

# IBP 3433

# Organizational Behavior

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# Who should manage organizational behavior? Why?

HR manager because it is a management of people within an organization.

**What if the employee does  
not do what the company  
tell them to do?**

Employee will be terminated  
(The end of employment).

# Six basic steps to terminate

- ▶ **1. Oral Warning:** inform employee what is happening is unacceptable
- ▶ To tell employee verbally that his or her behavior is unacceptable so that he or she should stop the action, avoid the action, and prevent the action from happening again.

# Six basic steps to terminate

- ▶ **2. Written Warning:** official warning
- ▶ To tell employee officially in paper and ask employee to sign that his or her behavior is unacceptable so that he or she must stop doing it immediately.

# Six basic steps to terminate

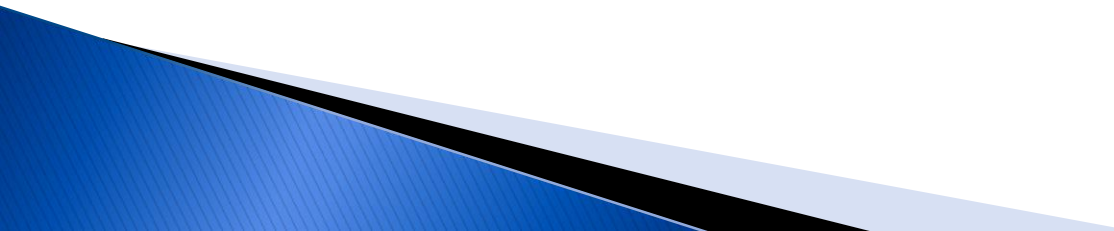
- ▶ **3. Written Reprimand:** a serious warning before taking action
- ▶ To tell employee officially that this is the last warning and company will take action if he or she is doing the unacceptable behavior.

# Six basic steps to terminate

- ▶ 4. **Suspension:** stop working without pay
- ▶ To punish employee by asking him or her to leave organization temporarily without pay.



# Six basic steps to terminate

- ▶ **5 Demotion:** (the opposite of promote) to transfer employee to lower rank or lower responsibility
  - ▶ To give employee a lower rank or lower responsibility or to move them to unimportant duty or to move them to less important position.
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# Six basic steps to terminate

- ▶ 6. Termination: “*You are fired*”
- ▶ To tell employee that his or her employment is officially ended.

# Termination

## (The end of employment)

- ▶ What are nine main reasons for termination?
  - ▶ 1. Resignation
  - ▶ 2. Discharge for violation of company policies.
  - ▶ 3. Layoff
  - ▶ 4. Unsuccessful completion of probation period
  - ▶ 5. Retirement
  - ▶ 6. Long term disability
  - ▶ 7. Unsatisfactory work performance
  - ▶ 8. Have been sentenced to imprisonment
  - ▶ 9. Death

# Discharge for violation of company policies

- ▶ **1. Falsification of information**
  - ▶ – Have fake master degree program from USA.
  - ▶ – Lie in resume that can speak Japanese very well, but know only a few words.
- ▶ **2. Absenteeism**
  - ▶ – Have too many absences
  - ▶ – Absences without reporting

# Discharge for violation of company policies

## ▶ 3. Tardiness

- ▶ – Come to work late, or work too slow
- ▶ – Take a break too long or too often or sleeping on the job

## ▶ 4. Job abandonment

- ▶ – Go home early and leave work unfinished
- ▶ – Absence from work area, leave work or equipment running without any supervision.

