

Topic 3 DQ 2

What is the difference between procedures and rules? Can some rules be eliminated when solid procedures are in place?

What is the difference between procedures and rules?

- 1) A procedure is a defined, step-by-step sequence of activities or actions (with defined start and end points) that must be followed in an established order to correctly perform a task, while a rule is a formal guideline of a social or legal nature, whose non-compliance is morally or legally penalized.
- 2) The rules indicate what is not allowed to do and the sanctions that may lead to doing the opposite, however a procedure stipulates a sequence of steps that is not required to be fully complied with.
- 3) The procedures are action guides, in which the exact way in which certain activities should be carried out is detailed, instead the rules regulate the execution of a certain activity, that is, they do not tell you what you must do step by step. step but what you should not do in the execution of a certain activity.

Can some rules be eliminated when solid procedures are in place? This aspect is directly related to business or organizational management, that is, if the procedure perfectly lists what to do and clearly encompasses all the operational aspects around the execution of a certain activity, then some rules could be eliminated, without However, this can be counterproductive because the rules are the complement of any procedure, since the latter give legal weight to the procedures, speaking in business terms when the rules and procedures are clear from the beginning, the operational structure allows the development of the procedures. employees are appropriate, forming part of an internal culture through which a business image is projected. However, this is not always the case, there are usually cases where for one reason or another the employees do not get along with the regulations or with the way of doing the tasks within the company, in this case then the company can follow and check the effectiveness of standards and procedures, using simple documentation. In such a way that when a rule or procedure is not complied with, immediate measures are taken to correct the failure or non-compliance. In conclusion, a rule should never be eliminated even when the procedural manual is solid because one is a complement to the other.

Topic 3 DQ 2

What is the difference between procedures and rules? Can some rules be eliminated when solid procedures are in place?

Different types of guidelines and standards often present contrasting characteristics. The first category typically represents a sequence of actions or steps taken to accomplish a specific task.