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## EMERGING TRENDS IN HR: VUCA PERSPECTIVES

N. Bhanu Prakash<sup>1</sup>

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### Abstract

*Volatility, Uncertainty, Complexity and Ambiguity (VUCA) these four words are prevalent in the workplace, as they neatly encapsulate the turbulent and unpredictable nature of today's business environment. When change was incremental HR Professionals could learn to prepare for it - and manage it – by utilizing their past experience or by following managerial skills. HR leaders have to channelize their energies so that they know the future to compete in the present. VUCA has been subsequently used in emerging ideas in strategic leadership that apply in a wide range of organizations, including everything from profit corporations to education. The landscape that confronts the HR leaders of today is characterized by what is known as the VUCA principles. Increasingly unstable and unpredictable world that the HR leaders have to navigate. The premises of VUCA tend to shape an organisation's capacity to anticipate the issues and shape conditions, and to prepare for alternative realities and challenges.*

**Keywords:** *Volatility, Ambiguity, Disaster Recovery Planning, Predictability, Interconnected, Mediocre Managers, Sustainability.*

### Introduction

VUCA is an acronym that stands for Volatility, Uncertainty, Complexity and Ambiguity, a combination of qualities that taken together, characterize the nature of some difficult conditions and situations. The term VUCA originated with the USA Army War College to describe conditions resulting from the Cold War. So far India is concerned after LPG policy VUCA started in HR. The VUCA concept has since been adopted throughout multinational organizations, industries and sectors to guide HR leadership, planning and strategic HRM. An awareness of the forces represented in the VUCA environment and strategies to mitigate the harm they might cause are integral to crisis management, risk management, change management, knowledge management, performance management, talent management, strategic HRM, team management and disaster recovery planning. VUCA has been subsequently used in emerging ideas in strategic leadership that apply in a wide range of organizations, including everything from profit corporations to education.

- Volatility is the quality of being subject to frequent, rapid and significant change. The HRM landscape that is characterized by extreme volatility means that HR leaders have to focus on getting the changes in staying there for the future. HR leaders have to channelize their energies so that they know the future to compete in the present. Companies having branches in different states have different salaries and fringe benefits etc. but nature of work is the same, for example pharmaceutical companies

- Uncertainty is a component of that situation, in which events and outcomes are unpredictable. The lack of predictability, the prospects for surprise and the sense of awareness and understanding are of the issues and events. Forecasting has become extremely difficult, as past issues and events are no longer accurate predictors of future outcomes.
- Complexity involves a multiplicity of issues and factors, some of which may be intricately interconnected. It means that HR leaders have to adopt a non-linear approach to solving problems and must think out of the box. The world has become so complex even for the layman that the complexity in HR world is of much higher magnitude and is multilayered meaning that the landscape is now no longer a simple equation where drawing high salaries and more benefits mean success.
- Ambiguity is manifested in a lack of clarity and the difficulty of understanding exactly what the situation is. The fourth aspect that HR leaders must confront is ambiguity, which means that the HR landscape presents problems and dilemmas that cannot be reduced to simple 'yes' and 'no' type of solutions and black and white approach to problem solving. Instead, most of the problems that HR leaders face now are of the type where the complete information is lacking, where there are no clear solutions in sight and multidimensional meaning that HR leaders would have to resort to unconventional ways of solving problems and confronting situations.

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These VUCA elements present the context in which organizations view their current and future state. They come together in ways that either confound decisions or sharpen the capacity to look ahead, plan ahead and move ahead, VUCA sets the stage for managing and leading. The particular meaning and relevance of VUCA often relates to how people view the conditions under which they make decisions, plan forward, manage risks, foster change and solve problems. In general, the premises of VUCA tend to shape an organisation's capacity to anticipate the issues and shape conditions and to prepare for alternative realities and challenges.

### VUCA Develop Leadership in HR Perspective

VUCA is not enough to train leaders in core competencies, without identifying the key factors that inhibit their use the resilience and adaptability that are vital in order to distinguish potential leaders from mediocre managers. The capacity for VUCA management and leadership hinges on enterprise value systems, assumptions and natural goals. Elements of VUCA may be a driver for survival and sustainability otherwise complicated world. Increasingly unstable and unpredictable world that the HR leaders have to navigate.

