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**A STUDY ON ISSUES PERTAINING TO INTERNAL PROMOTION OF EMPLOYEE,  
RELATED TO WORKPLACE HARASSMENT AND TALENT MANAGEMENT**

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**ABSTRACT**

The organization associate the term talent or talent management only to key performing individuals. However, it is essential to remember that each individual recruited through the defined process will possess a definite potential, to take a hard look at an effective functioning of Talent Management principles as it would index of the leadership qualities, employee satisfaction and passionate associations of the system. A survey after survey indicates that people who relocate their jobs do so because of trivial reasons even after updating higher qualification as per requirement, like their relationship with Manager/ Head of the Departments dissatisfaction with incentives, and acting as a live broadcasting unit passing unhealthy discriminations associations with self creativity decisions of improper measure leads to resigning Employee for job to protect self respect against false reported generated and submitted to the management by the authorized to avoid internal promotions of employee, wishes to serve institution.

Illegal workplace harassment has become increasingly significant issue. The Practical steps necessary for employee to avoid litigation, a neglecting issue to prevent illegal harassment more effectively. When prevention is examined from this perspective, the critical issue involve how to increase awareness about harassment, how to corporate employees responsibility for maintaining harassment free – work environment, with a recommendations to encourage faithful Manager to change the way they approach problem.

**Keywords:** Harassment, Organizational change,

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**INTRODUCTION**

The authorized appointed by the Management for the improvisation of Organization culture and its standards also should have the courtesy towards work function of employee's convincing them by opting live and let live policy with correction of errors

as and when it required, by considering organization employee's as authority 's own family members. It is known fact that none of human live long life (100 years) making asset in the present world. Before creating harassment drama why not responsible official consider themselves in employee's position, and judge the situation, Instead of wasting time in spoiling Employee's carrier growth towards Promotion.

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Employers need to be aware that workplace bullying may not always be committed by an employee. It may be perpetrated by a client, customer, person in position of authority, or other business contact and can also be carried out by an individual or a group. Employers may ultimately remain responsible for the consequences of such behaviors, even if committed by people other than employees as a result of the employer's duty of care at common law and under the Occupational Health, Safety and Welfare Act 1986 (the Act).

It constitutes a significant threat to the health, safety and welfare of people in the workplace and potentially has wider implications for employers, including reduced profitability, low morale, and increased absenteeism and staff turnover. Bullying results in real costs to both the organization and the individual. It constitutes a significant risk to the health, safety and wellbeing of the individual and can lead to serious psychological injury. As an employer you are required to provide, under section 16(2)(a)(i) of the Occupational Health and Safety Act 1991 (OHS Act).

An environment 'that is safe for the employer's employees and without risk to their health'. Recent research<sup>1</sup> has shown that a positive workplace safety culture can reduce the incidence and severity of bullying in the workplace. Workplace bullying should be considered within the broader framework of psychological injury. Proactive prevention strategies should address organizational issues as well as apply a systematic risk management approach. Where a bullying issue does arise, employers need to take a holistic approach to managing and responding to the issues through a risk management approach.

## CONCLUSION

Good performance management practices are key factors in employee engagement, In our comparisons of the four agencies with the highest percentages of engaged employees with the four agencies with the lowest percentages of engaged employees, we discovered that every positive performance management practice we reviewed (e.g., senior leaders communicating open and honestly to employees; employees having written performance goals) is practiced more widely in high engagement agencies than in low engagement agencies. Pride in One's Work, our survey results show that the vast majority of Federal employees take great pride in both their work and their organizations. They have a clear line of vision from their individual responsibilities to the achievement of their agency's mission and believe their work is important and meaningful. Pride in one's work, a prerequisite for employee engagement, is a solid strength of the Federal workforce.

