who are simultaneously categorized under high health risk. Prolonged or frequent absenteeism among these individuals suggests underlying health issues that could escalate without intervention.

As depicted in Figure 1 above, which shows the top ten employees that falls into this category. They have been absent for ten days each over the six months duration. Half of this affected employees falls under the Finance and IT Department.

Actionable suggestions

- i. **Personalized Wellness Programs:** Implement tailored wellness support, such as regular check-ups, mental health counselling, and lifestyle coaching, to address specific health needs.
- ii. **Frequent Health Assessments:** Schedule one-on-one consultations with occupational health experts to support employees in this high-risk category.
- iii. **Flexible Work Options:** Allow employees with chronic health issues to work remotely or on flexible schedules, accommodating health needs without compromising productivity.

Insight 2: Employee Compliance and Health Assessment Outcomes

Objective

This analysis highlights employees who are both non-compliant with health protocols and have failed

health assessments, signalling potential health risks and non-compliance challenges.

	EmployeeID	EmployeeName	Department	JobTitle	ComplianceStatus	AssessmentOutcome	AssessmentType
1	EMP103	David Kim	IT	Software Engineer	Non-Compliant	Needs Further Evaluation	Physical Health
2	EMP106	Eva Garcia	Finance	Financial Analyst	Non-Compliant	Needs Further Evaluation	Physical Health
3	EMP109	Noah Hall	HR	Recruiter	Non-Compliant	Needs Further Evaluation	Physical Health
4	EMP112	Ethan Walker	Operations	Logistics Coordinator	Non-Compliant	Needs Further Evaluation	Physical Health
5	EMP115	Isabella Sanders	IT	Data Scientist	Non-Compliant	Needs Further Evaluation	Physical Health
6	EMP118	Olivia Hall	Finance	Accountant	Non-Compliant	Needs Further Evaluation	Physical Health
7	EMP121	Ava Lee	Finance	Financial Analyst	Non-Compliant	Needs Further Evaluation	Physical Health
8	EMP124	Noah Davis	Finance	Accountant	Non-Compliant	Needs Further Evaluation	Physical Health
9	EMP127	Sophia Taylor	Finance	Financial Analyst	Non-Compliant	Needs Further Evaluation	Physical Health
10	EMP130	Elijah Sanders	Finance	Accountant	Non-Compliant	Needs Further Evaluation	Physical Health

Figure 2: Employee Compliance and Health Assessment Outcomes

Explanation

Non-compliant employees who have also failed health assessments pose an elevated risk for absenteeism and productivity loss due to untreated health issues.

As depicted in Figure 2 above, more than half of the non-compliant employees are from the Finance Department with Job Title of Accountant and Financial Analyst. This department might need a closer look.

Actionable Suggestions

- Immediate Health Follow-ups:** Conduct follow-up assessments for non-compliant employees to identify health issues and provide essential medical care.
- Stricter Compliance Protocols:** Reinforce health compliance through mandatory follow-ups and guidelines, ensuring that all employees meet safety and health standards.
- Health Incentive Program:** Offer rewards for employees who comply with health assessments to foster a culture of health compliance.

PowerBI Visualizations

Visualization 1: Employee Absenteeism Trend Over Time (Line Chart)

