

# HR Policies and Their Implementation

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**Abstract-** The significance of human resources (HR) policies in businesses and their actual application are examined in this essay. The document addresses the different HR policies such as hiring, selection, training and development, performance reviews, pay, and employee retention—that are essential to an organization's efficient operation. It also draws attention to the difficulties organizations have when putting these rules into practice. The study suggests that an organization's success can be greatly enhanced by a well-designed HR policy framework combined with workable implementation tactics.

**Keywords—**Hiring, selection, Training and development, Employee retention.

## 1.INTRODUCTION

“HR policies may be defined as guidelines, procedures, codes and regulations adopted by management to guide workplace activities within acceptable limits, which are communicated through a summarized statement called policy statement and implemented through instructions referred to as policy directives.” This study is conducted to measure the effect of human resource policies (planning, recruitment & selection, training & development, job analysis & design, motivation, performance appraisal, and employee participation in decision making) on organizational performance, to verify if there is a positive and significant relationship between human resource policies and organizational performance, and to measure the scope of application of human resource policies. HR policies serve as a road map for the manager. HR policies are also defined as that body of principles and rules of conduct which govern the enterprise in its relationship with employees. Such a policy statement provides guidelines for a wide variety of employment relationships in the organization. The

purpose and significance of the HR policies hardly need any elaboration. Every organization needs policies to ensure consistency in action and equity in its relation with employees. Policies serve the purpose of achieving organizational goals in an effective manner. HR policies constitute the basis for sound HRM practices.

### 1.2 Review of Literature

2.1.1 Guo, 2022 International Journal of Human Resource Management: "The impact of high-performance work systems on employee well-being: A meta analysis." High-performance work systems positively influence employee well-being across various organizational contexts. Organizations should prioritize the implementation of practices such as employee involvement, skill development, and work-life balance initiatives to improve employee satisfaction, reduce stress, and enhance overall well-being, leading to greater organizational performance and sustainability.

2.1.2 Kehoe, R. R., & Collins, C. J, 2023 Journal of Management: "Human resource management and employee performance: A review and research agenda." There is a significant positive relationship between HRM practices and employee performance. Organizations should focus on strategic HRM initiatives such as performance management, training and development, and rewards systems to enhance employee productivity and effectiveness

2.1.3 Jiang, K., et al, 2020 Journal of Applied Psychology: "Cognitive job crafting: An integrative conceptualization." Employees engage in cognitive job crafting by changing their perceptions and interpretations of work tasks to align with their preferences. Organizations should encourage employees to proactively shape their job roles and responsibilities to enhance job satisfaction, motivation, and engagement, thereby fostering a

positive work environment and improving overall organizational performance.

2.1.4 Sardeshmukh, S. R., & Sharma, D., 2023 Journal of Business Research: "Human resource management practices and small and medium enterprise performance: A meta-analysis." HRM practices significantly impact SME performance, with training and development showing the strongest effect. SMEs should invest in HR practices such as employee training, performance appraisal, and compensation systems to enhance employee skills, motivation, and productivity, ultimately leading to improved organizational performance and competitive advantage.

2.1.5 Spector, P. E., & Fox, S., 2021 Work & Stress: "The stressor-emotion model of counterproductive work behavior: An integrative review." Emotions mediate the relationship between stressors and counterproductive work behavior, highlighting the importance of emotional regulation in HR policies. Organizations should implement strategies to manage workplace stressors and foster a positive emotional climate to reduce the occurrence of counterproductive work behavior and promote employee well-being and organizational effectiveness

#### I.

### 1.3 Research Gap

HR policies often need to navigate through legal requirements, company culture, and employee needs, making them inherently complex to draft.

### 1.4 Objectives of the study

- To study the HR Policies of the company
- To study the amendments made in the HR Policies of Dhanhind utility private limited .since the time of incorporation.
- To suggest HR Policy manual for the further development of Dhanhind utility private limited

## 1.5 RESEARCH METHODOLOGY

### RESEARCH DESIGN

A research design is the arrangement of condition for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure. The research design is the conceptual structure within which research is conducted.

### RESEARCH HYPOTHESIS &METHODOLOGY

Research methodology is a way to systematically solve the research It may be understood as a science of studying how research is done scientifically. It includes the overall research design, the sampling procedure, data collection method and analysis procedure.

