

Discipline

- **“Discipline is employee self-control which prompts him to willingly co-operate with the organizational standards, rules, objectives, etc.”**
- It simply means working, co-operating and behaving in a normal and orderly way, as any responsible person would expect an employee to do”

Objectives

- To ensure and enable employees to work in accordance with the rules and regulations of the organization
- To ensure that employees follow the organizational processes and procedures in spite of their different personalities and behavior.
- To provide direction to the employees and fix responsibilities.
- To improve organizational performance by improving the efficiency of each employee.
- To maintain a sense of orderliness and conformity to organizational rules in the employees.
- To maintain common feelings of trust and confidence in the employees towards each other and towards the management.

Types of Discipline

- 1. Self-imposed or positive discipline
2. Enforced or negative discipline


Acts of Indiscipline or Misconduct


- The basic acts of misconduct or indiscipline in an organization can be categorized as follows:
- **Attendance**
- **On the job behavior**
- **Dishonesty**
- **Activities that are harmful for the organization**

Causes of Indiscipline and Misconduct

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- Indiscipline relates to disorderliness at work and non-conformity to the prescribed rules and regulations of the management. Some of the causes of indiscipline are:


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- 1. job that does not suit his qualifications, experience or aptitude
 - 2. Strained relationships
 - 3. Improper or biased evaluation of individuals
 - 4. ineffective and closed-door grievance redressal procedure
 - 5. Loss of trust or confidence


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- 6. Lack of proper education and upbringing of the workers
 - 7. Improper or inconvenient working conditions
 - 8. Ambiguous working responsibilities, organizational policies and procedures
 - 9. Social and economic pressures or compulsions, outside
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Principles of Maintaining Discipline

- 1. The rules and regulations should be framed with mutual coordination and acceptance of the management and employees.
- 2. All the rules should be evaluated and updated from time to time
- 3. Rules should be formulated based on the nature of work and working conditions

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- 4. Every employee should be treated the same way under the disciplinary procedure.
 - 5. All the employees should know the penalties for violation of different rules.
 - 6. The disciplinary action taken, should deliver a strict message to the employee, regarding the consequence of a similar act being repeated.

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- 7. The entire procedure including the appeal and review of all the disciplinary actions should be mentioned in the employee's handbook or collective agreements.
 - 8. The procedure should provide for a legal as well as a humane approach.



Disciplinary Procedure. (The Process of Holding Domestic Inquiry)

Stage 1 - Issuing letter of charge/Show-Cause Notice.

Stage 2 - Consideration of explanation.

Stage 3 – Notice of Enquiry.

Stage 4 – Holding of a full fledge enquiry.

Stage 5 – Making a final order of punishment.

Stage 6 – Communication and Follow Up.

Types of Disciplinary Action

- **Verbal Warning**
- **Written Warning**
- **Suspension**
- **Demotion**
- **Pay cut**
- **Dismissal**

Mc Gregor's Red Hot Stove Rule

- According to this rule propounded by McGregor, corrective action should be immediate, impartial, and consistent with a warning like the results of touching a red-hot stove. The results of touching a red-hot stove are:

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- **Immediate**
 - **Impersonal**
 - **Consistent**