Purpose

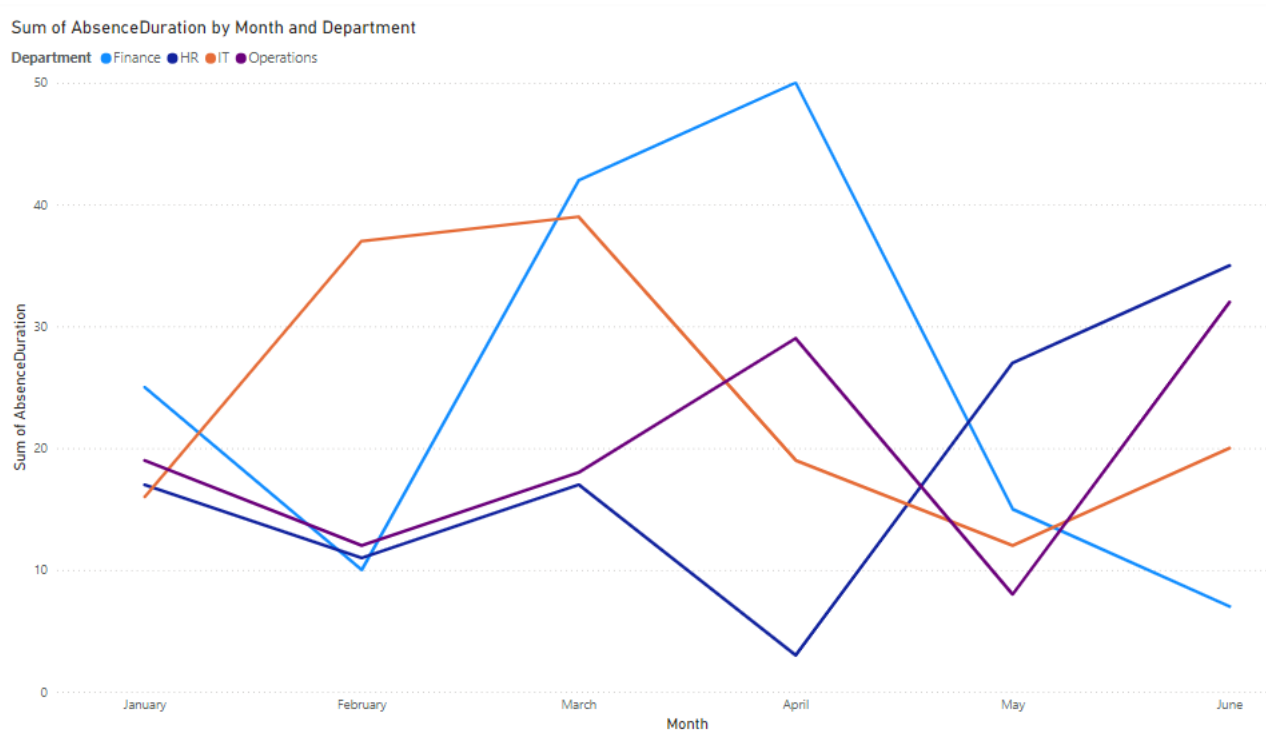


Figure 3: Employee Absenteeism Trend Over Time (Line Chart)

This line chart tracks absenteeism trends over time, enabling the organization to pinpoint seasonal spikes and assess the effectiveness of wellness initiatives by department or health risk category.

Explanation & Insight

Patterns are emerging, such as seasonal increases in absenteeism (e.g., during flu season) or notable improvements following wellness program launches, such as seen in the Finance Department over the six months duration as depicted in Figure 3 above. It is also noticeable that the absence trend of these Departments: HR, IT and Operations have steadily increased from May to June. These insights support planning for resource allocation during peak absentee periods and assessing program efficacy.

Actionable Suggestions

- i. Workforce Planning: Adjust schedules and resource availability in anticipation of high absentee periods.
- ii. Wellness Program Evaluation: Monitor absenteeism post-program implementation to gauge the impact on attendance and overall well-being.

- iii. Survey: A survey can be carried out in the Finance Department to know the main reason for the huge and continuous decline from April to June. The insights generated from this survey can be implemented in other departments.

