Importance of Policies And Their Impact on Organization

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Abstract- *Policies serve as guiding principles for managing human resource issues, communicating organizational values and fostering a cohesive culture. Key areas such as work-life balance, retention and organizational sustainability are examined in detail. Strategies for policy development and implementation, including identifying objectives, analysing factors, and continuous evaluation are outlined. This study aimed to understand the importance of policies in an organization where a sample of 90 employees were taken collected using convenience sampling .For this study self-constructed questionnaire consisting of 12 items was administered online for data collection . This study also underscores the importance of policies in promoting employee satisfaction, reducing turnover and supporting long-term organizational sustainability. Effective policies contribute to a harmonious work environment, enabling employees to achieve a balance between personal and professional responsibilities.*

Keywords- Policies , work life balance , retention , organization sustainability.

I. INTRODUCTION

A policy is a statement which underpins how human resource management issues will be dealt with in an organisation. It communicates an organisation's values both internally and externally and the organisation's expectations of employee behaviours and performance. Workplace policies often reinforce and clarify standard operating procedure in a workplace as it is well written it helps employers manage staff more effectively by clearly defining acceptable and unacceptable behaviour in the workplace and set out the implications of not complying with those policies. The Human resource management consists of deliberate organizational activities designed to improve employee productivity and administration through such means as recruitment, compensation, performance, evaluation, training, record keeping and compliance where the HR policies are formulated by covering eight common responsibility

- Labour management relations
- Employment practices and placement
- Workplace diversity
- Health, safety and security
- Human resources information systems
- Human resource research
- Training and development

Workplace policy consists of a statement of purpose and one or more broad guidelines on action to be taken to achieve that purpose. The statement of purpose should be written in simple terms, free of jargon. The length of the policy may vary depending on the issue it addresses. A policy can also be very effective at supporting and building the desired organisational culture there is a diversity of interests and preferences, which could result in vague and conflicting objectives among those who are directly involved.

A workplace policy benefits in knowing the Values of the organisation.

- comply with employment and other associated legislation.
- Demonstrate that the organisation is being operated in an efficient and business-like manner.
- Uniformity and consistency in decision-making and operational procedures.
- Add strength to the position of staff when possible legal actions arise.
- Foster stability and continuity provide the framework for business planning.
- assist in assessing performance and establishing accountability.
- clarify functions and responsibilities.

The policy also contributes in the enhancement of the work life balance on the employees and their lives are fulfilled both inside and outside of work, and they experience minimal conflict between work and non-work roles and life in general and lower levels of stress in general which in return increase the job satisfaction of the employees where the employee retention level is higher and the organisations goals are met .

STEPS INVOLVED IN DEVELOPING A POLICY :

- Identify the purpose and objectives which the organization wishes to attain regarding its Human Resources Department
- Analysis of all the factors under which the organization's HR policy will be operating.
- Examining the possible alternatives in each area which the HR policy statement is necessary.
- Implementation of the policy through the development of a procedure to support the policy.
- Communication of the policy and procedures adapted to the entire organization.
- Auditing the policy so as to reveal the necessary areas requiring change.
- Continuous revaluation and revision of policy to meet the current needs of the organization.

POLICY AND WORK LIFE BALANCE

Work-life balance refers to the level of prioritisation between personal and professional activities in an individual's life and the level to which activities related to their job are present in the home therefore the policies of work-life balance and flexible working arrangements enables all employees to balance work and family personal responsibilities supported by policy guidelines hence In today's society it is common for employees to have many competing responsibilities in their life , Care commitment involving children or elderly relatives, education commitment, needing to be available for religious observances, employees want a greater sense of well-being and reduce stress levels. A poor balance between an employees work commitment and their other responsibilities can lead to stress, high absence and low productivity. Employees with better work life balance often have greater sense of responsibility, ownership and control of their working life.

- Careers Leave
- Opportunity for leave if care
- Study / Training leave
- Paid paternity leave
- Paid adoption leave

1.1 POLICY AND RETENTION /TURNOVER

Employee retention refers to an organization's ability to keep its employees. Furthermore, high employee turnover can result in lost productivity, increased recruitment and training costs, and lower morale. Effective employee retention strategies are critical to the success of an organization because they can improve productivity, reduce costsand increase

employee engagement. Effective employee retention strategies are critical to the success of an organization, as they can improve productivity, reduce costs, and increase employee engagement. Factors that affect employee retention include compensation and benefits, work-life balance, career development opportunities, managerial support, organizational culture, employee engagement, work environment, job satisfaction, leadership and opportunities for advancement. HR professionals can improve employee retention by offering great compensation and benefits, incorporating policies, and further promoting work-life balance, providing career development opportunities, supporting managers, and fostering a positive organizational culture. Lastly, promoting employee engagement, improving the work environment, increasing job satisfaction, and offering opportunities for advancement. This way, their efforts will continue to support the success of the organization.

