

An Analysis on Employees Awareness of Various HR Policies and Office Culture in CEI Design Consultancy Private Limited, Bangalore

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ABSTRACT

This Analysis aims to investigate the level of awareness among employees regarding the Human Resources (HR) policies and the prevailing office culture at CEI Design Consultancy. By examining employees' understanding of key HR policies—such as benefits, performance evaluations, grievance handling, and workplace ethics—along with their perceptions of the company's culture, the study seeks to identify potential gaps in communication, alignment, and overall engagement. The research will employ both qualitative and quantitative methods, including surveys, interviews, and focus groups, to assess employee knowledge and attitudes. The findings are intended to provide actionable insights for improving HR communications, enhancing employee satisfaction, and fostering a more cohesive and inclusive organizational culture.

KEY WORDS

HR Policies, Employees Awareness, Office Cultures, organisation values, Employee Engagement.

1. INTRODUCTION

This study focuses on employees' awareness of various HR policies and office culture at CEI Design Consultancy Pvt Ltd, a leading design consultancy firm known for its innovative approach and dynamic work environment. HR policies encompass a wide range of regulations and guidelines, from recruitment and compensation to disciplinary procedures and employee benefits. Awareness of these policies is crucial for employees to navigate their roles effectively and make informed decisions about their work life. A lack of awareness can lead to misunderstandings, dissatisfaction, and even legal issues. This study investigates how well employees understand these policies, identifies any gaps in knowledge, and assesses the effectiveness of communication strategies employed by the HR department. The findings of this research are expected to offer valuable insights for organizations striving to enhance their HR practices and cultivate a thriving office culture. By pinpointing areas where employees' understanding of policies and cultural norms can be improved,

and by identifying strategies for fostering a more cohesive and supportive work environment, the study aims to contribute to more effective HR management and organizational development practices.

2. RESEARCH DESIGN

The research methodology for the study on CEI Design Consultancy Pvt Ltd involves a mixed-methods approach, combining both qualitative and quantitative research techniques. Initially, a literature review will be conducted to establish a theoretical framework regarding employee awareness of HR policies and office culture.

3.OBJECTIVES OF THE STUDY

1. To evaluate the level of employee awareness regarding HR policies and procedures within the organization.
2. To analyse the existing office culture and its impact on employee satisfaction and productivity.
3. To identify any gaps in communication between management and employees regarding HR policies and office culture.

4. REVIEW OF LITERATURE:

1. Cook, F., Schuler, R., & Verma, A. (2020): The continued emergence of Asia as an increasingly important continent for the near future has generated renewed interest in understanding theory and practice in this area.
2. Rahmavati, Y., & Mage, S. (2023): This study section goes into the relationship between human resource management and English language proficiency.
3. Pallarès-Miralles: These include: the conceptual contract; work-life balance; Corporate Social Responsibility; multinational companies and their subsidiaries;
4. M., Romero, C. (2012): This paper presents and describes cross-country data on the management of mandatory public and private pension schemes around the world
5. James, E., Edwards, A., & Iglesias, A. (2009): The impact of private participation and counterclaims on disability costs
6. Duggan, M., & Imberman, S. (2009): This chapter, which discusses three types of indicators—characteristics of individuals insured in the disability insurance (DI) program, financial status, and generosity in program benefits—suggests that growth is evident appearances in DI books will continue and probably accelerate going forward.

4. DATA METHODOLOGY

Table 4.1: Table about Employees Awareness of Company's Leave Policies.

Particulars	No. of responses	No. of Percentage
Very well	30	22.7%
Somewhat well	39	29.5%
Not very well	44	33.3%
Not aware at all	19	14.4%

Interpretation: This suggests a need for increased awareness and communication to better inform the respondents on the subject matter.

1. How well do you understand the company's leave policy?

132 responses

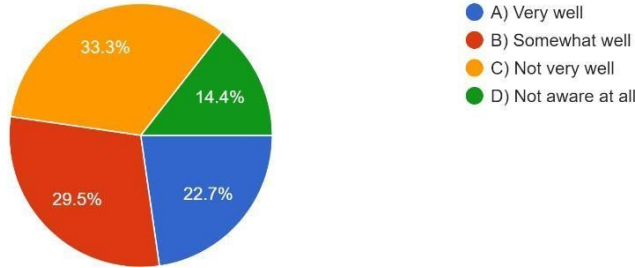


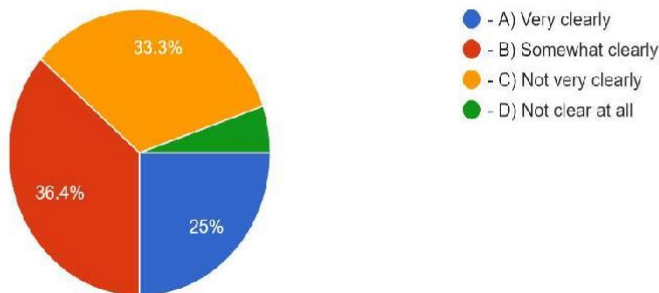
Table 4.2 : Table about the Clarity of Communication of the company’s HR Policies.

