

1. Title	Review staff discipline and regulations
2. Code	BEZZOM503A
3. Range	With regard to the beauty industry, fully master and review regularly the discipline and regulations of the organization according to actual needs in a routine business environment with possibility of changes, so as to ensure that these regulations meet the operational needs of the organization and relevant legal requirements.
4. Level	5
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>6.1 Knowledge of staff discipline and regulations</p> <ul style="list-style-type: none"> ◆ Understand modern human resources management pattern and its importance ◆ Understand the culture, objectives and mission of the organization ◆ Understand the effect of good staff discipline and comprehensive rules and regulations on staff and the organization ◆ Understand the discipline and regulations of the organization, including: <ul style="list-style-type: none"> • Job ethical standard • Personal conduct standard • Training system • Attendance system • Reward and penalty system ◆ Understand the operational structure and pattern of the organization ◆ Understand the importance of staff complaint mechanism ◆ Understand the legal requirements on beauty business operation ◆ Understand the staff performance appraisal mechanism of the organization <p>6.2 Review staff discipline and regulations</p> <ul style="list-style-type: none"> ◆ Review the existing staff discipline and regulations of the organization in a routine business environment with continual modification according to the changes in internal and external environments to see if such rules and regulations meet the actual needs ◆ Collect opinions from staff of all levels through proper communication channels in the organization, and analyze the opinions for use as data of reference in reviews

	<ul style="list-style-type: none"> ◆ Master the reporting mechanism for disciplinary issues of the organization, and regularly review its effectiveness and fairness ◆ Review and modify staff discipline and regulations according to changes in law ◆ Ensure through effective communication channels that people concerned fully understand the modified staff discipline and regulations
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> (i) Capable to fully master the staff discipline and regulations of the organization; and (ii) Capable to regularly review the staff discipline and regulations of the organization in a routine business environment with continual modification according to the actual needs of the organization and changes in environment, so as to enhance staff efficiency and corporate image.
8. Remarks	