1.2 POLICY AND ORGANIZATION SUSTAINABILITY

Policy in an organization plays a major role . It fosters a cohesive environment where accomplishing multiple tasks is straightforward. Therefore, it helps employees stay on track and companies reach their goals while avoiding unwanted occurrences. And provide instructions on how staff are expected to operate. A policy might outline the discussion topics of a bi-annual performance review, and the procedure to follow is a scheduled meeting. Policies and procedures extend throughout all roles within a business, instructing based on methods that each business finds suitable for them. They may focus on various benchmarks a company must meet for their industry or be the result of an amalgamation of experiences and ideas that streamline a new process. Policies and procedures also calculate the potential risk associated with certain tasks. It is a manageable, measurable way of determining factors that a business might find undesirable or unacceptable, which further leads to the sustainability of the organization.

II. METHODOLOGY

2.1 GENERAL OBJECTIVE

Importance of policies and their impact on organisation .

2.2 SPECIFIC OBJECTIVE

- To understand the impact of policies on employee morale, job satisfaction and overall workplace culture
- To understand the impact of policies on retention and turnover

- To understand the impact of policies on organization sustainability.

2.3 RESEARCH DESIGN

Descriptive research is used in this research to describe the study's goals .

2.4 SAMPLING TECHNIQUE

The targeted group of this survey was chosen by convenience sampling. The sample consists of. 90 individual collected. The sample size involves 90 individuals which means the survey consists of 90 respondents .

2.5 TOOLS OF DATA COLLECTION

For this study , the data collection tool was a self-constructed questionnaire the questionnaire consists of 12 items. Questions were asked on the basis of their attitude towards the importance of policies and their impact on organisation. The questionnaire was administered to 90 employees. Once the data was collected the response was coded, tabulated, analysed and interprete

REVIEW OF LITERATURE

MarkVisser, Jelle Lossbroek, (2021). This study investigated the relationship between older workers' job satisfaction and HR policy. According to the study, even for older workers who did not obtain training, training can boost their job resources and lower their job expectations, both of which are positive factors in job satisfaction. Thus the study used data from The European Sustainable Workforce Survey (ESWS) data from nine (EU) member state The Bulgaria, Finland, Germany, Hungary, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom using Stratified random sampling and utilised data in each nation to choose organisations according to their size (small:20–99 workers, medium:100–250 workers, large:250+ workers) and a total of 259 establishments participated in the survey.

Pooja Ainapur , B. Vidyavathi,Keerti Kulkarni and Mamata P (2016) , This study investigated the relationship between Work life balance practices are deliberate organizational changes in programs or organization culture that are designed to reduce work life conflict and enable employees to be more effective at work . The primary data in this study was collected by questionnaire method considering a sample size of 50 through direct interview method among employees . An overall conclusion of WLB practices are most effective when they enhance employees' autonomy and

increase their capacity to perform well in work and in family situation. In summary a successful convergence between work and nonwork aspects can be win –win situation for employees and employers alike.

Thomas A. Norton ,Hannes Zacher , Neal M.Ashkanay,This study examines how perceptions of the green work environment mediate the links between two types of EGB and the perceived existence of a corporate sustainability policy. The study found that there were positive correlations between self-report task-related and the perceived existence of an organisational sustainability policy, and it was proven that the green work atmosphere fully mediated these associations. The data was gathered from 168 full-time employees, who made up the participants. As a result, we used their work status to screen the first responders (N = 436). 187 people were found through this screening method to not be full-time employees. Those who indicated in their responses that they were "unsure" about whether their organisation had a sustainability policy were eliminated from the remaining 249 participants. This screening increased the amount of research on how effective sustainability initiatives are.

III. RESULTS AND DISCUSSION

3.1 DEMOGRAPHIC DETAILS

TABLE 2:

GENDER	PERCENTAGE
MALE	57.8%
FEMALE	41.4%
OTHERS	1.1%
PREFER NOT TO SAY	0
TOTAL	90

DISTRIBUTION OF RESPONDENTS BASED ON AGE GROUP

AGE GROUP RANGE	PERCENTAGE
18-24	36.7%
25-34	42.2%
35-44	14.4%
45-54	3.3%
55-64	2.2%
65 AND ABOVE	1.1%
TOTAL	90

TABLE 3:

RESPONSES	PERCENTAGE
AGREE	43.3%
STRONGLY AGREE	28.9%
NEUTRAL	24.4%
DISAGREE	1.1%
STRONGLY DISAGREE	2.2%
TOTAL	90

To what extent do you believe organization policies positively contribute to your job satisfaction ?
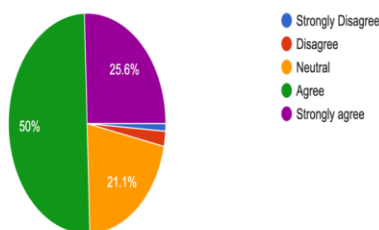90 responses
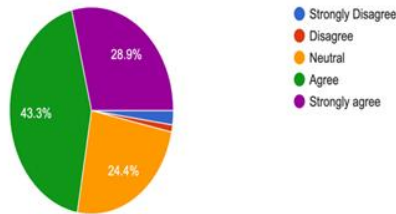
From Table 3 , Its evident that majority of the respondents , 43.3% agree to the fact that policies contributes to their job satisfaction while some strongly agreed and others were neutral.

TABLE 4:

RESPONSES	PERCENTAGE
AGREE	50%
STRONGLY AGREE	1.1%
NEUTRAL	21.1%
DISAGREE	2.2%
STRONGLY DISAGREE	1.1%
TOTAL	90

How would you rate the impact of policies on fostering a positive workplace culture within the organization ?
90 responses

From table 4, it can be interpreted that 50 % of the respondents agreed to policies contribution to a positive

workplace culture within the organization due to their personal experiences in their organization.

TABLE 5

RESPONSES	PERCENTAGE
AGREE	45.6%
STRONGLY AGREE	3.3%
NEUTRAL	24.4%
DISAGREE	2.2%
STRONGLY DISAGREE	24.4%
TOTAL	90

How well do you think policies are adapted to support a healthy work-life balance for employees ?
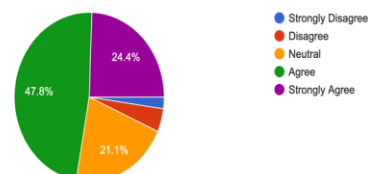90 responses
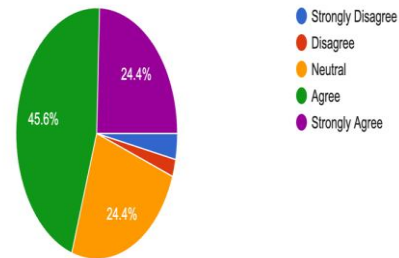
From table 5 it can be interpreted that 45.6% of the respondents who were surveys agree that policies support work life balance for employees and also an equal of respondents of 24.4% disagreed and were neutral . this could be due to their personal experiences at work .

TABLE 6

RESPONSES	PERCENTAGE
AGREE	47.8%
STRONGLY AGREE	24.4%
NEUTRAL	21.1%
DISAGREE	4.4%
STRONGLY DISAGREE	2.2%
TOTAL	90

To what extend do you feel that policies contribute to a sense of fairness and equity in the workplace ?
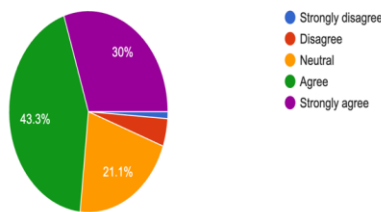90 responses

From Table 6 its can be interpreted that 47.8% of the respondents agreed to policies contributing to a fairness of equity in the workplace as a percentage of 24.4%n strongly agreed to the point above.

TABLE 7

RESPONSES	PERCENTAGE
AGREE	43.3%
STRONGLY AGREE	30%
NEUTRAL	21.1%
DISAGREE	1.1%
STRONGLY DISAGREE	4.4%
TOTAL	90

Do you believe that the policies have a positive impact on retaining employee and their job satisfaction ?
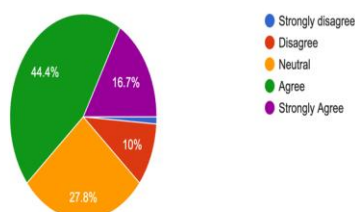90 responses

From table 7 it can be interpreted as majority of the respondent 43.3% agreed to policies having a positive impact on retaining employee this could be due to their personal positive experiences at the organization

TABLE 8

RESPONSES	PERCENTAGE
AGREE	44.4%
STRONGLY AGREE	16.7%
NEUTRAL	27.8%
DISAGREE	10%
STRONGLY DISAGREE	1.1%
TOTAL	90

How effective do you think policies are in reducing employeess turnover ?
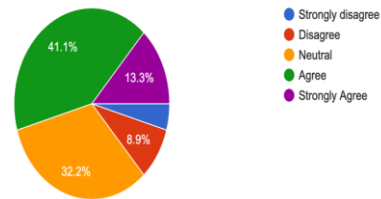90 responses

