

## **CODE OF DISCIPLINE/CODE OF CONDUCT**

A **code of conduct** is a set of rules outlining the social norms and rules and responsibilities of, or proper practices for, an individual, party or organization.

Related concepts include ethical, honor, moral codes and religious laws.

In its 2007 International Good Practice Guidance, "Defining and Developing an Effective Code of Conduct for Organizations", the International Federation of Accountants provided the following working definition:

*"Principles, values, standards, or rules of behaviour that guide the decisions, procedures and systems of an organization in a way that (a) contributes to the welfare of its key stakeholders, and (b) respects the rights of all constituents affected by its operations."*

A common code of conduct is written for employees of a company, which protects the business and informs the employees of the company's expectations. It is ideal for even the smallest of companies to form a document containing important information on expectations for employees. The document does not need to be complex or have elaborate policies, but the file needs a simple basis of what the company expects from each employee.

A Code of Conduct can be an important step in establishing an inclusive culture, but it is not a comprehensive solution on its own. An ethical culture is created by the organization's leaders who manifest their ethics in their attitudes and behavior. Studies of codes of conduct in the private sector show that their effective implementation must be part of a learning process that requires training, consistent enforcement, and continuous measurement/improvement. Simply requiring members to read the code is not enough to ensure that they understand it and will remember its contents.

The proof of code of conduct effectiveness is when employees/members feel comfortable enough to voice concerns and believe that the organization will respond with appropriate action.

It applies to both public and private sector enterprises and aims to target to settle disputes and grievances mutually and promote cooperation.

The code can be applicable to-

- a) All Central Organizations
- b) Insurance Industry
- c) State Bank of India
- d) Reserve Bank of India

## **STANDING ORDERS**

It is an order established under Industrial Employment Act (Standing Orders), 1946. It is an act required to the employees in industrial establishments formally defines conditions of employment to the workers and to make the said conditions known to workers to workmen employed by them.

This act extends to whole of India and can be applied to all kinds of industries in India.

## **LABOUR COURTS**

A **labor court** is a governmental judiciary body which rules on labor or employment-related matters and disputes. It was set up by Central and State Government or Union Territory administrators. It deals with matters related to Central and State Govt. respectively. A person who can hold the position of judge called as presiding officer. The presiding officer should atleast hold a judicial office for not less than 7 years or a presiding officer of a labour court under a State Act not less than 5 years.

The matters involve under labour courts are:

- a) Discharge and dismissal of workers
- b) Application and interpretation of standing orders
- c) Legality of strikes and lock-outs.

## **INDUSTRIAL TRIBUNALS**

The Industrial Tribunal is an independent juridical tribunal on matters relating to employment relations. It is regulated by the Employment and Industrial Relations Act and has exclusive jurisdiction to consider and decide all cases of alleged unfair dismissal, in addition to other cases associated with employment such as breach of the law with regard to provisions such as overtime, parental and maternity leave.

The decisions of the industrial tribunal are not subject to appeal, except on points of law. In addition, its awards are binding and cannot be revised prior to the elapsing of at least one year after the issue of any such award.

In some cases, other instruments are sought, such as the general law courts, to settle matters in which the law was allegedly violated at the place of work.

In this tribunal jurisdiction created for a limited period either on adhoc or permanent basis.

It involves only one person who shall be appointed by appropriate Government. A person may be judge of high court or minimum 3 years work as a district judge as well as below 65 years of age.

Industrial tribunal involve following disputes which are as follows:

1. Wages and salaries including the time and mode of payment.
2. Compulsory or other allowances.
3. Hours of work and rest time.
4. Leave with wages and holidays.
5. Bonus, profit sharing, provident fund, etc.
6. Position of workers.
7. Retrenchment of workers.