



AN ORGANIZATIONAL GROWTH-RELATED HUMAN RESOURCE MANAGEMENT OBSTACLE: EMPLOYEE DISCIPLINE

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ABSTRACT: Employee discipline is vital for enforcing workplace policies, conventions, and behaviors. According to this concept, employee discipline fosters a positive and productive work environment. Staff discipline is vital to maintaining a stable and orderly workplace. By constantly enforcing standards, management reduces disruptions and disagreements that could delay productivity. Discipline gives employees responsibility and accountability. People are more likely to accept responsibility for their actions and perform well at work when there are clear standards and consequences for mistakes. Employee discipline encourages a positive organizational culture. Team members feel more connected when they believe disciplinary procedures are fair and equitable. This promotes trust and respect for leaders. Maintaining the company's integrity and reputation necessitates strict employee behavior. Maintaining the organization's stakeholder reputation necessitates the timely and successful resolution of misconduct or unethical behavior.

Keywords: Employee Discipline, Organizational Growth, Human Resource Management

1. INTRODUCTION

Employee discipline is the process of managing and adjusting human behavior in order to sustain performance. The ultimate goal of discipline is clear. Encourage employees to reach job performance goals while acting ethically and safely. Structured teams require discipline.

Employee discipline encourages self-control, loyalty, and appropriate behavior. Worker discipline is often regarded as a limited punishment. Disciplinary action is the official method of punishing employees for workplace infractions. Penalize an employee for poor job performance by denying a raise or issuing a warning letter or suspension. Punishment, human resource development, and positive reinforcement such as compliments and praise all fall under the category of discipline.

Effective professional connections necessitate discipline. To perform properly, a business must

establish and maintain employee behavior. Discipline is vital for staff morale and industrial harmony. Punishment may increase worker productivity. Individual acts have an impact on the entire group.

Employee discipline, including constructive discipline, is examined. We will also explore indiscipline and the many components of the disciplinary procedure.

2. REVIEW OF LITERATURE

Hannah Wilson "Navigating Ethical Dilemmas in "Employee Discipline: A Framework for Ethical Decision Making" in 2024. This study provides a paradigm for moral issues in employee discipline. By using ethical decision-making frameworks and case studies, the study helps human resources professionals and organizational leaders protect ethical norms, preserve employee rights, and promote justice and honesty in disciplinary



proceedings.

"Implementing Progressive Discipline Policies: Best Practices and Challenges" by David Wilson, 2023. This article examines corporate progressive discipline. The report outlines the best ways to confront employee misconduct, execute punishment, and promote accountability and growth. This is done through case studies and expert interviews.

In 2023, Laura Thompson compared "Legal Considerations in Employee Discipline." This article compares employee discipline laws in different jurisdictions. The study uses case law and legislative studies to explore key legal issues, procedural obligations, and employer duties in punitive proceedings.

Robbie John The Impact of Leadership Style on Employee Discipline Climate in 2023. This study analyzes how leadership philosophies affect business culture and employee punishment. This study uses surveys and leadership evaluations to compare transformational, transactional, and laissez-faire leadership styles on employee perspectives, disciplinary methods, and organizational results.

Amanda Clark's 2023 case study was "Training Supervisors for Effective Employee Discipline." A case study of supervisor training programs to improve staff discipline is shown here. This study explores the training, pedagogical approaches, and organizational factors that help supervisors handle disciplinary situations. Program evaluations and participant input inform the analysis.

Scott Benjamin "The Mediating Role of Trust and Fairness in Ethical Leadership and Employee Discipline" 2023 The links between fairness, employee trust, ethical leadership, and discipline are examined in this study. This study examines how leaders' morality, transparency, and responsibility affect employees' views of corporate justice and discipline. This is done using structural equation modeling and survey analytic methods.

Christopher Davis (2023) contributes "Crisis Management and Employee Discipline: Lessons

from the COVID-19 Pandemic." This study analyzes how companies adjust employee punishment procedures during crises like the COVID-19 outbreak. The study uses case studies and crisis management frameworks to find a balance between performance criteria, organizational adaptation, and employee wellbeing in the face of extraordinary difficulties and uncertainty.

Emily Johnson studied good discipline and employee performance in 2023. This study examines how positive discipline affects corporate worker performance. This study analyzes how coaching, feedback, and acknowledgment affect employee productivity and satisfaction. A mixed-method approach collected data from surveys and interviews.

