

## Contemporary Issue Management Assignment PART A

### PART A: MGMT-8760 – Contemporary Issue Identification & Team Contract (10% of Course Grade)

**BE SURE TO WATCH THE RECORDED INSTRUCTIONS AND REVIEW THE RUBRIC TO ENSURE YOU ARE INCLUDING ALL OF THE REQUIRED ELEMENTS IN YOUR WORK.**

**Complete all sections of the Issue Identification & Team Contract below: (10 Marks)**

Team Member's Name
Ayushi Singh
Jankiben Manubhai Patel
Jithin Kumaresan Radhamani
Libron Lester Lopes
Nikesh Tiwari
Rajal Shaileshkumar Nayak
Team Name:

### Contemporary Issue Identification:

For the first section your team must identify and agree upon a contemporary (modern) organizational behaviour issue/concern you will study and resolve for your organization.

Begin by doing some research to discover what modern issues exist in organizations today. There are very few limitations—your team could select almost anything that is related to workplace behaviour. There is a possibility that your Professor will redirect your selection if it is felt that there would not be enough information available on the topic a team initially selects.

### Topics Include (But are not limited to):

- Employee Recognition/Reward Programs
- Social Media Policy in the Workplace
- Work-Life Balance
- Effective Use of Technology
- Promoting Positive Organizational Citizenship Behaviours
- Bullying in the Workplace
- Workplace Harassment
- Whistleblowing
- Diversity in the Workplace

**Our Topic Is:** Workplace Harassment (1 Mark)

**Describe why your team chose this topic (be specific & detailed):** (5 Marks)

Our team chose this topic of Workplace Harassment because it is one of the important issue which is affecting many organizations across the world. We have a belief that having knowledge about workplace harassment is essential for creating a safe, inclusive and a productive working environment in an organization. By highlighting this issue, our goal is to raise awareness and get some strategies to prevent this issue and try to contribute to improve organizational behavior and well-being of an employee.

**Provide 4-5 resources your team used to research your topic (site name & URL):** (4 Marks)

1. Title: Workplace violence and workplace harassment  
URL: <https://www.ontario.ca/document/guide-occupational-health-and-safety-act/part-iii0i-workplace-violence-and-workplace-harassment>
2. Title: Workplace Harassment  
URL: <https://www.wcb.pe.ca/WH>
3. Title: Bullying and Harassment in the Workplace  
URL: <https://www.saskatchewan.ca/business/safety-in-the-workplace/hazards-and-prevention/bullying-and-harassment-in-the-workplace>
4. Title: Respect and Safety in the Workplace – Harassment Policy  
URL: <https://www.otf.ca/who-we-are/our-policies/respect-and-safety-workplace-harassment-policy>
5. Title: Ontario's Law on Workplace Violence and Harassment  
URL: <https://www.minkenemploymentlawyers.com/employment-law-issues/bill-168-ontarios-law-on-workplace-violence-and-harassment/>

## TEAM CONTRACT:

Now that you have selected a topic you need to think about how you plan to complete the assignment as a team. As you will learn in upcoming modules there is a difference **between Groupwork vs Teamwork**. To get you to **collaborate** and benefit from teamwork you will now fill out a contract that starts with establishing team goals, rules & an initial plan for your contemporary issue report & presentation (Parts B & C).

### Expectations of Team Members

1. Be accountable for tasks/assignments
2. Complete work on time and correctly
3. Listen to each other, the team leader, and the professor
4. Give and get respect

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5. Make a fair contribution to the final product.
6. Let team leader know about absence before team meetings
7. Make your best effort
8. Ask for assistance if unsure

### Goals for the Issue Report are: (3 marks)

1. Research various forms of workplace harassment and their impact on employees.
2. Identify existing rules and policies to prevent this type of issue in an organization.
3. Create a report discussing how we can develop a completely harassment free work environment.

### Team Rules: (3 marks)

1. Everyone must actively join the team meeting during the schedule.
2. Rules cannot be changed after everyone agrees to them.
3. Share equal responsibilities and collaborate to achieve our final goal.

**Initial Workload Plan:** (Complete the missing information, you may add extra lines to create a more detailed plan) (3 marks)

**A: - Contract formation, Group Coordination, Recommendations**

**B: - Conduct research, collect relevant resources**

**C: - Identify existing policies and procedures to prevent workplace harassment**

**D: - Identify the preventions to minimize workplace harassment carried out in an organization**

**E: Submit finished report & presentation into the Submissions folder by the required deadline**

Be sure to consider final editing and reviewing your submissions when discussing deadlines.

**Group Meetings** (You may assign various members to coordinate and record your meetings)

Group Meetings will be planned according to schedules but it will be expected that group members will attend, be on time, and contribute to them. \_\_\_\_\_ will be responsible for recording the Meeting Minutes such as attendance, how workload is divided, internal deadlines and other relevant details

**Consequences for Non-Performance** (You may amend or adopt new consequences as approved by your team)

First Offence -Team will issue a warning. Professor must be made aware that a warning was issued. Member receives a mark of zero for that part.

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Second Offence -Team member will be removed permanently from the group. Team will notify the Professor prior to permanent removal.

If removed, we will recommend the Professor award a mark of zero for the whole project.

**THESE TERMS ARE AGREEABLE TO: (Type your names or add 'e-signatures')**

- Ayushi Singh
- Jankiben Manubhai Patel
- Jithin Kumaresan Radhamani
- Libron Lester Lopes
- Nikesh Tiwari
- Rajal Shaileshkumar Nayak

**(1 Mark)**

**Total = 20 Marks**

**Part A is worth 10% of your total course grade. You must submit on time so be sure to pay attention to the course deadlines.**

**Rubric: Team Contract & Contemporary Issue Assignment**

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Team Contract	Level 4 3 points	Level 3 2 points	Level 2 1 point	Level 1 0 points	Criterion Score
Goals	At least three goals are provided. Goals are complete and specific.	At least three goals are provided. Goals are complete but vague.	Less than 3 goals are provided. Goals are incomplete but suggest some discussion occurred.	Not submitted.	/ 3
Rules	Rules are complete and fully outline consequences.	Rules are complete but vague.	Rules are incomplete but attempted.	Not submitted.	/ 3
Plan	Plan is detailed and includes action.	Plan is complete but only talks about concepts and not what action needs to occur.	Plan is incomplete but attempted	Not submitted.	/ 3

Issue Identification	Level 2 1 point	Level 1 0 points	Criterion Score
Topic Selection	Issue chosen by team.	Not submitted.	/ 1

Issue Description	Level 4 5 points	Level 3 4 points	Level 2 3 points	Level 1 0 points	Criterion Score
Explain your team's choice.	Provides at least 3 reasons as to why your team chose your topic and explain why clearly.	Provides 1-2 reasons as to why your team chose your topic and explains why clearly.	Provides the required reasons but explanation isn't clear about your team's choice.	Not submitted.	/ 5

Resources	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 0 points	Criterion Score
Site name & URL	Names of the source and URL are included for at least 4 resources.	Site names and URL are included but less than 4 resources cited.	Site names OR URL present.	Not submitted.	/ 4

Confirmation	Level 2 1 point	Level 1 0 points	Criterion Score
All team members have added their names or esignatures	All present.	Not submitted.	/ 1

Total	/ 20
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Overall Score

Links to the rubrics can be found using the following path in eConestoga:

**Content-Evaluations-Rubrics: select the individual rubric**