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Weekly Newsletter

[www.hrvidyalaya.in](http://www.hrvidyalaya.in)

[comply@hrvidyalaya.in](mailto:comply@hrvidyalaya.in)

[service@hrvidyalaya.in](mailto:service@hrvidyalaya.in)

# THE INSIGHT

HR VIDYALAYA CORPORATE SERVICES LLP



## WHAT'S IS INSIDE....

1. Acquiring Fresh Talents – Approach by HR
2. Forced Labour – Definition
3. Purpose of HR Audit
4. AskSree – 44
5. Required Competencies for Sensitive Positions

Anyone who puts his/her knowledge, hard work, whether it is for others or for his/her own...

A Big Salute for you and wishing a Great Success in your Life...

**Best wishes to all the diligent workers on**

**May Day**

**Workers Day Wishes**

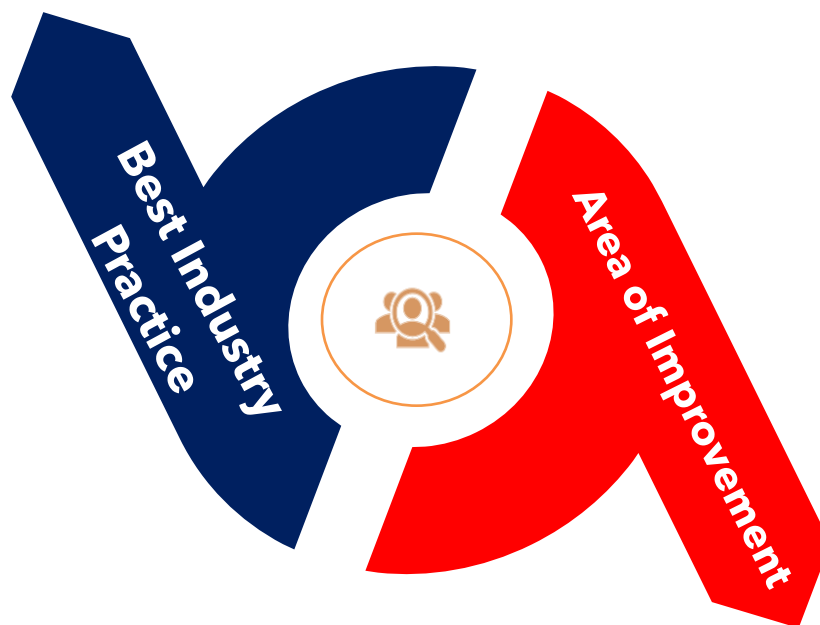
From HR Vidyalaya Corporate Services LLP

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# Acquiring Fresh Talents – Approach by HR

- More than Academics, Freshers are engaged, those having Employability Skills and Soft Skills with respect to the Job, to which they are going to Perform.
- Freshers are acquired after having understood the Future Roles and Skills required to achieve the Organizational Goal
- Attitude to Grow with the Organization is foremost Metric, which was evaluated, before Freshers are engaged.
- Their Potential, Ideas, Adaptability to Diverse culture are key parameters for their engagement.



- Talent team should not consider the Fresh Talents only to fill the Junior Positions or engage them as Learners.
- Have it in mind that, they are potential Leaders and Experts to replace the current such employees.
- Freshers are considered only on their Academic credentials (and worst part is “year of passing”).
- Deliverables of Produce or Service does not depend on such variables.

# Forced Labour - Defined

## Definition

According to ILO, Forced Labour of Adult is.... Work for which a person was not offered himself or herself voluntarily and which is performed under the menace of penalty applied by an employer or third party to the worker

## How it is done

The coercion may take place during the workers recruitment process to force him or her to accept the job or, once the Person is working, to force him/her to do the tasks which were not part of what was agreed at the time of recruitment or to prevent him/her from leaving the job

## Dimensions of Forced Labour

The Operational definition of forced labour thus has four principal elements or "dimensions."

### Dimension 1

Unfree recruitment includes, asking the worker to execute agreement or surrender original certificates

### Dimension 2

Work and Life under duress includes, withhold wages, long hours which go beyond those allowed by National law, involuntary OT, excessively/disproportionately low pay

### Dimension 3

Impossibility of leaving, includes a worker is not able to leave the job at the time of their choosing, Subject to a reasonably and previously agreed notice period

### Dimension 4

Penalty or menace of the Penalty, includes a threat or penalties may be applied by the employer or His/her representative either directly to the worker or to member of his or her family, at any or all Stages outlined above, to force them into and/or keep them in job against their free will

The Constitution of India prohibits Forced Labour and considers it as an offence punishable under the law

# Purpose HR Audit

HR Audit is an analysis, an assertion and a synthesis of current situation, issues priorities and recommendations.

Consequences of not having right and appropriate documents as per the Employment legislation will lead to Fine, Penalty or cancellation of License to operate.

Reviewing current capabilities, building the required organizational capabilities, and align the new capabilities with business strategies.