VUCA, these four words are prevalent in the workplace today as they neatly encapsulate the turbulent and unpredictable nature of business environment. When change was incremental HR Professionals could learn to prepare for it - and manage it - by utilizing their past experience or by following certain rules. HR leaders had to develop a more flexible and cooperative approach.

### The Leadership Requirements

The traditional role of leader is to anticipate change, identify opportunities, create strategic plans, motivate and direct people, manage risks, solve problems and make effective decisions. What is needed now is a new approach to leadership development.

VUCA leadership focuses on three key issues;

- **A shared vision:** A clear direction has always been important for organizational success. However, VUCA leadership demands that everyone supports the vision and thoroughly understands their part in it. When the 'big picture' is clear and withstand volatile changes by responding rapidly with decisions and actions that stay true to the vision.
- **Collaboration:** VUCA leaders will need to successfully harness the knowledge, skills, experience and multiple points of view of their staff, if they are to inspire and energize others and achieve the organization's goals.
- **Fostering an agile culture:** VUCA leaders will be keen to assess their corporate culture, to better

understand why things happen as they do in the organization. The right work culture will promote and reward the desired behaviour and this will help to attract and retain talented employees.

### VUCA leaders will need:

- **A fresh mindset:** A leader will never successfully adopt new behaviour if it clashes with their mindset or their values. Leaders need to become more self-aware of the leadership choices they are making and what drives their thoughts and actions.
- **New skills:** In a VUCA world, information will come from many different sources. HR Leaders will therefore need to communicate with all levels of employees in their organization and demonstrate teamwork, collaboration, gathering information, data analysis, listening, facilitation, empowerment and strategic thinking skills, in order to benefit fully from the different opinions and experiences of employees. Giving personnel 'permission' to express their opinions creates the sense that everyone in the organization is 'in it' together.
- **Leveraging the strengths of leaders:** Rather than identifying their weaknesses, leaders can learn to leverage their personal strengths to deal with any new challenges they are facing.
- **Neuroscience:** Understanding more about how leaders learn, why leaders behave the way they do, and how to make changes, can help leaders to challenge their ingrained habits and adopt new behaviours.
- **Simulations:** Leadership teams can undertake this together or leaders can participate with their peers from different organizations on an open programme. The organization will benefit by becoming more agile, a better environment to work and better be able to counter volatility, manage uncertainty, simplify complexity and resolve ambiguity. Organizations are ranking the development of cognitive readiness skills as a top priority for leading in a VUCA business environment.

### VUCA world leaders need to LEAP:

To lead successfully in the VUCA world, leaders need to LEAP through the fog and demonstrate core cognitive readiness competencies, as well as possesses the following traits:

- **Liberal:** Open to new behaviour or opinions and willing to adapt or discard existing values if and when necessary to adapt to the new world.
- **Exuberant:** Filled with lively energy with sense of passion and optimism in engaging the team and other stakeholders.



- **Agility:** Proficiently change and evolve the learning organization with next-gen leadership competencies including cognitive readiness, critical thinking, emotional intelligence and social intelligence, amongst others.
- **Learning Agility:** Leadership development should focus on application agility. Learning agility refers to a person's ability to learn a new concept or skill. Application agility is the ability to put training into action, and apply new skills and knowledge even in unfamiliar settings.
- **Partnership:** Build trust-based partnership with teams as well as externally with other stakeholders including union leaders.

#### **VUCA Leaders should be redesigned to the focus on:**

- Organizations must anticipate future leadership requirements and develop robust leadership skills that will be ready to face tomorrow's business needs.
- HR Leaders must contemplate the current and future needs of the organization, assess the workforce, and then determine how to develop and apply new skills.
- Many companies provide leaders and high potential employees with the opportunity to work in various business units throughout the organization.
- Effective leaders must prioritize development of their staff, and be held accountable for engaging in the process and ensuring the desired growth in capability and performance results is achieved.

