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## **A Study on Record Keeping of Employee Misconduct at Workplace**

*Ms. Snehal Tupe, Ms. Kranti Khatal*

Indira School of Business Studies PGDM, Pune

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### **ABSTRACT**

This research paper examines the multifaceted issue of employee misconduct within the corporate environment of India's largest alcoholic beverage companies. Employee misconduct whether it manifests as absenteeism, alcohol misuse on the job, theft, or non-compliance with company policies presents significant challenges that ripple through the organization, affecting productivity, team morale, and overall workplace culture. This research aims to understand the nature, frequency, and underlying causes of these incidents, examining the root behavioral patterns and the broader implications for organizational health.

Through a combination of quantitative data analysis and qualitative assessments drawn from employee files, attendance logs, and incident reports, this paper endeavors to create a comprehensive portrait of misconduct trends within the company. By addressing the problem holistically, the research offers valuable insights into how disciplinary frameworks, employee support systems, and clear policy communication can mitigate these issues and foster a productive and respectful work environment. This abstract sets the stage for a deep dive into the complexities of workplace behavior, highlighting the practical contributions the study hopes to make toward building a more resilient, ethical, and supportive corporate culture.

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### **I. INTRODUCTION**

Employee misconduct in the workplace is a complex issue that directly impacts an organization's productivity, morale, and overall work environment. In today's competitive business landscape, maintaining a disciplined workforce is essential for operational efficiency, yet instances of misconduct ranging from absenteeism to theft and substance abuse during work hours persist, creating ongoing challenges for companies. This research paper delves into these issues within Manufacturing Companies has encountered recurrent issues with employee misconduct that not only disrupt daily operations but also compromise team cohesion and employee morale.

This study focuses on understanding the causes, types, and frequency of misconduct behaviors, aiming to categorize these issues systematically and explore underlying factors that drive such behaviors in a high-paced manufacturing environment. By investigating patterns within absenteeism, inappropriate on-the-job behavior, and the theft of company property, the research seeks to identify both behavioral and systemic factors that contribute to these issues. Employee records, incident reports, and observations form the core data sources, providing a comprehensive view of these challenges within the workplace. Analyzing this data allows the study to shed light on organizational practices that may unintentionally enable misconduct, such as ineffective communication of policies, insufficient employee engagement, and a lack of clear disciplinary measures.

By proposing targeted solutions, including policy refinement, heightened employee awareness programs, and structured disciplinary frameworks, this research contributes actionable insights for creating a disciplined, compliant work culture. Through implementing these recommendations, Manufacturing companies can potentially foster a positive environment that not only aligns with company values but also supports long-term productivity, employee satisfaction, and organizational resilience in a highly competitive market. The findings and proposed strategies serve as a guide not only for addressing current misconduct but also for shaping future policies aimed at proactively mitigating such issues, ultimately fostering a stable, respectful, and efficient work environment at across organizations.

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### **II. RESEARCH METHODOLOGY**

The methodology employed in this study is both comprehensive and ethically rigorous, designed to systematically capture and analyze employee misconduct data in a way that respects individual privacy and ensures data accuracy. The research process began with an exhaustive review of physical employee files, including attendance records, incident reports, and disciplinary records maintained at Manufacturing Company. These documents provided the raw data needed to assess the frequency and types of misconduct incidents, and each record was meticulously cataloged into a digital database for quantitative analysis.

The categorization process involved coding data by specific types of misconduct such as absenteeism, policy violations, or inappropriate behavior which allowed for a more structured understanding of behavior patterns across different departments and employee demographics. This process, however, was

not without challenges; managing sensitive information ethically required strict confidentiality protocols, and interpreting incomplete records or vague descriptions necessitated careful diligence to avoid inaccuracies.

By organizing these data points into a structured, reliable format, the methodology transforms complex, unstructured information into actionable insights. This section also underscores the ethical considerations centrally to the study, from securing confidential employee data to ensuring that findings do not unfairly portray employees involved in misconduct cases. This methodology reflects a balance of quantitative rigor and ethical responsibility, providing a solid foundation for understanding how and why misconduct manifests within a corporate setting.

#### OBJECTIVES

- To identify the types and frequency of employee misconduct in the Manufacturing Industry.
- To study the root causes of the observed misconduct.
- To study the impact of misconduct on overall employee performance and productivity.
- To study how misconduct records are kept.

#### LITERATURE REVIEW

The literature review provides an in-depth examination of the academic and industry research on workplace misconduct, situating Manufacturing Company's challenges within a broader context of organizational behavior and disciplinary practices. This section begins by exploring foundational theories, such as Social Learning Theory and the Theory of Planned Behavior, which suggest that workplace behavior is heavily influenced by social contexts, peer behavior, and individual perceptions of organizational norms. These theories provide insight into why employees may engage in misconduct despite knowing its potential consequences, emphasizing that behavior is often learned and reinforced within the workplace environment.

The review also covers specific studies on absenteeism, alcohol misuse, and employee theft, comparing how different industries, from healthcare to manufacturing, manage and mitigate these issues. For instance, healthcare settings with strict attendance policies often prioritize punctuality due to the critical nature of patient care, while manufacturing companies may focus on policy reinforcement to prevent safety violations. This literature review serves as both a theoretical foundation and a practical guide, identifying the best practices and disciplinary frameworks that can be adapted to address misconduct at Manufacturing Industries.

By synthesizing these findings, the review highlights that while misconduct may manifest differently across sectors, the underlying principles of clear communication, supportive supervision, and robust policy enforcement remain universally relevant, providing a roadmap for Manufacturing Industries to create an effective, respectful, and disciplined work environment.

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### III. CONCLUSION

The conclusion of this research paper encapsulates the findings, insights, and actionable recommendations gleaned from the study of employee misconduct at Manufacturing Company. Throughout the analysis, it has become clear that misconduct is not only a challenge for disciplinary frameworks but also an opportunity for organizational introspection and growth. By examining patterns of absenteeism, alcohol misuse, theft, and other violations, this study has highlighted key areas where policy enforcement, employee support, and workplace communication can be strengthened. The findings suggest that misconduct is often a symptom of larger organizational issues, such as insufficient communication about policies, lack of support for personal challenges, or unclear expectations.

Therefore, the path forward involves not only reinforcing rules but fostering a work environment that emphasizes respect, accountability, and open communication. By implementing the recommendations provided such as clearer disciplinary frameworks, increased employee awareness programs, and more robust support systems, manufacturing industries can create a workplace that discourages misconduct while encouraging a culture of mutual respect and shared responsibility.

This conclusion reflects the holistic vision of the study, proposing that true organizational discipline is achieved not through fear of punishment but through a workplace culture that values integrity, support, and initiative-taking engagement with its employees.

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