

Passage.

An important part of management is the making of rules. As a means of regulating functioning of an organisation so that most routine matters are resolved without referring each issue to the manager they are an essential contribution to efficiency. The mere presence of carefully considered rules has the double-edged advantage of enabling workers to know how far they can go, what is expected of them and what channels of action to adopt on the one side, and, on the other, of preventing management from the behaving in a capricious manner. The body of rules fixed by a company for itself acts as its constitution, which is binding both on employees and employers, however, it must be remembered that rules are made for people, not people for rules. If conditions and needs change rules ought to change with them. Nothing sadder than the mindless application of rules which are out-date and irrelevant. An organisation suffers from mediocrity if it is too rule-bound. People working in will do the minimum possible. It is called "working to rule or just doing enough to ensure the rules are not broken." But this really represents the lowest level of the employer/employee relationship and an organisation afflicted by this is in an unhappy condition indeed. Another important point in rule-making is to ensure that they are rules which can be followed. Some rules are so absurd that although everyone pays lip-service to them, no one really bothers to follow them. Often the management know this but can do nothing about it. The danger of this is, if a level of disrespect for one rule is created this might lead to an attitude of disrespect for all rules. One should take it for granted that nobody likes rules, nobody wants to be restricted by them, and, given a chance, riots people will try and break them. Rules which cannot be followed are not only pointless, they are actually damaging to the structure of the organization.

Final Draft

Framing of Good Rules for Organization
(Title with Marker)

Rules are important for efficiently managing an organization. Properly framed rules make the workers aware of their responsibilities and prevent unstable management. Rules are like constitution of any organization to serve its people, applicable to both employers and employees. Rules must also show adaptability and flexibility, out-dated rules must not be followed, otherwise the working capacity of workers will be reduced. Their rigidity affects the employer and employee relationship which harms an organization's integrity. Rules are framed so that everyone follows rather ignoring them. If someone ignores or disrespects one rule, it will create disregard for all other rules. People generally dislike rules and restrictions. If a rule is impractical it is not only senseless but also harms the organization's integrity.

Total word = 337

Precis word = 121