

# **MODULE 4**

## **RESPONSIBILITIES AND RIGHTS**

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# **COLLEGIALITY**

- **Collegiality is the tendency to support and cooperate with the colleagues. it is a virtue essential for the team work to be effective**
- **Collegiality is the relationship between colleagues. It consists of**
  - 1. Respect**
  - 2. Commitment**
  - 3. Connectedness**

# **LOYALTY**

- **Loyalty is a devotion and faithfulness to a nation, cause, philosophy, country, group, or person**
- **Loyalty is the faithful adherence to an organization and the employer. Loyalty to an employer can be either of the two types**
  - 1. Agency-loyalty – Agency-loyalty is acting to fulfill one's contractual duties to an employer**
  - 2. Attitude-loyalty – Attitude-loyalty has a lot to do with attitudes, emotions and a sense of personal identity as it does with actions.**

# **MANAGING CONFLICT**

- **Conflict refers to any kind of opposition or antagonistic intersection between two or more parties.**
- **If it is managed correctly, it can be helpful (functional) in meeting the organisational goals.**
- **If it is mishandled or not managed correctly, it can be destructive (dysfunctional).**

## **Causes of Conflict**

- a. Unfamiliar language**
- b. Ambiguous or incomplete information**
- c. Organisational structure**
- d. Power struggles**

# **Methods for Managing Conflict**

1. **Collective Bargaining : Negotiations**
2. **Conciliation : Series of conferences, including informal sitting between representatives of the two parties**
3. **Mediation: Third party acts as a moderating influence on the two contending parties**
4. **Arbitration: A third person is chosen as the Arbitrator by agreement between the employers and employees**

# **Conflict Management Process**

- 1. Preliminary step — knowing the conflict**
- 2. Diagnosing the issue**
- 3. Conflict Handling Modes**
  - a. To avoid appearance of conflict**
  - b. Not permitting conflict to surface**
  - c. Mediation**
  - d. Letting the parties in conflict to settle their scores**
  - e. To solve the problems mutually**

# **RESPECT FOR AUTHORITY**

- In order to meet the organizational goals, the professionals should possess respect for authority.

## **Types of Authority**

1. **Executive Authority** – The corporate or institutional right given to a person to exercise power based on the resources of an organization.
  2. **Expert Authority** – This is the possession of special knowledge, skill or competence to perform a particular task or to give sound advice.
- According to the goals of the company, the hierarchical authority is distributed.

# **COLLECTIVE BARGAINING**

- **The process of voluntary negotiations between the employers and a group of employees to resolve the conflicts is called Collective Bargaining.**
- **It is the responsibility of an organization to look into the welfare of the section of people working in it.**
- **In order to deal with such complex situations, an Employee Union is formed wherein, each employee becomes a member and a leader is elected to represent the group whenever needed.**



# **Types of Collective Bargaining**

**There are four main types of collective bargaining**

- 1. Distributive Bargaining – In this, one party's gain is another party's loss. Example – Wages**
- 2. Integrative Bargaining – In this, both the parties may gain or none of the parties may face a loss. Example – Better training programs**
- 3. Attitudinal Structuring – When there is backlog of bitterness between both the parties then attitudinal structuring is required to make smooth industrial relations.**
- 4. Intra-organizational Bargaining – There can be conflicting groups in both management and unions also. So, there is need to achieve consensus in these groups.**

# **Process of Collective Bargaining**

## **6 steps**

- 1. Preparing for Negotiations**
- 2. Identifying Bargaining Issues**
- 3. Negotiations Procedure**
- 4. Reaching the Agreement**
- 5. Ratifying the Agreement**
- 6. Administration of the Agreement**

# **Objectives of Collective Bargaining**

- To increase mutual confidence between the employer and employees;**
- To regulate terms and conditions of employment without intervention of a third party;**
- To create cordial environment in the establishment;**
- To protect the interest of the employees; through collective action and by preventing unilateral action on the part of the employer;**
- To raise the socio-economic attributes of the employees.**

# **Advantages of Collective Bargaining**

- ✓ Effective in Protecting and Promoting Interests of Workers**
- ✓ Control of Management's Autocracy**
- ✓ Promotion of Durable Industrial Peace**
- ✓ Conducive to the Enhancement of Managerial Efficiency**
- ✓ Establishment of Industrial Rules and Creation of Labour Standards**

# **CONFIDENTIALITY**

- **Confidentiality is that practice which helps to keep all information secret.**
- **The maintenance of secrecy refers to the unrevealing of any data concerning the company's business or technical processes that are not already in public knowledge.**

# **Types of information under confidentiality**

- 1. Privileged information :** “available only on the basis of special privilege” such as a privilege accorded an employee working on a special assignment
- 2. Proprietary information :** The information that a company owns or is the proprietor of, and hence is a term carefully defined by property law. It is simply called trade secret.