#### **Challenges for HR: VUCA Perspectives**

- **Practicing Flexibility:** Flexible HR practices can help organizations in achieving sustainable competitiveness through creating, integrating, reconfiguring and building on its human resource base. For example, organizations can get a competitive edge by offering training and development programmes.
- **Competency Management:** HR has already witnessed paradigm shift from maintaining compliance to building organizational capability. Such transformational role demands the expertise on leveraging human talent.
- **Leveraging Diversity:** Diversity can be defined as the similarities and differences, tension and complexities related to composition of workforce majorly in terms age, gender and culture.
- **Changing Phase of Employee-employer Relationships:** Push and pull of globalization and localization have led to transformations in employment relations and HRM systems.

- **HR Analytics and Metrics:** HR analytics includes collecting information related to HR functions, activities, and people; analyzing and interpreting the collected information and using this understanding in developing and designing of various HR metrics for managing performance.
- **Change Leadership:** Change is constant and the approaches for dealing with change may fluctuate over time, the ways people react and respond to it remain remarkably constant.
- **Social Responsibility:** Changing expectations of the work experience are forcing companies to look beyond their traditional corporate identity and examine how to appeal to a younger generation that expects social responsibility and community engagement to be integrated with work.
- **Employment Brand:** The development of a compelling employment brand is a crucial element in the attraction process.
- **Employment Market:** An increased focus on delivering business results requires skill HR to move beyond traditional roles to become an effective partner in the development of a workforce that provides a competitive advantage in the employment market.
- **Changing Environment:** Effective talent attraction and engagement strategies in a globally competitive and changing environment require innovative approaches. "The war on talent is over, and talent won."
- **Human Capital Strategies:** The greater HR community is develop and implement Human Capital strategies that will anticipate the needs of the future and deliver the appropriate business results.
- **Cultivation of Networks:** The cultivation of networks should be incorporated into objectives. Leaders themselves need to model networking behaviours by pursuing professional development and collaboration opportunities within the organization and through engagement with external professional organizations.
- **Employee-base Engagement:** An emphasis on developing leaders at all levels and keeping the future employee base engagement as a priority will be essential to optimize this pipeline.
- **Experience-based Learning:** Experience-based learning approaches have the greatest impact in building capabilities rapidly.

#### **Conclusion**

The world has changed. There has been an increased awareness about the globally interconnected world of



business; its complexity and sustainability. Some would believe that its unpredictable and situations change rapidly which is resulting in the obsolescence of existing models to deal with complexity and uncertainty.

The VUCA world is an apt metaphor for leaders who have to lead from the front and have to steer their companies through turbulent and choppy waters. As mentioned above, each of the features in the VUCA environment are interrelated and feed into each other with the result that the overall picture one gets is a HR landscape that is chaotic, fluid and ever changing. Indeed, this is where the true and great HR leaders can distinguish themselves from the rest of the pack through their objectives, vision and sense of mission.

Technology have changed the world development that has seen industrialists who are now thinking of the best human resource. This is the greatest hurdle for developing countries like India. Where by 2020 youth rate will increase two fold and unless and until, government shows much interest on skills development, unemployed rate will increase. In recent times banking sector found lot of amalgamations and excess majority of employees who has been given VRS. This is one example HR Professionals are facing lot of uncertainty in management and government policies.

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## **Dream of Fire and Goal Setting: A Metaphor for Human Life**

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Dreams are wish-fulfillments; our repressed desires seek satisfaction in dreams. Big dreams act like magnets, attracting you closer to your destination. Dreams are mirrors of our mind, blue-print for our future. Dreams provide solution to the problems. Fire can represent passion and it also means transition. To dream of fire in the hearth shows that you are comfortable with your circumstances and at ease with your life. Fire in your dream can symbolize passion, desire, illumination, purification, transformation, enlightenment. The dream may be a metaphor for someone who is "fiery". It can also represent your drive, motivation, and creative energy. If we dream that we are in control of the fire and are using it to serve our own needs, then fire has a positive meaning. It also signals that we want change to occur.

### **Key Words:**

Firefighter, Dream of Fire, Firebrand, Wish Fulfillment.

