

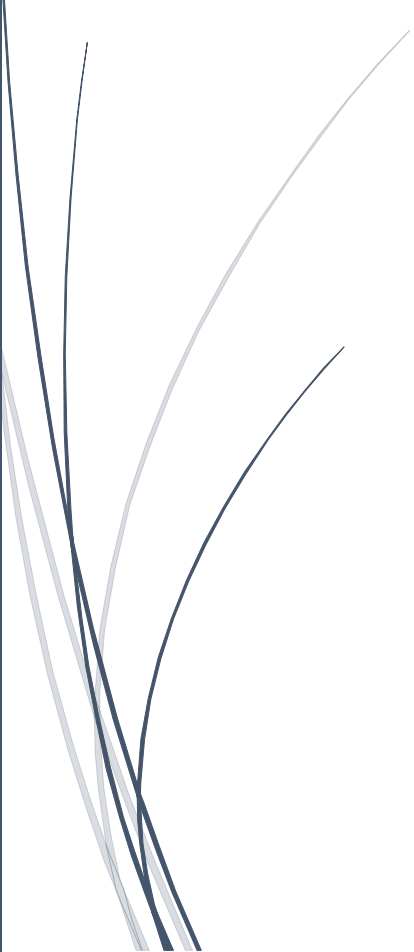


Q3: GRIEVANCE AND DISCIPLINARY ISSUES

Managing People

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What is Grievance and Disciplinary at Tesco

Word organization is a term that is used to define the meaning that is to organize something. It is a word that also includes discipline, grievance policies and planning; therefore, all of these things are important.

Discipline and grievance are an essential aspect of an organization that makes the planning effective enough to be causing development. The policy has a pivotal image in the organization. After working tirelessly and strenuous deliberation on different forums, the conceptual framework is developed for the benefit of the organization. The success pattern of the firm is dependent over the work of the employees and the efforts that the workers put in the climax of success of the organization is dependent on the grievance policy procedures so that all the things are in alignment of the development goals of the organization (Antcliff and Saundry, 2009).

The plans that are developed for the success of the organization the policy procedures play a significant role. Therefore it is essential to know that the grievance policy procedures are necessary for the organization and their development (Antcliff and Saundry, 2009). Through this, a firm can tread the path of success and gain a grip of the corporate sector steadily. The policies are essential for the firm because without them the things cannot work for the firm, and all the methods that are applied will only become fertile when there is proper policy.

Undisciplined and unplanned organizations cannot work in the market. They cannot grow and prosper (Antcliff and Saundry, 2009). There is a need to have effectiveness in the policies so that all the planning can take place in the best way and the system makes have to make sure that whatever they do is adequately assessed and evaluated in advance. The organization will only accomplish the goals if it has the policies that match their working.

Not having proper policy procedures, the firm cannot properly function, and the working will become difficult, and the organization may fail drastically. Also, the organization should know that policy procedure are essential, and civilization is also imperative (Antcliff and Saundry, 2009). Policymakers and the administration of the company play an imperative role in the development of the organization. It is a team effort, and a single individual cannot progress. Therefore the people need to understand all the things that are necessary to carry out for the growth and prosperity of the firm.

Also, it can be concluded that the rules and laws are essential for the firm and these are designed by a proper legislative framework so that there are no issues as they are aware of all the particulars (Antcliff and Saundry, 2009).

Importance of Grievance and Disciplinary policies and procedures for the employees

Employees should know that grievance, disciplinary policies and procedures are imperative for them, and they are guidance and security for them. The productivity of the firm is also increased, that causes the firm to become successful (Wood et al., 2014). The organization

and the HR department is responsible for giving all the employees with such notebook where all the policies are present that guide the employees. Apart from this, the organizational rules and regulations are essential, and no violation will be tolerated.

The rules are meant for the employees, and these provide an explanation, and if these are violated, then they are given punishments. If there is any injustice, the employee can complain so that through proper rules and regulations, the employees are provided protection. These are meant for helping, & encouragement of the employees and improvement (Wood et al., 2014). Also, in the case is the decision is in against the employee, then things may get difficult for the people, and the organization can take relevant action. However, there is a chance to make a plea to the higher panel.

Importance of Grievance and Disciplinary policies and procedures for the employers

Grievance and disciplinary policies provide a proper framework for the people to understand each and everything in the firm. Also, this offers comprehensive and disciplinary procedures for the assistance of the employees about the policies of the firm (Saundry and Antcliff, 2006). The firms need to make sure that when anyone makes any mistake, they are given punishments. Also, these are important to make sure that the people understand each and everything and improve their performance except Gross and severe misconduct will not be tolerated.

Misconduct is defined in the notebooks that have been provided to the employees. The employees are considered to be understanding and should know the things that should be done as a part of the process (Saundry and Antcliff, 2006). There is a need to make sure that proper standards are being followed in the organization so that all the guidelines are followed, and there are no issues. Dismissal of an employee should take place when everything has shown no results on the employees. Apart from this if there is any misconduct, then it should be punishable, and all these things should not be tolerated in the company.

