

# ascent Move up in life!

*Employees need to gear up and understand their responsibilities towards office resources*

*By Palak Bhatia*

A very important aspect of offices that we often tend to neglect is the handling of workplace resources. Though employees spend a large portion of their day in offices, most of them do not take care of the resources like they do at home. There is a need for professionals to become more alert towards making a more astute and proficient use of these resources.

Doing personal work using office resources like Internet and telephones without necessity isn't professional. Organisations must keep a track of employee activities and ensure that they are using these resources judiciously. Satya D Sinha, CEO, Mancer Consulting Services explains, "While personal use of assets like Internet and phones can't be completely eliminated, an excessive use of the same is not acceptable. A majority of time spent by employees on surfing websites is not related to work. Gen Y, being more tech-savvy and equipped with smartphones, tends to waste more time as compared to Gen X. It is important for employers to train employees on how they should manage the resources at their disposal and their time at work."

Apart from physical resources, using office time on personal chores must also be avoided. Ronesh Puri, MD, Executive Access elaborates, "Nowadays, employees are not very passionate and emotionally connected to their organisations. Their pride in working with their companies has fallen immensely since the past 12 to 18 months as the market has been very slow. But it is important that once employees reach their respective offices, they should give time to their jobs. Interactions on phones and the Internet have increased; nowadays, more and more employees are getting inclined towards social media. Due to this, many companies and organisations are blocking such websites within office premises. Employees must work towards spending 95 per cent of their time on official work. They must look at the bigger picture and understand that their responsibility is not only limited to the family, but also the company and its stakeholders."

Employees must understand that wasting resources like electricity and paper not only adds to organisational costs, but is also hurtful to the environment. Keyuri Singh, VP- HR, Blue Star Infotech elaborates, "Most of us are conscious about environmental concerns, ecological imbalance and their side effects. At home, we try to do small things like switching-off the light when not needed, avoiding plastic and saving water, but things are handled differently at the workplace. As conscious and responsible citizens, we should all resolve to not waste resources simply because they are available freely. People often don't tend to switch-off their computers before leaving, keep their cabin lights switched on, and unnecessarily take hoards of print-outs."

Employees must appreciate the degree of damage done when they carelessly use office resources and need to start using the same in a more thoughtful fashion.