### **Introduction:**

Dreams create reality, the reality of now and the reality we hope for. Mahatma Gandhi dreamt of a free independent democratic India and he succeeded through his sincere devoted efforts. "The interpretation of dreams" is a book by Psychoanalyst Sigmund Freud. Dreams in Freud's view are all forms of "wish fulfillment" attempts by the unconscious to resolve a conflict of some sort, whether something recent or something from the recesses of the past [1]. According to him, our repressed desires seek satisfaction in dreams. Big dreams act like magnets, attracts you close to your destination. Dreams are mirrors of our mind, blue-print for our future. Dreams provide solution to the problems. A.P.J. Abdul Kalam said, dreams transform into thoughts and thoughts result into action. Bill Gates dream is "A computer on every desk in every home, running on Microsoft Software". If anybody wants to achieve name and fame as an expert in any field, one should have imagination to widen the scope of his expertise and skills [2]. It is only then that he can realize his dreams of fire.

### **Difference between Dreams & Goals**

The concepts of dreams and goals represent what most people usually clump together as just goals. The concept of wishes to capture things that you potentially desire or want without having to commit to actually doing them. This is an important distinction because it allows you to brainstorm freely about the things you want without your judgments regarding how/when to accomplish them getting in the way [3].

The difference between dreams and goals is a bit more subtle. In the end, a goal is nothing more than a well-defined target. While that there are two major types of targets used in goal setting. Are you waiting for your dreams to come true and change your life? You need to set goals in order turn your dreams into reality [4]. Dreams are imaginary. You need to turn your dreams into action. You need goals to make the visions of your dreams real. "Dreams can inspire you, but goals can change your life". Goals are all about action. Goals turn dreams into reality. Goals change you and can change your life. Dreams occupy your mind. Goals take over your reality. Dreams represent what you want and why, while goals represent your plan to get you there. Dreams can inspire you, but goals can change your life. Sometimes it only takes one step to change a dream into a goal [5].

Dream-setting is the act of clearly defining a dream. Only after you've defined your dream does the goal-setting process begin. Dreams represent a vision of some future, ideal state or reality. Dreams are the springboard for goals. You can't achieve goals that are actually dreams in disguise. The dream of fire and goal setting - you see when you are awake and looking at reality with your eyes is a metaphor for the kind of thinking that happens when you look to your future with your mind's eye [6].

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The inner world you see is built from your own assumptions or metaphorical constructs. With this kind of dream of fire, you can look down different paths, and see what would happen.

## **Dream of Fire: A Symbol of Success:**

Fire, is a symbol of exuberant vitality, a symbol of good luck and success. It's no secret that fire has played a crucial role, if not the main, in the development of mankind. So, in whatever form fire appeared into your dream, it promises change for the better [7].

Interestingly, the interpretation of Miller's dream book explains the fire depending on the profession of the dreamer. For example, if your work is related to literature, and you dream of a big fire, then wait for success and public recognition. If you are a business man, business is destined to go up the hill and nothing will prevent from climbing the career ladder or achieving business prosperity [8].

Dream that you can bend fire refers to your ability to control your anger. To dream that you can bend water represents your ability to control your emotions. You can hide your feelings well. To dream that you can bend air refers to your ability to control and watch what you say. You are careful in how you choose your words. To dream that you can bend the earth signifies your ability to control your actions and react at a precise or optimal moment [9].

A dream without burning fire and determination is just a dream. One day the Helicopter and Rocket met each other and started their conversation. After sometime Helicopter stated that my dear friend Rocket you are so lucky, always you travel to other planet's and reach the peaks of the universe, you are so lucky, but myself always travelling in the same height and carrying these human beings, then the Rocket replied that my dear friend what you said is right, but one thing you haven't understand is, these human beings setting a fire under me that is the reason said with tears. Whether this story may be comic, but if we observe clearly there was a great lesson for our human beings. If we have a such a burning fire like as rocket [10]. We can achieve anything and everything in this world, nothing is impossible. Our hard work, odd situations in our life and determination will help as fuel components to set a burning fire to our dream vertical of our one only life. Dream of fire is often a good dream meaning emotional excitement, passion and power.