Visualization 2: Distribution of Job Titles by Absence Reason and Department (Treemap)

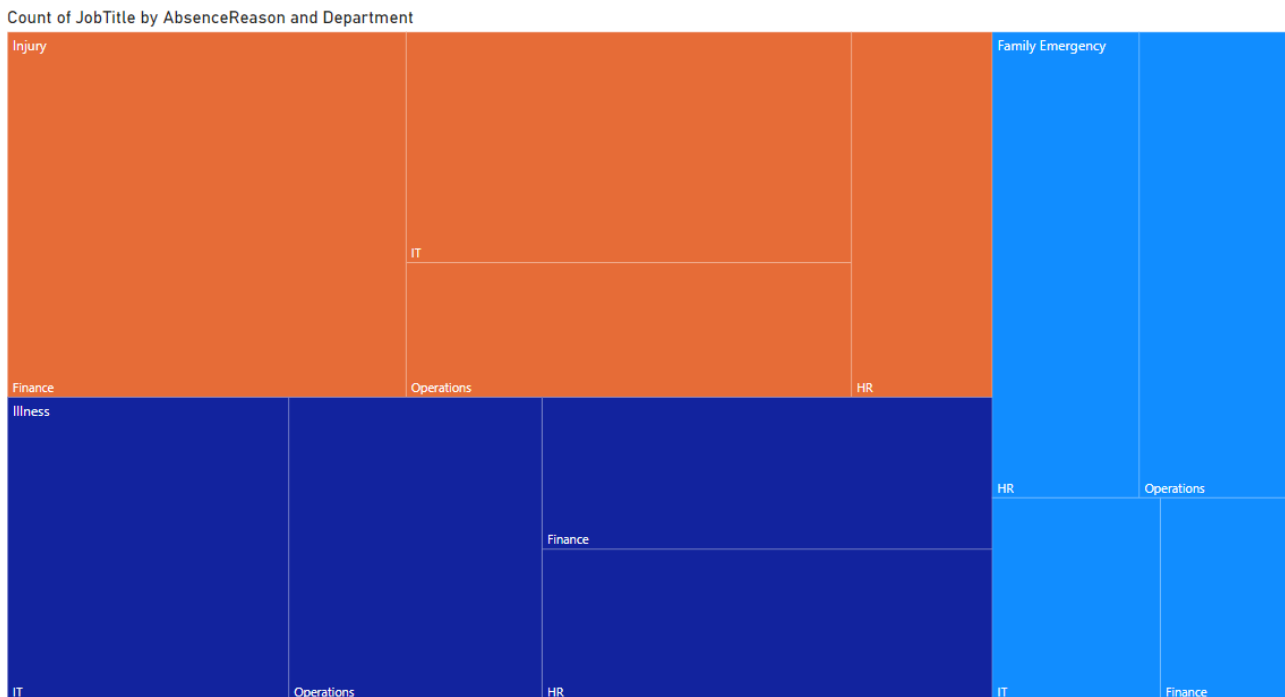


Figure 4: Distribution of Job Titles by Absence Reason and Department (Treemap)

Purpose

The treemap visualizes job titles by absence reason across departments, offering a snapshot of absenteeism patterns by role and reason.

Explanation & Insight

This visualization highlights departments or roles prone to specific absence reasons, such as frequent "Injury" reports in physical roles or "Family Emergencies" in management, allowing the organization to address potential workplace hazards and support work-life balance where needed.

As depicted in Figure 4 above, employees have been absent a lot because of Injury compared to other reasons. Also, Finance Department has the highest number of absent employees due to Injury.

Actionable Suggestions

- i. Safety Training for High-Injury Roles: Provide targeted safety resources or training for roles with higher injury-related absences.
- ii. Flexible Work Arrangements: In departments with higher family-related absences, offer flexible work options to improve retention and morale.

