

Importance of having
effective disciplinary
and grievance
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The word organization means to keep in order to manage or to organize something so from the definition of organization, it link with discipline and grievance policies and planning is quite evident.

Without discipline and grievance and careful planning the organization can't be effective planning is actually a policy it is a statement to a directive for the development. The policy plays a pivotal role in influencing any type of organization . it is the result of a long strenuous deliberation made on various forums it provides a conceptual frame work and also a plan of action for any organization so the success and the climax of organization depends greatly upon the discipline and grievance policy procedure policy procedure also aims at achieving specific development goals of any organization is a continuous systematic process and the initial step in plan formulation of any organization without the policy procedure the aims and objects of organization can't be identified or achieved in a true sense of words. Thus discipline and grievance policy procedure go hand in hand in the way of progress of any organization. They enable the members of organization to create conductive and comfortable environment because disruption can create multifarious problems and they are hurdles in the way of progress.

The survival of an undisciplined and unplanned organization is not at all possible. The effectiveness of policy procedure depends upon the careful planning and thinking of policy makers. It is necessary for every organization to plan the policies and to implement these policies in the best possible way.

Without policy procedure there would be chaos and there would not be defined objectives to achieve. It is very well said that " failing to plan

actually means planning to fail” so the strength and progress of the organization totally depends upon pure planning policy procedure and civilization. It is the collective effort of the planner’s policy makers and administration to do efforts for the development of organization. Single individual can’t make it strong or power full.

We can easily conclude that laws and rules for fabricated for safety of life and property. If someone violates a red traffic signal so he is fined whereas the purpose of red signal is to stop and wait for the green signal that is your safety and safety of your car. Violation of red signal it may cause some serious accident causing damage of life and your vehicle as well.

In order to realize the importance of having effective disciplinary and grievance policies, we need to have a look on the basic reasons which causes these disciplinary and grievance issues, separately. Firstly, let us view grievance issues and then disciplinary issues laterly:

Grievance related issues:

From a practical point of view it is probably easier to list those items that don’t precipitate grievances than to list the ones that do. Employees may use just about any factor involving wages hours or condition of employment as the basis of grievance. However, certain grievances are more serious since they are usually more difficult to settle. Seniority problems including promotion, transfers and layoffs would top this list, other would include grievance growing out of job evaluation and work assignment, overtime, vacations , incentive plans and holidays.

A grievance is often a symptom of an underlying problem. Some time bad relationships between supervisors and subordinates are to blame. This is often the cause of grievances over fair treatment for instance. Organizational factors such as automated job or ambiguous job description that frustrate or aggravate employees also cause of grievances,

Discipline related issues:

Discipline means the observance of certain well-defined rules. Without such regulation it is not possible to maintain humanness. Such regulation contributes to the glory of human existence.

Disciplinary issues are concerned with any infringement of regulations, policies or procedures,

or any failure to meet the required standards of behaviour, conduct, performance or attendance

or failure to respond to previous written warnings, prolonged or repeated acts of misconduct.

Examples may include theft, fraud (including attempts to commit theft or fraud) or other criminal activities, deception, serious breaches of confidentiality, gross professional negligence or misconduct or misrepresentation, serious misuse of or malicious damage to trust property or equipment or bringing the organisation into disrepute.

What is the importance of disciplinary and grievance procedures?

Disciplinary and grievance procedures tells a clear rules to deal with difficulties which may grow as part of their working relationship from either the employer or from the employee's . It is necessary that everybody is treated in the same way in similar situation, to ensure issues are deal with fairly and reasonably and that they are accommodating with current policies and procedures.

Why Grievance procedures are needed:

To provide employees with a course of action that they have a complaint (which they are unable to decide through regular communication with their senior manager).

To provide points of contact and timescales to resolve problems.

To try to resolve problems without alternative to other employment.

Why Disciplinary procedures are needed:

Employees know what is expected from them in terms of standards of performance and the possible penalties in case of not completing these requirements.

To recognize difficulties to each employee obtaining the required standards such as training requirements, shortage of clearness of job requirements, additional support and take suitable action.

As an opening to agree suitable goals and timescales for development in an employee's performance or behavior.

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To try to solve problems and difficulties without going to an employment tribunal.

Importance of Grievance and Disciplinary policies and procedures for the employees

Grievance and disciplinary policies and procedures are equally important for employees as, it provides them guidance and job security, which in result, increase the efficiency of the organization. It is the duty of the organization (HRM Department) to provide a note book in which all these policies are clearly written for the guidance of employees so that they should be well aware of the organizational rules and regulations, and in case of violation of these rules, employee could be aware of the fact and should be ready for explanation or punishment according to the severity of violation. And in case of any injustice, employee could know about his rights and how he can get them. In general, these policies protect employees. The aims of these procedures include helping and encouraging employees to improve. If a decision is taken against an employee due to some misconduct and if the employee is not satisfied with the decision taken by the organization against him, he should be allowed to appeal in a higher panel.