In this case, the stronger the burning fire, the luckier dream is. Also it is an implication of your emotions, so furious burning means you are powerfully expressing your emotion without any stress. Maybe it is a sign that you are expressing yourself as you are and living a stress free days. On the other hand, if a dream is of fire with black smoke, it is a sign of losing luck of money or something bad may happen to someone close to you. Warn people around you and act carefully [11]. Also if fire in your dreams keeps spreading, your desire and passion is excited too much. Maintain self-discipline and avoid regretting in future.

## **Buddha said, "We become what we think."**

Fire can also be a symbol of security. Fire can represent passion and anger, and it also means transition. To dream of fire in the hearth shows that you are comfortable with your circumstances and at ease with your life. Depending on the context of your dream seeing fire in your dream may symbolize passion, desire, illumination, purification, transformation, enlightenment or anger. If you are not afraid of the fire and it is under control or contained in the thoughts and views, then it is a symbol of your own internal fire and inner transformation. Something old is passing and something new is entering into your life. Your thoughts and views are changing [12].

If the fire is encircling you and someone else, then it signifies your bond to that person. The two of you share something significant. The dream may be a metaphor for someone who is "fiery". It can also represent your drive, motivation, and creative energy. Alternatively, the dream may be warning you of some dangerous or risky activities. You are "playing with fire" [13]. Dream that you are being burned by fire indicates that your temper is getting out of control. Some issue or situation is burning you up inside. Dream that you can bend fire refers to your ability to control your anger. Dreaming of an invisible fire highlights a period of cleansing and purification. It is time to make a new start. Alternatively an invisible fire means that you are underestimating your risks in some activity [16].

If we see another person being burned, it shows that we have strong feelings or emotions toward that person. Whether those feelings are positive or negative will depend a lot on what we are feeling in our dream and whether the person is comfortable or in pain from the fire.



Sharing the light of someone else's fire may indicate a desire to share of the knowledge and companionship of others [14]. Our dreams can also highlight potential solutions to problems and remind us of the unique strengths we have to draw upon. Decoding your dreams to discover your full potential. You may or may not buy into the idea that your work-related dreams symbolize something deeper. That's just fine. For every person who sees a larger message in his dreams, there is someone else who sees nothing but "random neuron firings", as one university psychologist put it. If nothing else, though, your work-related dreams are fascinating to ponder and perhaps even learn from if you're open to trying [15].

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7. A lock is opened by many keys.

It becomes a bad lock.

8. A key opens many locks.

It becomes a master key.

9. "Master in Life". # Say Quotable

10. Conclusion

The word fire has got most positive value in youngsters. The dreams must be well ignited and have fire so that the person can achieve the goal what he/she dreamt. Without fire nothing is possible in this competitive world. In the same way fire extinguish means the emotions are under control. Fire indicates a number of changes that are coming soon. Trying to stop fire is also indication that the person needs no change in his life.

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# International Journal of Advance Research in Computer Science and Management Studies

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## *Employee's Basic Rights and Responsibilities in Indian Organisations*

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**Abstract:** *Man is born free but everywhere he is in chains, same is the condition of employees who are working in organisations. In general employees have certain basic right in the workplace. All employees have basic rights in the workplace, including the right to privacy, fair compensation and freedom from discrimination. HR laws covers all rights and obligations within the employer-employee relationship. Employee's rights are given by government as legal rights having to do with employment relations between employees and their management. Employees are protected from discrimination in the workplace by HR laws! All employers have a common law duty of care to their employees. The most important protections for employees are the many laws prohibiting discrimination and other forms of wrongful discharges. Employees have moral rights, legal right and contractual rights in the workplace.*

**Keywords:** *Employment Agreement, Moral Rights, Legal Rights, Contractual Rights, Privacy.*

### I. INTRODUCTION

In ancient days there were long working hours, bad working conditions, harassment, exploitation of the employees and hence in those circumstances, industrial laws, the ILO and Royal Commission on Labour focused its recommendations in the improvement of the working conditions, regulation of hours of work, prevention of unemployment, provision of an adequate living conditions, protection of workers against sickness, disease and injury arising out of employment, protection of children, youth, women etc. These provisions are achieved through proper implementation of HR laws. Therefore, the effective utilization of human resources and improved working conditions of employment and it's achievement in organizational objectives.

