

# MEANING :

A disciplinary procedure is a process for dealing with **perceived employee misconduct**.

Organisations will typically have a wide range of disciplinary procedures to invoke depending on the severity of the transgression.

**It is the practice of training people to obey rules or a code of behavior.**

**Framework** - employees - have met the required standards of conduct.

# Reasons for disciplining employee

## Issues related to conduct

- Absenteeism
- Negligence
- Usage of alcohol
- Harassment
- Stealing
- Wrong dress code
- Falsification of documents
- Tardiness

## Issues related to performance

- Low productivity.
- High error .
- Repetition of specific error.



# Objectives



- Willing to accept of Rules, Regulations & Procedures of an organization.
- To develop a spirit of TOLERANCE & DESIRE to make adjustments.
- To impart an element of certainty despite a lots of several indifferences in informal behavior.
- To give & seek direction & responsibility.
- To increase Workers efficiency.

# Aspects of discipline.....

## Positive Aspect

- Refers to rewards , appreciation, constructive support , incentives & payments etc.
- Happens when management applies the **Principles of Positive Motivation**, when the leadership is efficiently managed.



## **Negative aspect**

- Refers to when people are forced / constrained to obey orders.
- To perform their tasks in accordance with the rules & regulations.
- Indulging in anti-social & anti organizational activities.
- Results in lay-off, suspension , fine , red-listing etc.



# Disciplinary procedure

1. Issuing a letter of charge to the employee calling upon him for explanation
2. Consideration of the explanation
3. Show-cause Notice
4. Holding of a full-fledged enquiry
5. Considering the enquiry proceedings & findings & making final order of punishment
6. Follow-up

## 1. Issuing a letter of charge to the employee calling upon him for explanation:-

- When the management of the establishment comes to conclusion that an act of misconduct committed by an employee warrants disciplinary action, the concerned employee should be issued a charge sheet.
- The charge sheet should indicate the charges of indiscipline or misconduct clearly & precisely.



- **Explanation** should also be called from the delinquent employee & for that **sufficient time** should be given to the employee.
- Serving of the charge sheet may be either **personally or by post.**



## 2. Consideration of the explanation

- When the delinquent employee admits in an unqualified manner about his misconduct & when the employer is satisfied with the explanation given by the delinquent employee there is no need for conducting any enquiry further.
- On contrary, when the management is not satisfied with the employee's explanation, there is need for serving a show-cause notice.



### 3. Show-cause Notice

- In the show-cause notice, the employer provides another chance to the employee to explain his conduct & rebut the charges made against him.
- It is issued by the manager who decides to punish the employee.
- Besides, a notice of enquiry should be sent to the employee & this should indicate clearly the name of the enquiry officer, time, date, & place of enquiry into the misconduct of the employee.

## 4. Holding of a full-fledged enquiry

- The enquiry should be in conformity with the principles of natural justice, i.e., the delinquent employee must be given a reasonable opportunity of being heard.
- The enquiry officer should record his findings in the process of an enquiry.
- He may also suggest the nature of disciplinary action to be taken.



## 5. Considering the enquiry proceedings & findings & making final order of punishment

- When the misconduct of an employee is proved, the manager may take disciplinary action against him.
- While doing so, he may **give consideration** to the employee's previous record, precedents, effects to this action on other employees, consulting others before awarding punishment rate.



- No inherent right to appeal has been provided , unless the law provides it.
- In the case of the employee feels the enquiry is not proper time & action unjustified he must be given a chance to make an appeal.



## 6. Follow up

- After taking disciplinary action, there should be proper follow up.
- The disciplinary action should not take or make the employee repeat his mistake.



# Conclusion

- Employee discipline should be used for the purpose of helping the employee to correct behavioral or performance problems that have a negative impact on the workplace.
- A disciplinary policy and procedure should be in place that includes a policy statement, the purpose for the policy, and a step-by-step procedure (with specific timelines) for the process.