# **CONFLICTS OF INTEREST**

- A conflict of interest occurs when the employee has more than one interest

- **Example 1**

Let us consider a girl who needs to choose from among her interests in order to fit in her timetable. She wants to attend the exam in college, to attend the music class, to go out for a movie, to deliver a seminar and also go visit her friend. As she is falling short of time, it is her interest to choose what to do and what not. The term used to mention this can be **“Conflicting interests”** and this cannot be morally wrong.

- **Example 2**

If another instance is considered where a man works for a company, being in some crucial position where he has access to all the confidential information and if he works as an unofficial adviser to his wife’s company, it would be morally wrong, where a moral conflict definitely arises. This can be termed as **“Conflict in interests”**.

## **Conflicts of Interest means**

- **A person working in an organization might have multiple interests related to the job he is doing; if he does some side business which means he might be a competitor or he might work with a competitor, it might pose a problem for the employer.**
- **This arises due to Bribe, Gifts , etc.,**
- **An Employee while working in his company, if supports another company, during his leisure time to earn more or for some other career aspects, can be understood as committing an immoral act. Such an act is called Moonlighting which usually creates conflicts of interests**

# **OCCUPATIONAL CRIME**

- **Occupational crimes are defined as offenses that are committed by someone during the course of his or her employment.**

## **Common Forms of Occupational Crime**

- **Altering company records without authorization**
- **Committing tax fraud**
- **Money laundering**
- **Misusing company data or property**
- **Committing stock and securities violations**



# **PROFESSIONAL RIGHTS**

**The rights that engineers have as professionals are called Professional Rights. These professional rights includes:**

- 1.) The basic right of professional conscience: Moral right to exercise professional judgment in pursuing professional responsibilities.**
- 2.) The right of conscientious refusal: Right to refuse to engage in unethical behavior**
- 3.) The right of professional recognition: Right to the recognition of one's work and accomplishments.**

# **EMPLOYEE RIGHTS**

- **It includes moral or legal rights that involves the status of being an employee. They are:**
  - 1. Privacy**
  - 2. Equal Opportunity – Non-discrimination**
  - 3. Equal Opportunity – Sexual Harassment**
  - 4. Equal opportunity – Affirmative Action**

# **Intellectual Property Rights (IPR)**

- **Intellectual property right is a type of property right which allows the creators or owners of patents trademarks or copyrighted works to benefit from their own work or investment.**
- **The global IPR system strengthens protection, increases the incentives for innovation, and raises returns on international technology transfer.**

# **Protection of IPR / Why IPR ?**

- **IPR protection stimulates creativity, research, and innovation by ensuring freedom to individuals and organizations to benefit from their creative intellectual investments. The IP serves many purposes, namely**
  - **It prevents others using it,**
  - **Prevent using it for financial gain,**
  - **Prevent plagiarism**
  - **Provides a strategy to generate steady income etc.,**

# **Types of Protection**

## **1. Patents**

- **A Patent is an exclusive right granted for an invention. It provides the patent owners with protection generally for a period of 20years.**
- **Once the patent protection is granted, that invention cannot be commercially made, used, distributed or sold without the patent owner's consent.**
- **Courts provide the legal safety for these patent rights.**

## **2. Trademarks**

- It means certain distinctive marks or signs that identifies certain goods or services produced or provided by an individual or a company.**
- The protection offered through the trademarks is limited for a period, but can be renewed indefinitely upon payment of the corresponding fee.**

### **3. Copyright**

**The copyright is a specific and exclusive right, describing rights given to creators for their literary and artistic works. E.g software, multimedia, paintings, sculptures Etc.,**

## **4. Trade Secret**

- **A trade secret is the information which is kept confidential as a secret.**
- **This information is not accessed by the any other (competitor) than the owner.**
- **The trade secrets may be formulae, methods, programs, process, test results, data collected, analyzed, synthesized etc.,**

**Thank You**