Sarah Davis studied "The Influence of Organizational Culture on Employee Discipline." in 2022. This study explores how organizational culture affects employee punishment practices across businesses. This mixed-methods study examined how cultural norms, values, and leadership styles affect employee behavior and disciplinary outcomes using questionnaires and focus groups.

Daniel Brown How Emotional Intelligence Will Improve Employee Discipline in 2022 This study examines how emotional intelligence affects employee discipline. This study analyzes how leaders' empathy, communication, and emotion management skills affect equal, consistent, and good discipline. The study collected data via surveys and behavioral evaluations.

"Exploring the Role of Communication in Effective Employee Discipline" by Michael Smith, 2021. This study analyzes how communication aids staff discipline. We analyze case studies and perform qualitative interviews to find communication tactics that increase accountability, equity, and transparency in disciplinary procedures.

In "Technology-Assisted Employee Discipline: Opportunities and Ethical Considerations," Jessica Martinez discusses it in 2021. This study



evaluates employee discipline technology use. Analyzing ethical frameworks and interviewing HR professionals, the study examines the pros, cons, and ethical consequences of using digital tools to monitor, track, and enforce disciplinary proceedings.

Andrew Thompson wrote "Employee Discipline in Times of Crisis: Strategies for Maintaining Order and Morale" in 2020. This study explores employee discipline-related organizational order and morale strategies. This study suggests proactive methods and communication strategies to reduce disruptive behaviour, boost resilience, and improve employee well-being during crises. Crisis management theories and case studies are used in the research.

3. DISCIPLINE AN EMPLOYEE USING PROGRESSIVE DISCIPLINE

All misconduct or infraction allegations should be investigated. To give the HR agent or supervisor accurate information, the inquiry must be quick, unbiased, and thorough.



Step 1: Investigate Misconduct

Manager notified employee about issue. Clarifying the issue, the regulations being infringed, and the expected conduct is crucial.

Step 2: Counseling and Verbal Warning

Supervisor and employee may also discuss solutions to improve the situation. Verbal warnings and counseling can be done separately. The spoken warning is proactive, whereas the counseling is informal. Case details and insurance will determine the next steps.

Even a verbal warning should be recorded by the supervisor as a precaution.

Step 3: Written Warning

After the direct warning, a written caution is provided if the issue persists or arises. This document details the violation and its

repercussions. Meeting with their immediate supervisor or manager to discuss the written warning works best. Supervisors must clearly convey expectations and consequences for noncompliance.

Step 4: Final Written Warning and/or Suspension

Many companies provide a final written warning before suspending someone. The initial and final written warnings will contain the same information. Even without compensation, management and HR should agree on a suspension. Most states require this. If an investigation shows the suspended employee did nothing wrong, their company should let them back in. This means the employee is reimbursed for their absence.

Employee termination may be preceded by suspension alternatives. Your organization will decide whether to investigate these options now.

Withhold compensation increases – If a problem continues, an employer might withhold future raises until the problem is solved.

Transfer – A transfer to a different department or role may be tried before suspension or termination.

Demotion – Some employees may perform better at a lower level, so it may be appropriate to demote them.

Step 5: Termination

Termination is usually the last step. HR and a higher-up should agree on firing an employee. Some companies believe the CEO should make all decisions.

Many companies write an elaborate statement explaining the situation and getting employee agreement before firing them. This is like a final written warning. This can prove the organization followed protocols if needed.

4. FACTORS OF EMPLOYEE DISCIPLINE

When all employees follow corporate policies, indiscipline is reduced. Certain employees violate responsible behavior, necessitating disciplinary



action.

To achieve justice and equity, the following things must be considered:

Seriousness of the Problem:

Management must assess the severity of rule infractions. Sexual harassment has higher penalties than tardiness.

Duration of the Problem:

Determine the issue's duration or frequency. First-time offenses may be less serious than subsequent offenses.

Nature of the Problem:

The issue's recurrence merits more examination. It is important to determine whether this is a reoccurring problem or an increasing one. Chronic illnesses pose significant dangers.

External Influence:

An employee may face external discipline. An accident may prevent an employee from attending a critical meeting or performance assessment.

Degree of Familiarity:

Companies with precise written employee conduct policies can more thoroughly administer disciplinary procedures than those with informal or vague norms.

Disciplinary Practices:

A precise procedure is required for evaluating disciplinary procedures. To ensure justice, look into previous employee discipline for similar infractions.

