

Participant Information Sheet

Study Title: [EXPLORING THE WORK LIFE BALANCE OF EMPLOYEES WORKING IN THE RESTAURANTS OF CARDIFF]

Researcher: Mr. Mahendra Tamang

Date of research approved: 13th August 2025

Please read this information carefully before deciding to take part in this research. It is up to you to decide whether to take part. If you are happy to participate you will be asked to sign a consent form.

What is the research about?

Thank you for your interest in participating in this important research study which aims to explore the work-life balance and factors affecting work life balance among male and female employees working in restaurants of Cardiff.

Why have I been asked to participate?

Why Have You Been Invited?

You have been chosen because you work as a professional in one of the restaurants in Cardiff, Wales. Your selection will help to ensure a comprehensive understanding of the working environment and lived experiences within the hospitality sector (i.e. restaurants).

What will happen to me if I take part?

What Does Participating Involve?

You will be asked to take part in one interview with the researcher regarding the work-life balance. Your interview is expected to last between 30 to 60 minutes and will be carried out either in person, via telephone, or through online platforms such as Zoom or Microsoft Teams or Whatsapp, depending on your preference and accessibility. With the informed consent, interviews will be audio-recorded and later transcribed verbatim for analysis. No follow-up interview will be required although the researcher will share the transcript with you and we will have chance to correct anything or add comments should you wish to.

Are there any benefits in my taking part?

Potential Benefits

This research aims to explore the work-life balance of employees working in restaurants of Cardiff. This research will determine and examine the problems and prospects of work life balance of employees in restaurants. It will assess and analyse the factors affecting the work life balance in restaurants. Furthermore, it will find out how employees maintain the balance between work and family life. I hope

the finding of this study will benefit many stakeholders including employees, employers, future researchers, the government or policy makers. You might appreciate the reflective space that the interview provides for you.

Are there any risks involved?

Risks to Participation

This research has been approved by the University's Research Ethics Committee and risks to participants has been carefully considered: the researcher does not envisage any risks to any of the participants from taking part in this study. However, it is likely that I will ask you reflect and comment on your lived experiences of working in restaurants.

Will my participation be confidential?

Confidentiality Assurances

Multiple measures will be taken to fully anonymise, securely store, and carefully analyse data according to strict protocols on [audio files, coding systems, restricted access permissions, consent docs etc.]

Yes. In compliance with General Personal Data Regulations (GPDR) and University policy, everything you say in the interviews will be anonymised and kept confidential to the research team unless you tell us something that indicates that you or someone else is at risk of harm. I would discuss this with you before telling anyone else. The researcher will not tell anyone you have taken part in this study. The researcher may repeat what you have said in a publication, but you will not be named.

The data will be collected by an audio-recorder. Your confidentiality will be safeguarded during the study by ensuring that all the written and audio files will only be seen by the researcher and will not be linked to you personally.

Any personal data (i.e. with names of participants) will be stored securely on a University password-protected server and hard-copies in a locked filing cabinet at the researcher's office. All data will be coded and anonymised to ensure it cannot be linked to you. The researcher will be the custodians of the data and will have sole access to view identifiable data.

What should I do if I want to take part?

Next Steps

Please read through the information carefully and indicate on the consent form that you agree to take part in this research.

The researcher want you to complete a consent form. The researcher will then talk through the research with you before the interview and answer any further questions you may have. If you choose to participate, the researcher will then ask you to provide a written informed consent on a University consent form.

What happens if I change my mind?

Withdrawing Participation

You can withdraw from the study at any time during the interview, and up to two weeks following the interview, without your legal rights being affected. Simply inform the researcher in person or by email/phone that you want to withdraw from the study. Once you withdraw from the study the interview data collected will be destroyed.

What will happen to the results of the research?

What Happens With The Research Findings?

The anonymised results will be [applications...dissemination channels] with identifiers removed.

The findings from the research will be used to inform future best practice of cross-sector collaboration in addressing complex public problems.

The anonymised data will be retained for the duration of 2 months (from the time the data is gathered) as per the University Policy re: data retention, including the researcher's personal ID to validate the data in case of actuation of fraud or fabrication.

Where can I get more information?

Any concerns about the study should be directed to the University's Data Protection Officer at the address below or by email at: foi@uwtsd.ac.uk

Mr Paul Osborne

The Data Protection Officer

**University of Wales Trinity Saint David Swansea Business Campus
High Street, Swansea SA1 1NE**

What happens if something goes wrong?

In the unlikely case of concern or complaint, you should email the Postgraduate Research Office at pgroffice@uwtsd.ac.uk.

For this pilot study only: In the unlikely case of concern or complaint, you should email Dr Caroline Jawad by email at caroline.jawad@uwtsd.ac.uk. Or email Dr. Helen Lee by email at helen.lee@uwtsd.ac.uk

Thank you for taking the time to read the information sheet and considering taking part in the research.

If you decide to take part, you will be given a copy of the information sheet and a signed participant agreement form to keep. Thank you.