Disciplining the workers is equally essential for an organization if it wants to be successful and make sure that they are working according to the standards (Saundry and Antcliff, 2006). Also, a critical thing in the employees is the behaviour, whatever the outcomes are whether good or bad the employees are solely responsible for them. In case of misconduct, the name of the organization suffers. Employees failing to follow the rules and regulations and misbehaving may get into trouble and make the whole firm face it.

Therefore there are grievance and disciplinary policies made to make sure that all the things are carried out correctly, and the misconducting employees are punished (Rollinson et al., 1996). These are mandatory for all the employees to follow and make sure that there are no grave issues for the firm from the part of the employees. Through the presence of IT, the handling is made proper, and all this is done to make sure that the company is on the path to the betterment, and no problems are lying ahead of them.

Measures to maintain Grievance and Disciplinary at Tesco

Attention is needed for managing grievances and disciplinary procedures that take place at the firm (Rollinson et al., 1996). Several situations take place at the workplace, and that should be addressed by the management so that there is no misconduct and all the things are managed in the best way through taking disciplinary action and making sure that every step is justifiable through the policies that are present.

Disciplinary policy is considered to be useful when there are proper actions and corrective behaviour taking place so that the same thing does not occur again and make the organization suffer (Rollinson et al., 1996) as the employee's misconduct makes the whole firm suffer.

Thus, corrective measures are applied to make sure that there are no issues, and the firm is not suffering because of the misconduct of the employee.

Human resource teams are responsible for taking actions against the disciplinary issues that occur at the workplace. To develop discipline among the employees, the necessary standards are followed for correction.

Policy Formulation

- Properly laid down policies are required mainly to make sure that there is no kind of misconduct taking place from the part of employees of the organization (Hook et al., 1996). Rules and regulations are made to make sure that all the things are carried out in such a way that the firm does not face any trouble.
- These policies should be reviewed on a timely basis and disseminated to the employees so that they can act accordingly.
- There are inevitable consequences of violating the policies that should be known.
- These policies should be given to all the employees in written form, and they should be available on the websites where the employees reach out to their accounts.

Disciplinary Committee

- The disciplinary committee is something that should be present that will make things proper and assess each activity unbiasedly (Hook et al., 1996).
- Such a committee takes care of several actions regarding the disciplinary control of the workplace.
- Disciplinary actions should be adopted not for the sake of getting away from the punishment, but one should assume these roles permanently to make sure that all the things are carried out in such a way that there is nothing that will cause problems for the firm.
- Progressive discipline should be adopted by the firm so that the actions are updated with the passage of time and things take place one step at a time so that disciplinary actions are taken seriously on the part of the employee. Also, the punishments are not strict in the beginning; they become stricter when someone is not ready to understand.
- Redressal of Complaints should reasonably take place, and all the things should be carried out regularly. So that all the processes are followed and kept private, and there should be no involvement of someone that should not be a part of it.

Background Screening

- It is essential at the time of recruitment and selection that the background is assessed of the candidate (Hook et al., 1996).
- If this does not take place, then the firm will have to pay for the mistake.

Fairness

- Employment policy should be fair.
- All the organizations that are present in the market want to be profitable. This requires the employee-employer relation to be positive, and other aspects are also necessary.
- Rules and regulations should be formulated reasonably.

Grievance Maintenance at Tesco

Grievance policy is something very imperative for the company and the workforce as well (Hook et al., 1996). It provides proper ways for running the company and provides guidelines for the employees to follow:

- A letter from the employee: All necessary detail of grievance should be present in it.
- A meeting: The manager sets meetings for discussion to take place. Here all the parties should be present, and they all should put forward their point of views to make sure that all the things are proper. In such a meeting, all the parameters are discussed in-depth and viewed so that all the elements are decent, and the rules and regulations are correctly drafted.
- A decision: All the things should be regarded while making the right decision.
- Appeal: Every person has the right to appeal to the higher authorities.

Disciplinary Maintenance at Tesco

Disciplinary procedure at Tesco are carried out through the following stages, have a look:

- Verbal warning: In a meeting, the higher authorities warn the employee through a verbal warning that what has been committed should not retake the place. Otherwise, the person will be responsible for the circumstances.
- Written warning: This is something that carries all the necessary things and the signals, including the punishment if the proper process is not followed. Moreover, no further trouble will be tolerated if there are no improvements, then the employee can be terminated within three months.
- Final warning: Agreed improvement are not met then the last notice is given.

- Dismissal: Lastly, if the improvement does not appear then the firm can anytime dismiss the employee stating that despite giving several warnings, there was no improvement and this is the reason of his/her dismissal.

HR and management are responsible for carrying out the discipline and grievance problems. Many things should take place properly, and these are discussed below:

- Organization's handbook
- HR manual
- Human Resource site
- Employment contract

The employer is significant for making sure that all the things are being carried out correctly so that there are least issues (Advisory et al., 2004). The procedures may be emotion, hearsay etc. Certain things should be a part of the protocols so that the firm does not face such issues. Engage in such processes that are productive and provide discipline and grievance activities. Through this, all the things will be carried out in such a way that there are no such problems faced by the organization.

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