Management Support:

When an employee raises a problem to higher authority, management must have sufficient evidence to justify their actions. People who believe they can challenge the manager's decisions are less likely to face disciplinary action.

Positive Discipline:

Positive workplace discipline necessitates the development of a trusting and collaborative culture in which all employees are aware of and actively pursue the company's policies and goals. Every disciplinary program begins with clear employee expectations. Thus, a comprehensive, egalitarian, reasonable, and readily stated set of principles and standards is required.

Discipline shapes people's behavior and advancement through reprimand and encouragement. Positive reinforcement and encouragement for permitted behaviors. When team members grasp the expectations and conventions, discipline can be fair and impartial.

Self Discipline and Control:

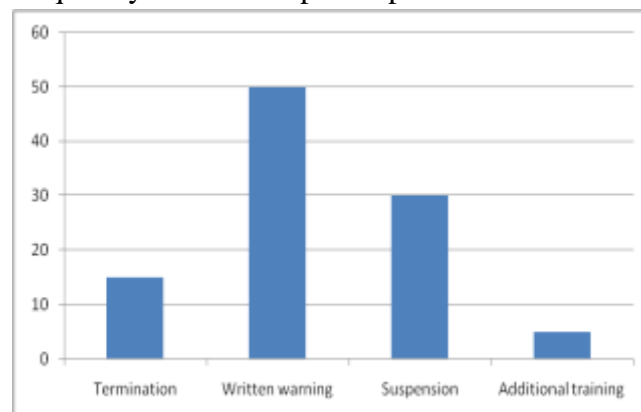
Behavioralists define discipline as self-control used to attain organizational goals. Megginson defines it as self-discipline that enhances and corrects abilities. This statement outlines an individual's efforts to self-regulate so that they can satisfy expectations. Two psychological principles underpin this field. Punishment rarely works in the beginning. Negative findings are prevalent. Employees who appreciate themselves outperform those who do not.

Progressive Discipline:

Progressive punishment necessitates that the sentencing severity reflect the offense. For moderate new infractions, a verbal warning may suffice. When a violation necessitates a written warning, follow the protocol. If the employee's behavior does not improve despite official warnings, severe consequences may be imposed. Employees who brutally assault a supervisor may be terminated immediately. Some companies have standardized the process to assist management in deciding on punishment.

5. DATA ANALYSIS

1. What should be done when an employee frequently violates corporate policies?

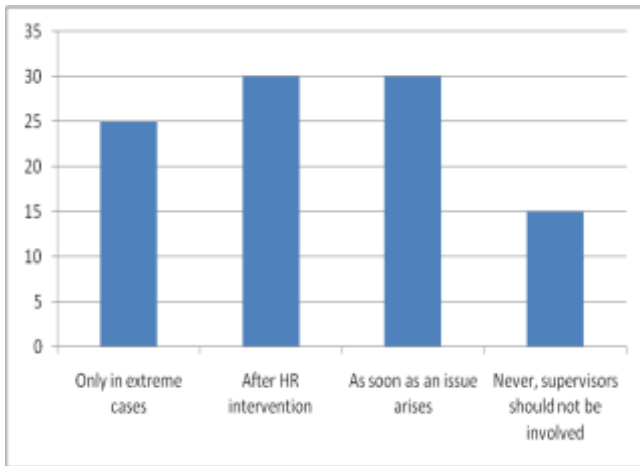


INTERPRETATION

According on the data in the table and graph

above, it appears that if an employee consistently violates business standards, the best thing to do is one of the following: 15% were fired, 50% received a written warning, 30% were placed on leave, and 5% were given additional training for the individual in question.

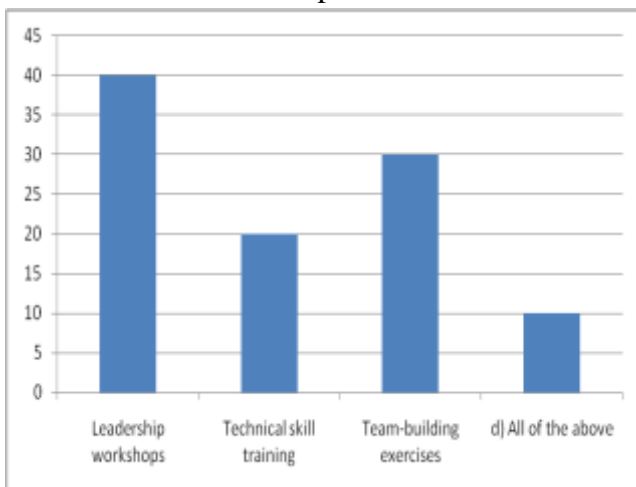
2. When should a boss be involved in disciplining someone?