Visualization 3: Health Risk Profile of Departments Across Job Titles (Clustered Column Chart)

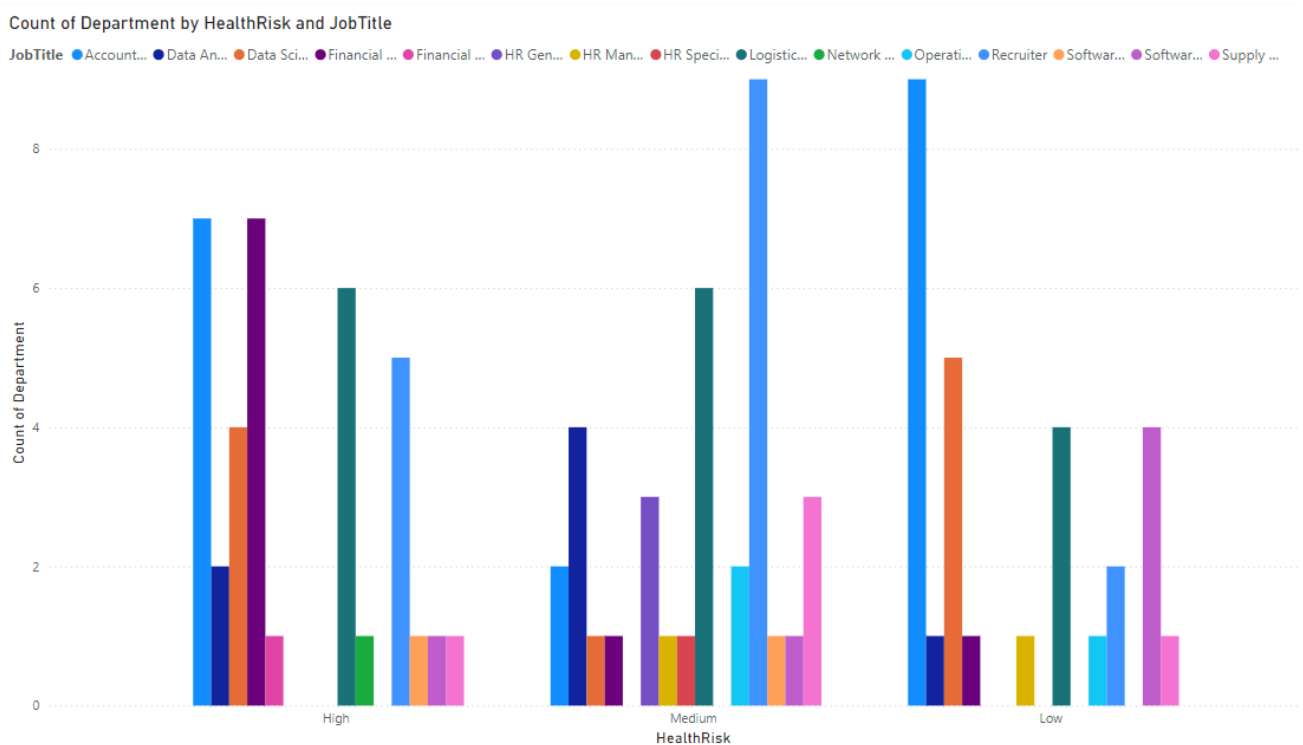


Figure 5: Health Risk Profile of Departments Across Job Titles (Clustered Column Chart)

Purpose

This column chart visually compares health risk levels across departments and job titles, enabling quick identification of roles or job titles with concentrated high health risks.

Explanation & Insight

The chart reveals trends in health risk by role, showing which job titles may face greater physical demands or risk factors. This helps determine if job titles are sufficiently supporting health and safety.

As depicted in Figure 5 above, employees from the following Job Titles: Accountant, Logistics Coordinator and Recruiter all have high number of employees across all Health Risk levels.

Actionable Suggestions

- i. Role-Specific Health Initiatives: For roles with high health risks, introduce specific health programs such as ergonomics training or equipment support.
- ii. Proactive Health Programs by Job Titles: Job Titles with high health risk concentrations can benefit from regular assessments and tailored health resources to mitigate overall risk.

Conclusion

Through the integration of SQL analysis and PowerBI visualizations, this report provides Harnham with actionable insights into health risk, absenteeism, and compliance. The tailored wellness programs, compliance protocols, and safety training initiatives suggested will not only foster a healthier work environment but also drive productivity and employee satisfaction, aligning with the organization's long-term strategic objectives.