From table 8 it can be interpreted that 44.4% of the majority respondents agree to polices reducing employee turnover as they could have observed it in their organization

TABLE 9

RESPONSES	PERCENTAGE
AGREE	41.1%
STRONGLY AGREE	13.3%
NEUTRAL	32.2%
DISAGREE	8.9%
STRONGLY DISAGREE	4.4%
TOTAL	90

To what extent do you feel that the companies policies aligns with your long term career goal and aspirations ?
90 responses

From the above table it can be interpreted as 41.1% of the respondents agree to policies aligning to their long-termgoals, they could have observed this in an organization or can be due to personal experiences.

TABLE 10

RESPONSES	PERCENTAGE
AGREE	31.1%
STRONGLY AGREE	16.7%
NEUTRAL	30%
DISAGREE	14.4%
STRONGLY DISAGREE	7.8%
TOTAL	90

Have you ever considered leaving the company due to dissatisfaction with its policies ?
90 responses
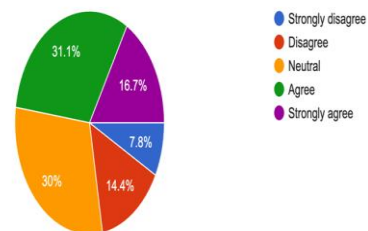
From table 10 it can be interpreted that 31.1% of the respondents agree to that they considered leaving the organization due to policies and 30% of respondents were neutral this could be due to their personal experiences.

TABLE 11

RESPONSES	PERCENTAGE
AGREE	52.2%
STRONGLY AGREE	17.8%
NEUTRAL	20%
DISAGREE	7.8%
STRONGLY DISAGREE	2.2%
TOTAL	90%

How effective do you think policies are in promoting resource effeciency and waste reduction ?
90 responses

Table 11 interprets thatpolicies a majority of 52.2% agree to that policies promotes resource efficiency and waste reduction this could have been observed by the respondents in the organization.

TABLE 12

RESPONSES	PERCENTAGE
AGREE	52.8%
STRONGLY AGREE	23.6%
NEUTRAL	19.1%
DISAGREE	3.4%
STRONGLY DISAGREE	1.1%
TOTAL	90

Have you identified any areas where policies could be strengthened to support the organization better in achieving its goal and objectives ?
89 responses

Majority of the 52.8% of respondents agreed to policies being strengthened in achieving the organization goal and objective this could be due to the negative personal experiences or the overall observation of the respondent.
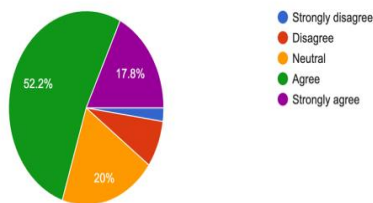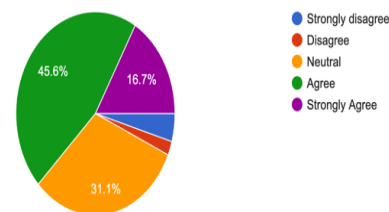
TABLE 13

RESPONSES	PERCENTAGE
AGREE	45.6%
STRONGLY AGREE	16.7%
NEUTRAL	31.1%
DISAGREE	2.2%
STRONGLY DISAGREE	4.4%
TOTAL	90

How transperent do you think the oraganisation is in communicating its policy and its performance ?
90 responses

From table 13, it can be interpreted that 45.6% of the respondents agree to policy being transparently communicated to the employees as this could be due to the personal positive experiences of the respondents and the reason for the organizations goodwill.

IV. CONCLUSION

The conclusion drawn from this research indicates a significant positive impact on both employees and organizations when the majority agrees to policies promoting work-life balance and organizational sustainability. Through an analysis of existing literature and data, it is evident that such policies lead to heightened employee satisfaction, increased productivity and enhanced organizational performance. Moreover the implementation of these policies results in reduced turnover rates, improved reputation and long-term sustainability for the organization. This also highlights the importance of prioritizing employee well-being and sustainability initiatives within organizational management strategies. It underscores the value of aligning policies with the needs and preferences of employees to create a supportive work environment that fosters engagement, productivity and overall satisfaction. Further the policies are also seen to be essential for cultivating a thriving workplace
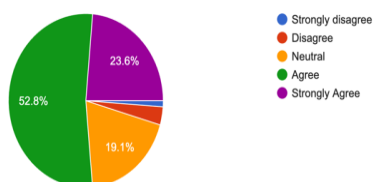
culture and ensuring the long-term success and sustainability of organizations.

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