INTERPRETATION

Based on the data in the table and graph, it is recommended that bosses participate in the disciplinary process in specific instances (25%), after HR has intervened (30%), immediately when an issue emerges (30%), and never (15%). Managers should not be involved in the disciplinary process.

3. What types of training programs are available for staff members to keep them out of trouble?

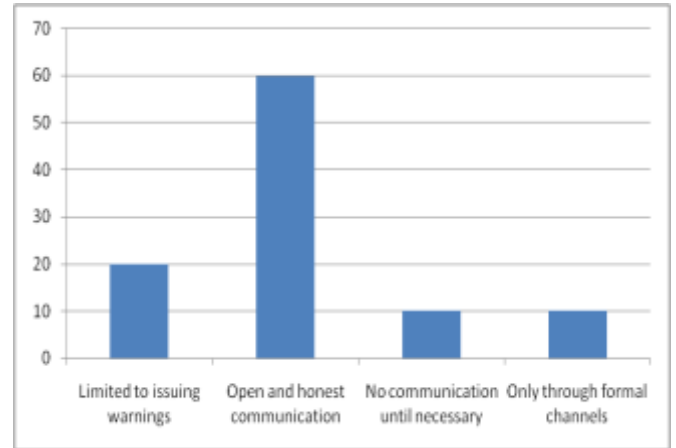


INTERPRETATION

The table and graph above demonstrate that employees are offered training opportunities as a proactive approach to dealing with discipline issues. Thirty percent of respondents indicated

they were participating in team-building activities, twenty percent said they were attending technical skill training, and forty percent said they were taking leadership workshops.

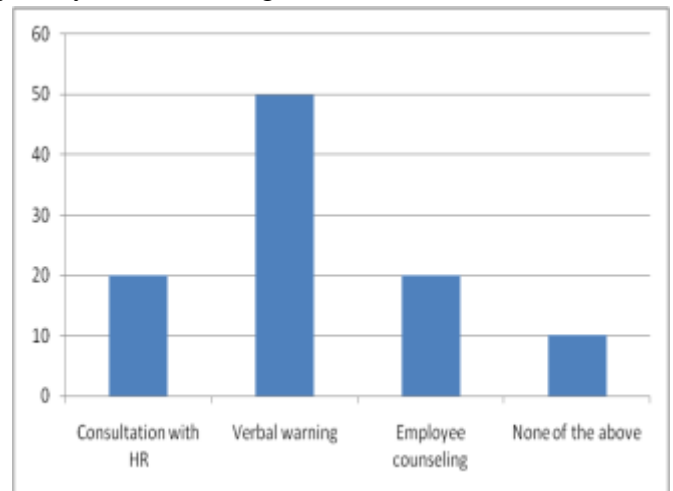
4. How important is discussion in establishing guidelines for employees?



INTERPRETATION

The table and graph show that 20% of those who participated believe that communication should exclusively involve threats. On the other side, 60% of respondents believe that conversations should be honest and open. Furthermore, 10% of those who responded believe that communication should only take place through official channels, while another 10% believe that communication should only take place when absolutely necessary.

5. What are the best ways to carry out a harsh penalty, such as firing someone?



INTERPRETATION

Based on the data in the table and graph above, it is evident that Hero Motors should take specific procedures before inflicting a severe punishment such as dismissal. In particular, 20% of those



polled claimed they spoke with the HR department, 50% said they received verbal warnings, and 20% said they sought employee treatment.

6. CONCLUSION

The term "employee discipline" describes the actions of an employee who is able to fulfill their responsibilities. The force or the idea of a force, that prevents individuals or organizations from acting in ways that are detrimental to the success of an organization. It is the purpose of every company to accomplish its objectives by ensuring that the actions of its employees are in accordance with the framework that has been established. Employees that are punished exhibit behavior that is both consistent and tidy. Personnel who are disciplined adhere to the policies of the company and follow the directions of their superiors. The act of acting in a manner that is in direct opposition to either explicit or tacit expectations, such as breaking laws, rules, procedures, or standards, is considered to be a form of misbehavior. Employment restrictions that have a significant influence on the efficiency and welfare of workers, as well as the overall performance of the organization, and are intimately linked to the relationship between the employer and the employee of the organization.

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