### DATA ANALYSIS

#### LIST THE TOOLS USED

The researcher used a non-structured questionnaire comprised of multiple-choice responses and Likert's 5-point scale supported with personal interviews of the respondents.

#### STATISTICAL TOOL USED

##### PERCENTAGE ANALYSIS

One of the simplest methods of analysis of the percentage method. It is the traditional statistical tools. Through the use of percentage data are reduced in the standard from with the base equal to 100 which facilitates relative comparison. In the study the percentage analysis is been used for interpretation. It was used to analyses and interpret the data by representing them through tables and charts.

#### SAMPLE SIZE

This sample taken for the study is 150

#### DATA COLLECTION APPROACH

While deciding about the method of data collection for the researcher should keep in mind there are two types of data collection.

#### PRIMARY DATA:

- The primary data are those which are collected fresh and for the first time and thus happen to be original in character.
- With help of the structural questionnaire, personally administered interview technique has been used for the collection of primary data from the respondents.

#### SECONDARY DATA:

The secondary data are those which have already been collected by someone else and which already have been passed through the statistical process. The secondary data have been collected from the company records, journals and various websites.

#### PERCENTAGE ANALYSIS

Table 1.1 Consistently are HR policies applied across all departments

Particular	Frequency	Percentage
Agree	45	30.0
Disagree	21	14.0
Neutral	39	26.0
Strongly Agree	25	16.7
Strongly Disagree	20	13.3
Total	150	100.0

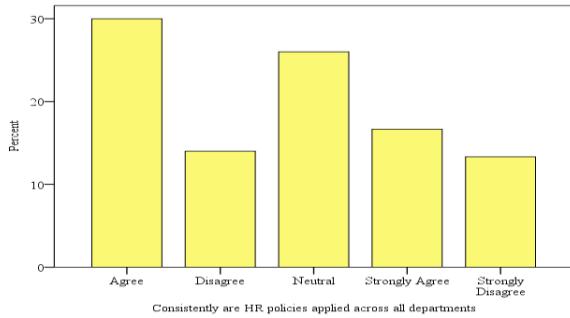


Figure No 1.1 Consistently are HR policies applied across all department

Inference

From the above table, it is inferred that 50.7% of respondents are 20-30 age categories, 34.0% are 31-40 age categories, 13.3% are 41-50 age categories, 2.0% are 51 & above age categories

Table 4.1.2 Changing business and market dynamics

Particular	Frequency	Percentage
Agree	38	25.3
Disagree	42	28.0
Neutral	34	22.7
Strongly Agree	21	14.0
Strongly Disagree	15	10.0
Total	150	100.0

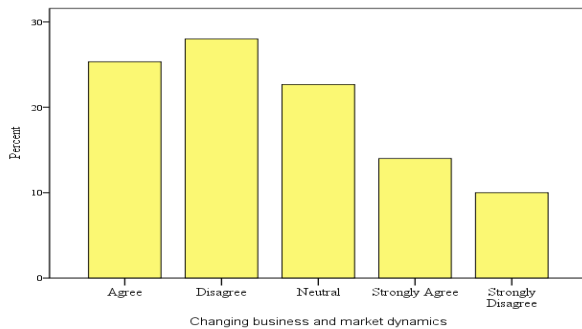


Figure No 1.2 Changing business and market dynamics

Inference

From the above table, it is inferred that 28% of the respondent are disagree, 25.3% of the respondent are agree, 22.7% of the respondent are Neutral, 14% of

the respondent are strongly agree, 10% of the respondent strongly disagree

Table 1.3: Employee satisfaction and retention

Particular	Frequency	Percentage
Agree	50	33.3
Disagree	31	20.7
Neutral	34	22.7
Strongly Agree	25	16.7
Strongly Disagree	10	6.7
Total	150	100.0

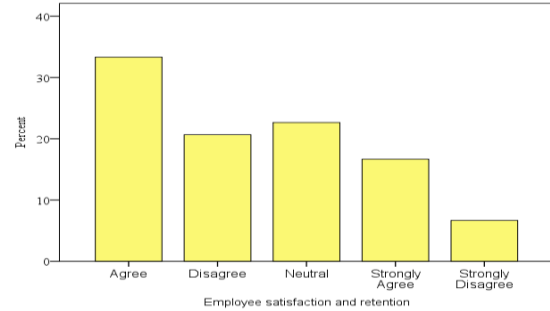


Figure No 1.3: Employee satisfaction and retention

Inference

From the above table, it is inferred that 33.3% of the respondent are agree, 22.7% of the respondent are neutral, 20.7% of the respondent are disagree, 16.7% of the respondent are strongly agree, 6.7% of the respondent strongly disagree