## RECOMMENDATIONS

1 Satisfaction with Leadership - We found that employees' satisfaction with leadership is an area for focused attention and improvement for most agencies. While about two-thirds of employees think their direct supervisors are doing a good job as supervisors, employees have much less confidence in their higher level leaders. They indicated that these leaders are not communicating enough with them. Employees also believe that leaders' words and actions are not consistent and they are not honestly and openly sharing information. Inadequate communication may be keeping leaders from developing the trusting relationships and personal connections with employees that drive engagement.

2. Employee Involvement - Employee engagement can be facilitated by empowering employees to participate in the organization as partners with management.

3. Satisfaction With the Recognition Received - Accountability and recognition are key challenges in managing the Federal workforce for engagement.

4. Communication, not a formal appraisal system, is the key to accountability -When performance ratings are not closely tied to compensation, their value may be questioned. The critical success factor in holding employees accountable is the ongoing communication the supervisor has with each employee.

5. Recognition - Half of our survey participants indicated that they are rewarded for providing high quality products and services to their customers and that recognition and rewards in their work unit are based on performance merit.

6. Prospect for Future Personal and Professional Growth - Federal agencies are not taking advantage of the opportunity to engage their employees through providing avenues for personal and professional growth. Although a prerequisite to efficient and effective learning is the identification of competencies that employees need to strengthen.

### **REINFORCEMENT OF LEARNING**

Legal standards for employer liability for harassment by co-workers or supervisors with no authority over the complaining employee differ from those for supervisory harassment.

- If the employer knew or should have known of the harassing conduct but took no action to stop or correct it, the employer may be liable.
- The employer may be able to limit its liability by showing that it had no

knowledge and no way of knowing of the harassment.

- The employer may be able to limit liability if it can show that it was aware of the harassment and had taken immediate, appropriate corrective action.

These standards are applied by EEOC guidelines to harassment by non-employees such as customers, vendors or workplace visitors. However, the employer's control over misconduct by these individuals would be considered in determining liability.

Effectively communicating the policy and complaint procedures is essential to ensure effectiveness and to minimize the risk of liability should harassment occur. The employer should provide each employee with a copy of the policy and ask employees to acknowledge its receipt. A receipt is a record that the employee has received, read and understood the policy, its prohibitions, the complaint procedure, the consequences of violating the policy, and the employer's response to prevent and correct unlawful behavior. Managers should be trained to notify HR immediately when issues or complaints arise, or if they observe incidents that could relate to harassment or discrimination.

#### HR's Role

HR professionals are on the front line of preventing unlawful workplace harassment. They must be on alert to stop harassment when they see it first hand or hear about it second hand. They must promulgate antiharassment policies and communicate them to employees. They must educate Manager/Supervisors to likewise spot and stop unlawful workplace harassment.

#### Scope

The subject of discriminatory workplace harassment encompasses workplace behavior by supervisors, co-workers or third parties that is unwelcome, offensive,

intimidating, humiliating or threatening to an individual or group of workers. This article deals with the laws prohibiting such behavior and with employer policies and practices regarding it. It does not deal with the related subject of workplace bullying that is not covered by equal employment opportunity laws.

### **FRAME WORK**

Each timeframe outlined under this policy is considered to be the maximum time allowed for each activity. All parties involved in the resolution of discrimination or harassment issues or complaints, including managers, employees, and advisors, are expected to make every effort to act as quickly as possible and to demonstrate full and complete cooperation in the resolution of issues or complaints.

#### **“Out a few of the important new concepts”.**

##### **“Management Response”**

- a) Managers must act immediately upon becoming aware of potential policy violations, whether or not a complaint has been filed, including:
- b) Intervening to stop unacceptable behaviour and contacting the appropriate WDHP office for advice and assistance, and to initiate the
- c) completion of a preliminary assessment, taking action to protect complainants who raise allegations or file complaints of discrimination or harassment
- d) facilitating the resolution of issues that arise by implementing appropriate and timely resolution mechanisms as taking appropriate and timely remedial or disciplinary action to resolve the issue, when applicable.