- Periodical reviews of employee handbooks, code of ethics and workplace practices ensure employers rules are consistent with labour and employment laws.
- Employers are ensured having an opportunity to determine whether employees are aware of polices that affect the employment relationship.

To avail maximum from the Human Resources, through a regular and periodical assessment, is mandatory.

- It is to systematically review the aspects of HR.
- It is an improvement program for HR as function and MEASURING compliances of Government regulations & establishments own Policies.
- (Implemented, non-implemented and partially implemented)

Scope of the Audit is:

What happened?  
Why did it not happen?

Why has it happened?  
How to make it happen?

- To evaluate Staffs and Workers on their performances in achieving the Organizational Goal
- Identify critical HR issues and ensure uniformity in HR polices across.
- Effecting change management and others, which guarantees Management Objectives to enhance the Business

Dear "The Insight" Readers,



44

We launched "AskSree" column to answer your questions regarding Work Life.

Renowned Organizational Psychologist, **Gayathiri Sridharan** uses psychological research to answer your everyday dilemmas. She received her training from Loughborough University, UK, and a thorough HR professional with almost a decade of praxis in various realms of Strategic Human Resource Management. You may please send your queries to the email ID: [itsmegayathiri@gmail.com](mailto:itsmegayathiri@gmail.com)

Solutions will be published in "The Insight."

### Quest

### Solution

*Dear Sree,*

I have been recently promoted as a team lead for an IT company in Bangalore. I now have people who report to me from other countries. The communications are mostly through mail. As my team work in different time zones, I want to ensure that I am not disturbing them on their leisure time but at the same time I would like to have a timely response.

Could you please help me on this ?

–Sheen

Dear Sheen,

I understand and appreciate your concern and it is true that people who get emails outside their working hours feel more stressed than the senders expects them to feel.

However, a recent paper states that the sender could make simple and a low cost adjustment in their mails to help their receivers' to get aligned with their 'response speed expectations'.

So, Sheen, you could clarify your expectations by adding a line or two in the email footer, such as "My working hours may differ from yours and I don't expect a response outside your usual working hours". Relatedly, you could also compose emails during times that are convenient for you but schedule them sending only during normative work hours.

Reference/s:

Giurge, L. M., & Bohns, V. K. (2021). You don't need to answer right away! Receivers overestimate how quickly senders expect responses to non-urgent work emails. *Organizational Behavior and Human Decision Processes*, 167, 114-128.

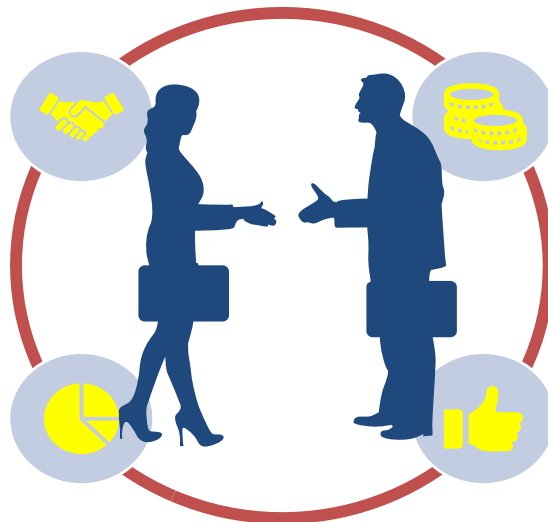
# REQUIRED COMPETENCIES FOR SENSITIVE POSITIONS

## Personal Competencies

- ▣ **Assertiveness:** Able to state one's opinion strongly and positively
- ▣ **Integrity:** Gain trust and confidence by interacting with fairness, honesty and truthfulness while performing
- ▣ **Self- sufficiency:** Be Independent and Exercise professional duties
- ▣ **High emotional stamina:** Equi-poised at all times.

## Communication & Interpersonal Skills

- ▣ **Listening skills:** Authentic and Active Listening, during any conversation
- ▣ **Precision in communication:** A precise and clear expression of thoughts in response to others views/ideas
- ▣ **Persuasiveness:** Nuances of Getting things workable from stakeholders
- ▣ **Sensitivity:** Aware of what is going on in the work place and be Reactive or Pro-Active to situations



## Job Related Competencies

- ▣ **Presentation skill:** Effective portrayal of ideas, concepts, plan and procedures clearly to the target group
- ▣ **Analytical and problem solving skill:** Weigh the pros and cons in an ambiguous situation and takes appropriate decision without delay
- ▣ **Concern for excellence:** Work with passion and exceed expectation
- ▣ **Negotiation skill:** To arrive at constructive agreement after meaningful discussion

## Knowledge level competencies

- ▣ **Command of basic facts:** Understand the business holistically and thorough knowledge of basic facts of the business
- ▣ **Quality consciousness:** Let Quality be the motto while executing or performing the Job
- ▣ **Organizational awareness:** Upto-date knowledge on Departments & functions
- ▣ **Knowledge on standards and specifications of the Organization**