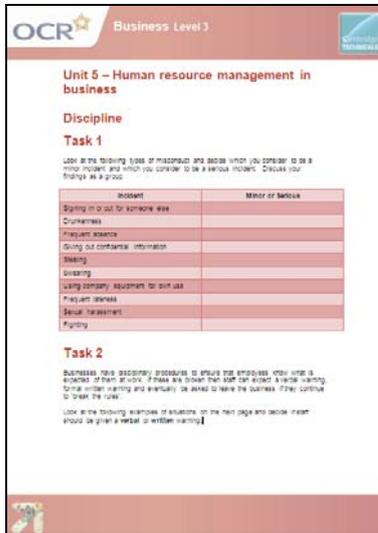# Unit 5 – Human resource management in business

Discipline

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Discipline' which supports the OCR Level 3 Cambridge Technicals in Business Unit 5 – Human resource management in business.

<table>
<tr><td>

Associated Files:
Discipline

Expected Duration:
Task – approx. 30 minutes

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Learners should gain an understanding of how employees should act and behave at work whilst being able to identify what behaviours are appropriate or inappropriate. This activity should show the high expectations businesses require from all employees.

Task 1

Look at the following types of misconduct and decide which you consider to be a minor incident and which you consider to be a serious incident. Discuss your findings as a group.

Incident	Minor or Serious
Signing in or out for someone else	Serious
Drunkenness	Serious
Frequent absence	Minor
Giving out confidential information	Serious
Stealing	Serious
Swearing	Minor
Using company equipment for own use	Minor
Frequent lateness	Minor
Sexual harassment	Serious
Fighting	Serious

Task 2

Businesses have disciplinary procedures to ensure that employees know what is expected of them at work. If these are broken then staff can expect a verbal warning, formal written warning and eventually be asked to leave the business if they continue to 'break the rules'.

Look at the following examples of situations on the next page and decide if staff should be given a **verbal** or **written** warning.

Situation	Verbal or written warning
You miss the bus two days in a row and are therefore late for work. Your supervisor asks you why you are late and when you explain, she asks you to be a bit more careful with your timekeeping in future.	Verbal
You pretend to feel ill one afternoon so that you can go to the job centre to look for another job. Unfortunately someone from work sees you and tells your manager. He calls you into his office and tells you that this sort of behaviour is unacceptable in this organisation.	Verbal

Your supervisor asks you to change your lunch hour from 12.30pm to 1.00pm. You do not like this idea and say that you prefer your lunch at 12.30pm. He insists and you have a slight argument about it. He tells you to be careful about your attitude.	Verbal
You find out that your company is interested in buying some property that is owned by a business that your friend works for. You tell him and he tells your Managing Director. Word gets back to your company and your supervisor tells you that you have committed a serious offence.	Written

This activity offers an opportunity for English skills development.

LESSONElements

The building blocks you need to construct informative and engaging lessons
To give us feedback on, or ideas about, the OCR resources you have used email resourcesfeedback@ocr.org.uk