- e) Managers must make staff available at the earliest opportunity to participate in investigations and other complaint resolution mechanisms
- f) Senior management must notify police and consult legal services, as required, when information is brought forward about discrimination or harassment that may constitute criminal behaviour.
- g) Managers must declare any potential conflict of interest in relation to an alleged violation of this policy when they are, or may be perceived to be, either condoning or directly involved with an alleged violation.

### **SIMULATION**

Every employee should understand the concept of “universal precautions for violence” that is, that violence should be expected but can be avoided or mitigated through preparation. Frequent training also can reduce the likelihood of being assaulted. Employees who may face safety and security hazards should receive formal instruction on the specific hazards associated with the unit or job and facility. In addition, all employees should be trained to behave compassionately toward coworkers when an incident occurs. The training program should involve all employees, including Leading Captain’s of the departmental HOD’s and managers.

### **DISCUSSIONS**

The persons involved refuse to meet or cannot resolve their differences, you need to take a more active role. Offer to facilitate a discussion between them. If necessary, contact your department's or your organization's Human Resources advisor or an Informal Conflict Resolution practitioner for assistance.

A facilitated discussion is an informal process that allows for expedited and efficient resolution of "low level" disputes that are relatively new and that have not escalated to significant polarization between the parties.

- i. Do not judge what the persons say.
- ii. Obtain all the pertinent facts and keep a record. It may be useful to keep a record of the actions that you took to resolve the issue.
- iii. Empower the employees in finding remedial actions or other potential solutions.
- iv. Take all reasonable steps to ensure that the matter does not become an item of office gossip; advise the persons involved not to discuss the issue except with those who need to know.

**Theory of Essential Learning, skills  
towards Prevention of Work Place  
harassment & Development in Talent  
Management**

It is important to note that the legitimate and proper exercise of management's authority or responsibility does not constitute harassment if it is within what a reasonable person would see as "good management" and if the decisions are made in the interest of the organization, not in the best interest of the manager. This is true for the disciplinary process, the performance review process, giving directions for work, management of absenteeism etc. However, these actions might qualify as harassment if they are carried out in a manner that is offensive, humiliating or embarrassing or when power and authority are used in a non-professional way such as using threats, fear and intimidation, raise awareness to Speak to your employees about the key organizational and human values you want to promote in the

workplace and emphasize that harassment can seriously undermined.

Career development programs will provide employees with the necessary knowledge and skills, and a greater sense of personal responsibility, for managing their career development so that they can increase job satisfaction and effectiveness, and make their best contribution to the organization for career planning. Understanding human change, When we stretch out of our comfort zones and take calculated risks we learn and grow. Most of us want to learn and grow at our own pace - however, corporations are pushing us faster and harder than ever before and by coaching and mentoring the Employees feel, want to grow and develop their individual skills so that they can be effective, competent, and productive, gaining communication skills Participants gain a better understanding of how well they listen and how clearly they communicate, and they'll walk away with tips and techniques for immediate improvement. If Employee's get supportive, encouraging environment to express their best ideas about building and maintaining a diverse workforce. If everyone in the workplace feels included in these conversations, more productive outcomes will emerge for the total organization preventing harassment.

**Suggestion**

The state ethics law applies to staff, supervisors, and family members depending on the situation and circumstance. The law has set ethical standards of behavior for state employees with the expectation that employees will adhere to these standards. This law requires continued ethics training and reminders to assist everyone in applying ethical principles and guidelines for free lance working in Organization without Pressure..

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The receipt of the complaint, the delegated manager screens and acknowledges receipt of the complaint. The criteria used in the screening are that the complaint:

1. It must be filed within one year of the alleged harassment leading to the complaint, unless there are extenuating circumstances and
2. It has to include the information of if applicable, the names of witnesses.

If these criteria are met, the delegated manager informs the respondent that a complaint has been received and provides him/her with the particulars of the complaint in writing, including the allegations. If these criteria are not met, the delegated manager informs the complainant in writing that he or she cannot accept the complaint. If appropriate, the delegated manager suggests other means of resolving the issue.

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