

Task: Ms. Swapna is the manager of ABC Pvt. Ltd. She wants to ensure that employee discipline is well maintained. What are the important principles that have to be observed in the maintenance of discipline?

ANSWER:

Discipline of work - this is an appropriate institution of labor law, ie the system of legal rules governing the internal labor schedule providing for duties of the employee and the employer (his administration), incentives for success in work, their application, and the types of penalties for breach of discipline labor and their application. Discipline of work - this is mandatory for all employees of obedience to the rules of conduct set out in accordance with the Labor Law and other federal laws, collective agreements, contracts, local regulations, the employment contract. The employer, in accordance with such law shall create the conditions necessary for compliance by labor discipline. Work schedule is determined by the internal regulations governing in accordance with the labor laws of the order of hiring and firing workers, basic rights, duties and responsibilities of parties to the employment contract, working hours, rest periods, measures to encourage employees and foreclosure, as well as other matters of labor relations in Organization.

The employee must comply with the current job descriptions, responsibilities, qualifications provided a guide to his office, work, and fire protection, health regulations of the production. The employer (administration) is required to provide the appropriate level of discipline at work and respond to the violation of its individual employees.

How to improve and maintain employee morale in the company? There are several ways, but none of them is used alone in practice - works effectively only by their combination. The successful conduct of the business of the company is not in the least dependent on the state of its labor discipline. Many employers are asking how to be a strict discipline in the company? This question is quite justified: the desire to get all employees to act according to the same rules is not only unreasonable, but also can be harmful to the company. Strict labor discipline can only be effective if it is truly understood and accepted by the whole team - if not tougher disciplinary measures will be met by resistance. In determining the reasonable bounds of discipline employer must consider not only the objectives of the company, but also to take into account such factors as: the professional and personal qualities of employees (as far as they are able to actually meet the requirements without compromising the business), the objective necessity of certain measures and possibility of a compromise with the wishes of the employees. Experts believe that the department policy aimed at maintaining labor discipline, should be based on three basic principles. First, employees need to have a correct understanding of the business goals of the company, and secondly - to realize the negative consequences of their inappropriate behavior and third, leadership communication with them should not be in the style of "I need" and "I would like to . " Theoretically, there are two basic ways to maintain discipline - prescription and motivation. But none of them is used alone in practice, and works effectively only a combination thereof. Method of prescriptions that can be called a team relies heavily on the "Labor Law". However, the "Labor Law", which determines the basic parameters of the relationship of employees and employers, can not take into account the diversity of situations encountered in practice. Therefore, at present, more and more companies are establishing their own internal rules on employee morale and help the management and managers to avoid its violation.