All employees have basic rights in the workplace, including the right to privacy, fair compensation and freedom from discrimination.(rightsofemployees<sup>1</sup>). Those rights include the right to be free from discrimination based on age, gender, national origin or religion during the hiring process. Employee's rights are a group of legal rights and human rights having to do with employment relations between employees and their management, usually obtained under employment law.

HR laws covers all rights and obligations within the employer-employee relationship, whether current employees or former employees. Because of the complexity of employment relationships and the wide variety of situations that can arise, HR law involves legal issues as diverse as discrimination, wrongful termination, wages and workplace safety. Many of these issues are governed by allocable central and state law. But, where the employment relationship is based on a valid contract entered into by the employer and the employee, central and state laws alone may dictate the rights and duties of the parties. (Study.com<sup>2</sup>)



## II. EMPLOYEE RIGHT IN THE WORKPLACE

In most states, employees have a right to privacy in the workplace. This right to privacy applies to the employee's personal possessions, including handbags or briefcases, storage lockers accessible only by the employee and private mail addressed only to employee. Employees may also have a right to privacy in their telephone conversations or voicemail messages. However, employees have very limited rights to privacy in their e-mail messages and internet usage while using the employer's computer system. (Thomson Reuters<sup>3</sup>)

Some Important Employee Rights Include;

- » Right to be free from retaliation for filing a claim or complaint against an employer.
- » Right to fair wages for work performed.
- » Right to be free from discrimination and harassment of all types;
- » Right to a safe workplace free of dangerous conditions, toxic substances and other potential safety hazards.

As an employee, who are protected from discrimination in the workplace by HR laws. The ILO declaration on fundamental principles and rights at work adapted in 1998, makes it clear that these rights are universal and that they apply to all people in all states – regardless of the level of economic development. (ilo.org<sup>4</sup>). All stages of employment are covered, including;

» *Leave is the right to all employees:* Generally an employee are given the casual leave, sick leave, privilege or earned leave, study leave, maternity and paternity leaves.

» *Right against Sexual Harassment at the workplace:* The law mandates employers to protect their female employees at workplace against any incidence of sexual harassment as per the Sexual Harassment of Women at workplace (prevention) Act, 2013.

» *Work hours and Overtime:* Many laws in India provide for a specific work hour and the amount of overtime wages. The major rules are available in the Factories Act, 1948, The Shops and Establishments Act, 1988 of every state has fixed the maximum no. of working hours 9 hours a day and 48 hours a week. In addition to this, a weekly holiday is necessary for the employees. An interval period of rest for at least half an hour is also available to the employees.

» *Maternity Benefit:* The Maternity Benefit Act, 1961, the law mandated that a female worker was entitled to a maximum of 12 weeks of maternity leave. Of these 12 weeks, six weeks leave is for post-natal leave.

» *Right to get Gratuity:* Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least five years. It is a lump-sum amount paid to an employee based on the duration of his total service.

» *Right to get Provident Fund:* Employee's Provident Fund (EPF) is a retirement benefit scheme that's available to all salaried employees.

» *Right to get Insurance:* Every employee will have the right to be insured by the employer under the Employee State Insurance Act, 1948, in case of any kind of injury or miscarriage occurring during the course of employment.

» *Right to go on Strike:* The employees are provided with the right to go on a strike without giving a notice, however if the said employee is a public utility employee, then he would be bound by the prohibitions laid down in the Industrial Disputes Act, 1947, under Section 22(1) lays down certain conditions on Strikes by public utility employees, the conditions include giving out prior notice to the employer six weeks before going on such strike.



» *Right to equal pay for equal work:* Equal pay for equal work is a constitutional right and any employer is liable to pay equally to any men, women or temporary staff performing same tasks and undertaking same responsibilities. There can be no discrimination while paying any basis to employees.

» *Right to have all Training & Development:* Right to have all training and orientation as per job specification.

