



# STAYING WELL AT WORK

# CASE STUDY



UNDEB EWROPEAIDD  
EUROPEAN UNION



Llywodraeth Cymru  
Welsh Government

**Cronfa Gymdeithasol Ewrop**  
**European Social Fund**



**RHONDDA CYNON TAF**

“I would highly recommend this service to everyone, not just because it is free but because of the high level of service you receive”.



## About SWAW

The Staying Well @ Work (SWAW) offers support to small and medium sized businesses in Rhondda Cynon Taf and their employees with their approaches to equality, health and wellbeing - enabling businesses to become more resilient and prosperous.

We are able to support businesses and their staff in fostering a culture of equality and wellbeing through the development of robust policies, structures, processes and behaviours.

## Their Problem

The business owner felt that the company policies required reviewing and updating as well as recommendations for any additional core policies that the business did not currently have in place.

## Our Solution

The SWAW HR Policy and Development Officer carried out a review of the sickness absence policy to include key legislation and reference to occupational health, signposting and right of accompaniment for absence review meetings. Maternity policy was amended to include elements of the pregnancy at work policy. Paternity, adoption and shared parental leave policies drafted. Disciplinary and appeals policy amalgamated. Managing conflict and handling grievances policies amalgamated.

## Feedback

**Joanne Baldock, Owner Role Play Lane** - “I have received support from the Staying Well at Work team for a few months now and I have to say I'm really impressed with them. They have provided me with a range of knowledge and documents to support my small business and I always feel completely at ease speaking to them about any of my concerns. The team were happy to spend time discussing all my business needs and provided the documents to me quickly. They also sent me information about mental health and well-being, which is particularly important during the current COVID-19 crisis. ..Thank you team!”



UNDEB EWROPEAIDD  
EUROPEAN UNION



Llywodraeth Cymru  
Welsh Government

**Cronfa Gymdeithasol Ewrop**  
**European Social Fund**

*The Staying Well at Work Service provides clinical support to staff within small and medium size businesses in Rhondda Cynon Taf to improve daily functioning and symptom management enabling people to return to, or continue to work.*



**RHONDDA CYNON TAF**