THE RELATIONSHIP BETWEEN WORKING ENVIRONMENT AND OFFICE EMPLOYEE'S PRODUCTIVITY AT PERKESO KUCHING, SARAWAK

Prepared for: PUAN ARROMINY BINTI ARABI SUPERVISOR DR. SUEB BIN IBRAHIM CO-SUPERVISOR

Prepared by: HELMI BIN SULAIMAN DEGREE IN OFFICE SYSTEMS MANAGEMENT (HONS.)

UNIVERSITI TEKNOLOGI MARA (SARAWAK) FACULTY OF BUSINESS AND MANAGEMENT

DECEMBER 2017



BACHELOR OF OFFICE SYSTEMS MANAGEMENT (Hons.) FACULTY OF BUSINESS AND MANAGEMENT

"DECLARATION OF ORIGINAL WORK"

I, Helmi bin Sulaiman (I/C: 940911-10-5939)

Hereby, declare that:

• This work has not previously been accepted in substance for any degree, locally or overseas, and is not being concurrently submitted for this degree or any other degrees.

• This project-paper is the result of my independent work and investigation, except where otherwise stated.

• All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Signature: _____

Date: _____

ABSTRACT

Work environment plays an important role in an organization. Most of the problems faced by employees are related to working environment. Working environment and office design fulfills the employees' needs and helps to boost their productivity. The main objective of this study was to identify the relationship between working environment and employee's productivity. It was also to determine the most significant element of working environment that existed in the PERKESO. For this purpose, the researcher selected PERKESO, Kuching. For this research study, a questionnaire was distributed to get the feedback from the respondents. Twenty eight questionnaire was developed which contained 6 section (Demographic, Furniture, Noise, Temperature, Lighting, Productivity and Suggestion). Questionnaires that researcher had distributed are 125 in total, and manages to collected around 119 (96%) from respondents. Results of correlation from this study shows temperature have strongest correlations (r= 0.829**) than noise (r=0.755*), productivity (r=0.373**) and lighting (r=0.356**). The findings also revealed that furniture, noise, temperature, and lighting in the workplace were helpful in developing a working environment that had positive impact on employee's level of productivity in the organizations

iii

TABLE OF CONTENTS

DECLARATION OF WORK	.ii
ABSTRACT	.iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS	v
LIST OF TABLE	vii
LIST OF FIGURES	<i>iii</i>
LIST OF APPENDICES	.ix
CHAPTER 1	1
INTRODUCTION	1
Background of the Study	1
Statement of the Problem	2
Research Objectives	3
Research Questions	3
Significance of the Study	4
Limitations of the Study	4
Definition of Terms	5
CHAPTER 2	6
LITERATURE REVIEW	6
Work Environment	6
Productivity	7
Relationship between Work Environment and Productivity	8
Furniture	8
Noise	9
Lighting	9
Temperature	9
CHAPTER 3	11
INTRODUCTION	11
Research Design	11
Sampling Frame	12
Population	12
Sampling Techniques	13

CHAPTER 1

INTRODUCTION

Nowadays, working environment plays an important role towards employee's productivity. Every organization should have a good environment to make an employee have a good productivity. A good office environment will allow employees to perform their work optimally under comfortable conditions. Working environment can be described in terms of physical and behavioral components. These components can further be divided in the form of different independent variables. This study have been conducted to determine the relationship between working environment and employee's productivity at PERKESO Sarawak.

Background of the Study

The significance relationship between working environment and employee's productivity is addressed in this study. Office employees in every organization are well aware of the importance of this relationship. This is because office employees tend to spend most of their time in their offices rather than other places. In the workplace, we can assume that employees who are more satisfied with their workplace environment such lighting, temperature, furniture and noise are more likely to produce better output (Kamarulzaman, 2011). Even though leadership and motivational factors might relate to their employee performance, other elements of working environment might also relate to their performance. Working environment