

INDUSTRIAL RELATIONS MANAGEMENT

Labour issues constantly arise in the company either due to some form violation or grievances. Legislation requires the company to maintain a record concerning the problems and the steps taken to resolve them.

KaiZenHR Enterprise Industrial Relations Management enables you to enter and track labour-related information for each incident. You'll find this information handy when trying to resolve any problems that arise as a result of a grievance or a disciplinary action. If you have an accurate, up-to-date record of the steps taken to resolve each problem, you can help your company avoid any liability problems.

Some key features of the module includes:

- Flexibility in defining multiple type of **Disciplinary Actions**
- Identifying the **Severity Level** of Disciplinary Cases
- **Administering Employees** on Disciplinary. Information captured include Date of Disciplinary, Type of Offence, Severity Level, Action Taken.
- Preparation and printing of Disciplinary Letters
- Tracking of **Domestic Inquiry** sessions and panel members information.
- Administration of all **Complaints / Grievances**. Information captured include Date of Complaint, Reported To, Description of Complaint, Action Taken etc.