The timelines of the implementation

Table no 1.4 The timelines of the implementation

Particular	Frequency	Percentage
Dissatisfied	17	11.3
Neutral	44	29.3
Satisfied	50	33.3
Very Dissatisfied	11	7.3
Very Satisfied	28	18.7
Total	150	100.0

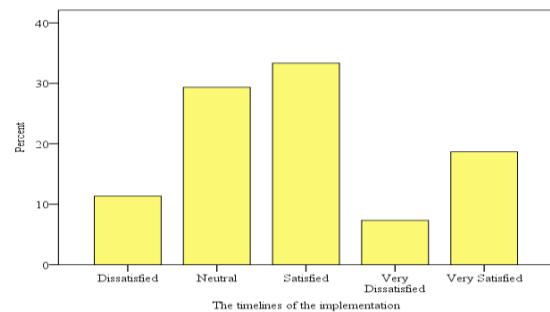


Figure No 1.4 The timelines of the implementation

Inference

From the above table, it is inferred that 33.3 % of the respondent are satisfied, 29.3 % of the respondent are neutral, 18.7% of the respondent are very satisfied, 11.3 % of the respondent are dissatisfied, 7.3 % of the respondent are very dissatisfied Diverse groups within the workforce

Table no.1.5 Diverse groups within the workforce

Particular	Frequency	Percent
Dissatisfied	26	17.3
Neutral	40	26.7
Satisfied	44	29.3
Very Dissatisfied	14	9.3
Very Satisfied	26	17.3
Total	150	100.0

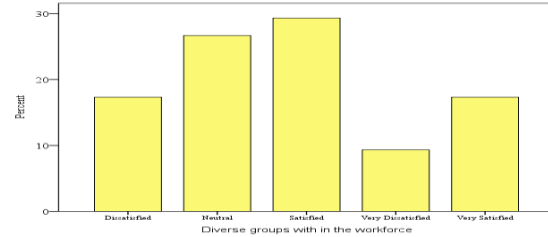


Figure no. 1.5 Diverse groups within the workforce

STATISTICAL ANALYSIS

Chi-square Tests

Nullhypothesis

H0: There is no significant between Employee satisfaction with HR changes& Amendments improve work-life balance

Alternativehypothesis

H1: There is significant between the Employee satisfaction with HR changes & Amendments improve work-life balance.

Summary ofthe Chi-square

Table4.1.3:Summary of the chi-square

	Cases					
	Valid		Missing		Total	
	N	Percent	N	Percent	N	Percent
Employee satisfaction with HR changes Amendments improve work-life balance	150	100.0%	0	0.0%	150	100.0%

Chi-Square Tests

	Value	Df	Asymp. Sig. (2-sided)
Pearson Chi-Square	55.666 <sup>a</sup>	16	.000
Likelihood Ratio	54.183	16	.000
N of Valid Cases	150		

Inference

The chi-square test results indicate a significant association between the variables (Pearson Chi-Square value = 55.666, df = 16, p < 0.001). However, the test's validity is compromised because 48.0% of the cells have expected counts less than 5, and the minimum expected count is 1.93.

1.6 SUGGESTIONS

- Provide training to managers and employees to ensure understanding, compliance, and conduct assessments to identify skill gaps and

development priorities

- Conduct 360-degree feedback and to suggestion box or online platform for employees assessments to gather insights into managerial performance and areas for improvement

1.7 LIMITATIONS OF THE STUDY

- Company not allowed disclosing confidential information
- Due to the busy work schedule of the employees, chances are there that response to the questionnaires may be with lack of full concentration

1.8 CONCLUSION

This study focused on employee loyalty and commitment. Effective HR policies and their implementation are crucial for fostering a productive, inclusive, and legally compliant workplace. Well-crafted policies provide clear guidelines on various aspects of employment, such as recruitment, employee

conduct, compensation, and benefits, helping to ensure consistency and fairness. Successful implementation requires regular communication, training, and enforcement to ensure all employees understand and adhere to these policies. This alignment supports organizational goals, enhances employee satisfaction, and mitigates risks related to non-compliance with labor laws. Ultimately, robust HR policies and their diligent implementation form the backbone of a healthy organizational culture.

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