



Brahma Samaj Seva Trust
Gujarat, Patan

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ISSUED BY : MR	APPROVED BY: President	DOC NO: BSST/Pol/15	

Employee Relations

BSST is responsible for ensuring that the workplace is a positive and just environment in which to work. They should therefore institute mechanisms for maintaining positive employer–employee relationships, as well as mechanisms for employees to express their needs and to ensure that their rights are protected. By ensuring that employee relations practices are in place, the organization can more quickly and proactively address difficult problems such as grievances, low staff morale, or poor relationships among staff members.

By ensuring that employee relations practices are in place, the organization can more proactively and expeditiously address difficult problems in the working environment, such as grievances, staff morale, and poor relationships among staff.

BSST understand that a policy alone will not create a positive or just work environment; communication about the policy and enforcement of the policy ensures a high standard for behavior. After communicating the code of conduct to employees, obtain a signed copy from each employee at time of hire and keep that signed copy in the employee’s personnel file. All reports of code of conduct violation will be investigated in a timely manner.



SHREE BRAHMA SAMAJ SEVA TRUST

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Some of the benefits of establishing employee relations practices include the following:

- All employees are treated fairly and equitably,
- Staff are more easily retained if the workplace environment is positive,
- Lower risk that the organization will be sued
- Lower risk that the organization's reputation will be damaged
- Fulfillment of moral and ethical responsibilities to employees
- Open lines of communication so that problems can be addressed before they reach a critical stage Strong HR systems include proactive employee relations measures. This chapter will encourage the organization to do the following:
- Establish a code of conduct to create a positive work environment
- Monitor staff satisfaction and engagement, taking action as appropriate
- Address conflict between staff members in a timely neutral manner
- Ensure mechanisms for representing and protecting employee rights
- Ensure confidentiality
- Follow HR policies consistently

**Establish a
code of
conduct**

**Monitor staff
satisfaction**

**Address inter
staff conflicts**

**Ensure
mechanism to
protect
employee rights**

**Ensure
Confidentiality**