# Discharge for violation of company policies

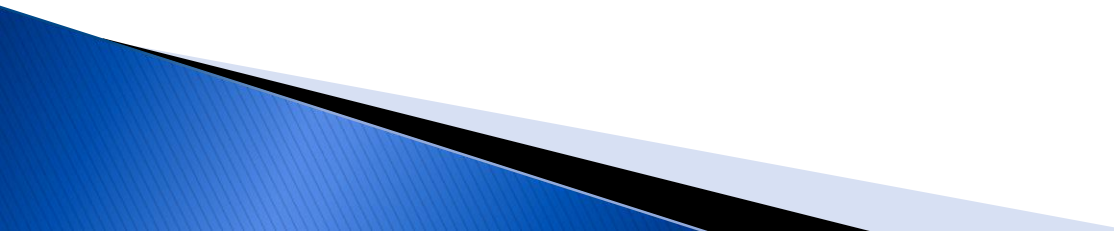
- ▶ **5. Possession of/ concealing a weapon**
  - ▶ – Bring gun or big knife to work
  - ▶ – Have a dynamite in car
- ▶ **6. Working under the influence**
  - ▶ – Consume illegal drugs
  - ▶ – Consume alcohol before or during work

# Discharge for violation of company policies

## ▶ 7. Theft

- ▶ – Steal company's product
- ▶ – Taking company stationary

## ▶ 8. Fighting

- ▶ – Fighting with co-workers
  - ▶ – Threatening female co-workers
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# Discharge for violation of company policies

## ▶ 9. Insubordination

- ▶ – Did not follow the supervisor's instructions
- ▶ – Avoid doing the assigned work

## ▶ 10. Disclose or misuse of company information or property

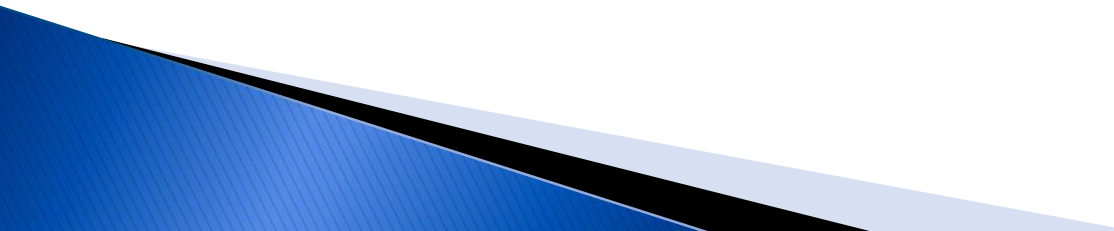
- ▶ – Tell competitors about company's confidential information
- ▶ – Use company's car on family trip



# Discharge for violation of company policies

- ▶ **11. Abusive and threatening behavior and language**
  - ▶ – Bullying
  - ▶ – Use profanity language
- ▶ **12. Sexual harassment**
  - ▶ – Watch XXXX rated on company's computer during work
  - ▶ – Stalking other female worker.

## Thai law: Employer can terminate employee without compensation if.....

- ▶ 1. Employee has been dishonest on duty.
  - ▶ 2. Employee deliberately commit a criminal offense against the employer
  - ▶ 3. Employee has intentionally caused damage to the employer.
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# Thai law: Employer can terminate employee without compensation if.....

- ▶ 4. Employee has violated working rule or lawful order from the employers
- ▶ 5. Employee has been absent for three consecutive working days without justification.

# Thai law: Employer can terminate employee without compensation if.....

- ▶ 6. Employee has caused serious damaged to employer due to negligence.
- ▶ 7. Employee has been sentenced to imprisonment.

# Assignment # 7 (After Midterm)

- ▶ 1. Suppose that Mr. John Doe often leaves the office in the afternoon to play golf with friends and customers. As a HR manager, explain six steps that you will do to terminate Mr. John Doe if he still plays golf on company's time.
- ▶ 2. What are the nine reasons for termination? Do you think is fair or unfair? Why?
- ▶ 3. What are 12 reasons for being discharged for the violation of the company? Provide two situation examples of people you know who lose their job because they have violated company policies.
- ▶ 4. Under Thai laws, what are the seven conditions that employer can terminate employees without compensation?

# Oral Test: Termination (The end of employment)

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