These grievance and disciplinary policies and procedures protects the employees and other side it provide the limits. The main importance of these procedures and policies to bring the improve and betterment in the conduct of the employees. In the some strict organizations some time different types of disputes are arises between the employees and the organization gave the employees heavy punishments and ignores the rules and regulations. The employees may suffer a big loss. And these policies and procedures at that <https://assignbuster.com/importance-of-having-effective-disciplinary-and-grievance-policies-management-essay/>

time will help the employees. With help of these policies we can enforce the employees to obey the laws and regulations of the company. When the employees know the laws and procedures then they do not want to violate the company laws. In this way the employees can work without any fear. With the help of these we can increase the efficiency of the employees. The effective grievance disciplinary policies and procedures tell how to deal in the difficult situation that usually occurs in the organization. A good and effective policy and procedure give the job security to the employees of the organization. And on the other side it permits that all employees should obey the law and regulation of the organization. On the basis of this, the employee feels security and satisfaction in the organization.

Importance of Grievance and Disciplinary policies and procedures for the employers

These grievance and disciplinary policies and procedures are comparatively more important for the employers as a fair and comprehensive disciplinary procedure is necessary to deal with employees who deviate from these standards. The purpose of such a system is not just to impose punishments on employees but also to assist employees improve performance or conduct with the exception of Gross or Serious misconduct.

Examples of misconduct should be clearly written in the given notebook to employees. Employees are expected to seek guidance where they are unsure of what is permitted. The need for satisfactory standards of performance and behaviour from employees is essential for all organisations and these standards are set by the HRM department of the organisation.

Dismissal should only occur when all other efforts have failed. When

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misconduct is suspected, the organization will use this procedure to investigate and take any resulting action, including dismissal in the most serious cases.

Disciplining the employees is not commonly appreciated by staff, but on the other hand it is important to the overall well being of an organisation that it is carried out correctly. As it is the employer who is ultimately responsible for the behaviour of their employees, if misconduct goes unrebuked the whole organisation will suffer. An employee who misbehaves can upset the entire working environment, may cause good staff to leave and even bring the organisation into public disrepute. These grievance and disciplinary policies and procedures set the powers of the decision makers to handle any misbehaviour case. These policies protect the organization . it become compulsory for the organization to follow the policy because all rules and regulation are written in the note book . It is important for the organization when you handling the case you should follow the rules according to the policies . IT is also important all the steps should be fowled during handling the case . In the organization some employees are senior some time they violates the law or rules . Then it became important for the organization to handle these case according to the policies are not but betterment of the organization is that to handle it according to the policies.

Advantages of a Good Disciplinary Policy [1]

A clear and effective disciplinary policy offers many benefits, including:

Clear guidelines for employee behavior. A straightforward, easy-to-understand disciplinary policy will tell your employees what you expect of

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them and what conduct you will not tolerate. Enforcing the policy in a uniform manner will show your employees that you take these rules seriously.

Good morale for other employees. It's true that the employee you discipline is not likely to enjoy a morale boost, but the rest of your workforce will. Other employees do not like to see a coworker getting away with poor, unproductive behavior while they work thanklessly at their jobs. And, if a problem employee is allowed to misbehave without suffering any consequences, others in the workforce will soon realize that they can get away with slacking off, too.

Protection against employee lawsuits. If you clearly inform your employees of the consequences of poor behavior and enforce your policy fairly, you will buy yourself some insurance in future disputes. It will be more difficult for an employee to argue that his or her termination was unjustified if you can show that you told your employees what conduct would result in discipline, and that this particular employee had been subject to prior disciplinary action.

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Discipline plays an important role in the any organization. Without discipline you cannot run any business. Every organization his own rules and disciplines' it is the duty of the all employees to obey all the rules and regulation. Organizations should make such rules according to his environment. Strict discipline cannot achieve 100% result. If some employee breaks the discipline the company wants to give him punishment. According

to the Collins 1995 suggests that punishment often fails to achieve the goals intended, it hurts -emotional and mental pain. according to SALAMON 2000- argues that management continue to use punishment and reward to regulate the behavior of employees with the work place. Some time the old or senior employ unintentionally break them, the organizations should avoid them because they are seniors employ. Some time impacts on employee behavior are less likely to intentionally break the rules. In some organization strict discipline is very important just like hospitals Nuclear plants, Airlines. and in Forces. In these type of organization you should brief to the all employees about rules and regulations. In these companies strict discipline is very important. if you do not follow discipline. May be due to you the organization face irrecoverable loss or heavy loss. Strict disciplines sometimes lose the employee.

GRIEVANCES throws negative impacts in the organization. Due to this the company lose the loyalty of the employee and some time loses the good employee. In the big organization grievance normally take place. Good practice for management to identify dissatisfaction at early stage and deal with it fairly. It is the duty of the HRM department to solve all the matters related to grievance and discipline. And try to create loyalty of the employees. HRM department should understand the culture of the employee. In the European countries some organizations are very strict discipline and some are so soft. Good HRM departments solves all matters in a positive way.

Problems with employees may arise from time to time in even the best-run businesses. Occasionally you may need to take disciplinary action against employees or deal with their grievances but it's better to look at ways of <https://assignbuster.com/importance-of-having-effective-disciplinary-and-grievance-policies-management-essay/>

preventing problems arising in the first place. If problems do arise, deal with them rather than let them fester into resignations and/or tribunal claims.

Disciplinary and grievance procedures should be an aid to good management.

Have clear written procedures and policies that are known and understood by all workers. Also, make sure you distinguish between discipline on conduct grounds and your procedure to improve performance - though this may eventually require disciplinary action if performance does not improve.

Organizations should set standards of performance and conduct reinforced by company rules. Problems when standards are not met or where grievances are raised by employees may often be dealt with informally but if a formal approach is needed then procedures help employers to be fair and consistent.