Particulars	No. of responses	No. of Percentage
Very clearly	33	25%
Somewhat	48	36.4%
Not very clearly	44	33.3%
Not clear at all	7	5.3%

Interpretation: It indicates that a significant majority of employees are not understanding it very clearly, indicating some confusion or ambiguity

7. How clearly are the company's HR policies communicated to you?

132 responses



TESTING THROUGH T- TEST

Table 4.3: About the clarity of communication provided by CEI Design Consultancy Pvt Ltd

Response data from table 4.3

Option	Responses	Numerical value	Total score
A) very satisfied	60	5	300
B) satisfied	50	4	200
C) neutral	20	3	60
D) dissatisfied	15	2	30
E) very dissatisfied	5	1	5
Total	150		595

Table 4.3

One-sample t-test calculation

- **H0:** The mean satisfaction score is equal to 3 (neutral).
- **H1:** The mean satisfaction score is not equal to 3.

T-test result table

Statistic	Value
Sample size (n)	150
Sample mean (\bar{x})	3.97
Hypothesized mean (μ)	3
Standard deviation (s)	0.83
T-statistic (t)	14.27
Degrees of freedom (do)	149
P-value	< 0.001

Interpretation of the t-test

- **T-statistic:** the calculated t-value (14.27) indicates a very strong deviation from the neutral mean, suggesting that the respondents are significantly more satisfied
- **P-value:** a p-value less than 0.001 suggests strong evidence against the null hypothesis, indicating that the mean satisfaction score is significantly higher than the neutral level.

F-test result table

Statistic	Value
Group 1 variance (s_1^2)	0.74
Group 2 variance (s_2^2)	0.49
F-test statistic (f)	1.51
Degrees of freedom (df1)	109 (group 1)
Degrees of freedom (df2)	9 (group 2)
P-value	0.259

Interpretation of the f-test

- **F-statistic:** the calculated f-value of approximately **1.51** indicates the ratio of the variances of the two groups.
- **P-value:** to determine if this f-statistic is significant, we would compare it against an f-distribution table with the respective degrees of freedom ($df_1 = 109$, $df_2 = 9$)

Inference: the f-test statistic of 1.51 suggests that the variance between the two groups (good to excellent vs. Poor to very poor) is not significantly different. To confirm this, the p-value is needed. If the p-value is above a certain threshold (commonly 0.05), we cannot reject the null hypothesis, indicating that the variances between the groups are statistically similar.

5.FINDINGS

1. The t-statistic (14.27) and the very low p-value (< 0.001) provide strong evidence against the null hypothesis, indicating that the mean satisfaction score is significantly higher than neutral (3).
2. The f-statistic (1.51) and the p-value (0.259) suggest no significant difference in variances between the two groups.
3. The high satisfaction levels are statistically supported, while variance analysis does not highlight significant group differences, implying a consistent pattern of responses across categories.

6.SUGGESTIONS:

1. The t-test results reveal that the mean satisfaction score (3.97) is significantly higher than neutral, suggesting respondents are generally satisfied. Further strategies can focus on sustaining or improving this satisfaction.
2. The F-test indicates no significant difference in variances between the two groups (good to excellent vs. poor to very poor). This suggests that the variability in satisfaction levels is relatively consistent across groups. Investigate qualitative factors that might influence perceptions of satisfaction within each group for targeted improvements.
3. To strengthen confidence in findings, ensure data accuracy and verify assumptions of normality and equal variances, particularly for the F-test where small sample sizes in one group might affect results.

5. CONCLUSIONS

The study found that employees at CEI Design Consultancy Pvt. Ltd. had a modest understanding of the company's HR rules. The majority of workers were aware of the general rules pertaining to pay, leave, and performance reviews. However, there was comparatively little knowledge of more specialized policies including employee wellness initiatives, grievance redressal, and diversity and inclusion. This suggests that although the organization has successfully conveyed certain policies, a more thorough communication plan is required to guarantee that all staff members are aware of every facet of HR regulations. To improve office culture and raise employee awareness of HR policies, CEI Design Consultancy Pvt. Ltd. ought to think about taking a multifaceted strategy. Offering interactive training sessions, including policy debates into team meetings, and increasing internal communication regarding policy updates are a few examples of how to achieve this.

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5. A. Gupta and associates (2020). Developing a matrix approach based on graph theory to assess sustainability for exporters. International Journal of Productivity and Performance Management, 70(3), 714-738.
6. A. A. Haddach ((2016). Assessing the Sustainability of Logistics Chain Best Practices. Frontier Research in the Global Journal of Science, 16(1)
7. In 2020, Kumar, A. &. An index-based method for evaluating the logistics sector's performance in terms of social and environmental sustainability. Transport Systems, 18(2), 101-117, Advance online publication.