» *Equality in the Workplace:* Right to be treated with respect and dignity. Employment law provides protection for employees against discrimination at work on the grounds of gender, religion or belief, disability and membership or non-membership of a trade union. The legislation is aimed at achieving equality in the workplace by eliminating less favourable treatment on these grounds.

» *Right to get Minimum Wages:* Right to be paid atleast minimum wages as per the applicable rules and regulations of Minimum Wages Act, 1948..

» *Grievance Redressals:* Right to have grievance redressal. A violation of any one among these cause dissatisfaction on his part. Thus, grievance is caused due to the difference between the employee's expectation and management practice. A formal written complaint or allegation by an employee or group of employees made to unfair treatment or violation of a union contract. Any factor involving wages, hours, or conditions of employment that is used as a complaint against the employer. A grievance is a sign of employee's discontent with job and its nature.

» *Right to join union:* The law gives freedom of choice to join a union or not, and to carry out union activities or use union services. Employees are protected themselves through their unions.(worksmart.org<sup>5</sup>)

» *Promotions:* Right to have equal opportunities of employment and promotion regardless of age, gender caste, and economical strata.

» *Right to protect health and safety:* All employers have a common law duty of care to their employees. In addition, under the Factories Act, Mines Act, Motor Transportation Act, Plantation Act, every employer has a duty to ensure that, so far as is reasonably practicable, the health, safety and welfare of employees are protected.

» *Written employment agreement:* An employer must provide a written employment agreement before you start to work. An employment agreement is a legal document, which contains the 'terms and conditions of employment'. It lists the rights and obligations of both, the employer and the employee and is designed to give both parties security and protection. (Veda Valli<sup>6</sup>) The law generally presumes that private sector employees are employed at-will. The "employment-at-will doctrine" means that both employer and employee can end the employment relationship at any time for any reason, unless there's contract between the employer and employee that provides otherwise. The majority of the employees are employment-at-will. This means that every employer has the right to terminate the employment at any time, for any reason, or for no reason at all, so long as the reason is not illegal. This is important because many people mistakenly believe that they cannot be fired without just cause. On the other hand, an employee can quit a job for any reason at any time and does not have to give a reason. There are important limitations to the "employment-at-will doctrine" that protect employees. These limits generally fall into three categories: statutory rights, contractual rights and public policy exceptions. Statutory rights are those rights specifically protected by state or central law. Perhaps the most important protections for employees are the many laws prohibiting discrimination and other forms of wrongful discharges. (Charles J. Muhl<sup>7</sup>).

*"Take our 20 best employees away, and I will tell you that Microsoft would become an unimportant company"*

– Bill Gates



### III. EMPLOYEE RESPONSIBILITY

Within the workplace, employees must be able to perform the work properly. Employees when everyone understands what other team members and department members expect of them, then it is much easier to meet job description requirements and accountability. Admittedly there are a myriad of roles and responsibilities for employees. Employees work in a team. As such they have the responsibility of contributing to the success of the teams. Employees fulfill this responsibility by attending meetings, contributing to decision making and problem solving and participating in organizational projects. Through task delegation, employees are able to accomplish more tasks effectively and within a shorter period of time. (Diana Wicks<sup>8</sup>).

An employee has the role and responsibilities;

- » Perform their work carefully
- » Follow the organizational working hours
- » Follow the instructions of the top management
- » Obey the superior orders.
- » Follow the safety rules while on workplace.
- » Keep business and organizational secrets
- » Take into account the top management interest, and
- » Take the accountability etc.

*"One machine can do the work of fifty ordinary men. No machine can do the work of one extraordinary man."*

– Elbert Hubbard.

### IV. CONCLUSION

A contract of employment is created when an employee and employer agree on the work the employee will perform and on the salaries to be paid for it and other fringe benefits and conditions. The contract of employment binds both parties.

Employees have moral rights, legal rights and contractual rights in the workplace. HR laws and collective agreements regulate employees' right and obligations. Employees have the responsibility of growing the organization, especially in terms of profitability. When employees neglect their roles and responsibilities, then the profitability of an organization is substantially threatened.

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