

Investigating the Legal Knowledge of Managers on the Enforcement of Human Resource Rights in Companies and Organizations

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Abstract

In the contemporary world, one of the dimensions of planning is the effort to improve human life and improve living conditions. If many of the most successful organizations, the reason for the success of their programs is to improve the lives of employees and increase their welfare. On the other hand, these goals are achieved when the human resources have the necessary level of training. Therefore, knowledge and awareness is the cornerstone of the development of the organization and the well-being of its employees. In a society where the manager has a low level of legal knowledge and awareness, and is unaware of personal and social rights and citizenship, he / she suffers from severe confusion in preparing the requests of his / her employees. This in turn has the opposite effect on the success of community-related institutions' planning. Now the question arises whether there is a significant relationship between the legal knowledge of the manager and the satisfaction of the rights of the employees of his organization? And the results of the present study are positive to this question. Therefore, it can be said that legal knowledge is an opportunity for the development of civil man through the development of his abilities to fully participate in the evaluation and readjustment of the civic and cultural framework that recognizes rights, social status and various roles in law and practice And define social interactions.

Keywords: Legal Knowledge, Law Enforcement, Human Resources

Tob Regul Sci. TM 2022;8(1): 1763-1781

DOI: doi.org/10.18001/TRS.8.1.135

1. Introduction

As individual and organizational relationships become more complex in today's world, various problems have developed in organizations and individual relationships. More than ever, the need for legal knowledge is felt. The field of law and legal issues has a twist of regulations that may not be properly and legally aware of its principles, the violation of individual or collective rights. Continuing its progress, human society seeks to establish itself in a healthy and suitable living environment in order to reach the human life that it owes its right to, in the shadow of its relative well-being. All human beings have the right to have such a life. Governments also formulate their plans to achieve this goal, and one of the determinants of the success of governments is the ability to ensure the welfare of their society, to the desired and standard level.

It can be said that there are many and increasing indicators to measure development. These indicators, which at one time had a purely economic aspect, such as gross national income and economic growth rate, have changed into a combination of tangible and intangible indicators.

Among the development indicators, the knowledge index, including legal knowledge, can be considered. Because today, the importance of knowledge and information to achieve development in any field is obvious to everyone, and the slogan has been accepted that power is where knowledge and information are.

Knowledge and awareness, including legal knowledge, can be effective in empowering human beings to recognize, understand, analyze and infer and apply the right in social relations, meaning creating balance and cultural harmony in the relationship between the individual and society, as well as the manager and employees.

In this regard, for example, we can cite the opinion of psychologists who say that if a person has sufficient knowledge of society and his objective position, he will try to reform society and his position. On this basis, it can be said that not only does a person become more familiar with law and order, but also his practical ability to realize his right and competence to create a change in the culture governing relations in society is provided.

Based on Webster Dictionary, Knowledge; Awareness of reality and the situation that is achieved through experience or communication. Haritij culture also considers knowledge, cognition or understanding resulting from experience or study as knowledge. In short, it is information knowledge that creates a scientific method to increase the work value of information (Asnaashari, and Hosseinzadeh, 2007: 10). Awareness is also considered as a movement for progress and development in life, living happily, reasonably and usefully (Azad, 2003: 37).

Knowledge is a process that takes place in the mind and then creates understanding and then finds a practical aspect. In the higher stages, knowledge gives us the ability to analyze information and combine new savings with what we already have in mind. Finally, it gives the learner the power to evaluate and criticize, and in a sense, is an effective factor in shaping attitudes and behavior, and creates legal issues in the field of law, cognition, and understanding of legal issues (Rajabpour, 2006: 10).

Law is literally the sum of rights, and it is the powers, abilities and capabilities that are provided for human beings by law, sharia, custom and contract, and are in terms, principles, rules and regulations that govern human relations with each other. In private law and regulates the relations of rulers and subjects in public and fundamental law.

In the definition of law, we can first refer to the definition of Aristotle, who says: Law is a clear and explicit expression by the government that is based on mutual agreement and informs how everything should be done. Most European jurists have defined law as a "set of rules and regulations". According to the captain; Law is a set of rules, regulations and rules that govern human behavior in society and its observance - if necessary - is ensured by social restrictions. Irlick also believes that law is only a means to meet the needs of society and its purpose should be to expand and protect the interests of society (Sanei, 2002: 56-41).

Legal knowledge is an opportunity for the development of civil man, through the development of his abilities, to fully participate in the evaluation and reorganization of civic and cultural

frameworks, which recognize rights, social status and various roles in law and in practice through institutions. And defines organizations and social interactions (Momeni, 2002: 44).

Law is based on rights and duties that are rooted in the realities of the world. In a more technical and philosophical sense, legal propositions are "necessary" propositions that are inferred from "existential" propositions and are credentials based on facts. According to Grossius, the natural laws from which natural law is derived are the command of common sense, and even if God did not exist, it would still be valid (Men, 2008: 317-297).

In order to use their potential and resources, it is necessary for people to be informed about what they have and what they have the right to enjoy. In other words, the rightful owner knows that he has such a right and what plan or plan he must follow to achieve that right. This is very important among organizations. Because employees may not be well aware of the current situation and their rights. Awareness is very important to reach the quorum of having the right facilities and having a decent life. These goals are in the first place to have the minimum of life so that the person is able to survive and be established. In the next stage, he will be able to have a correct understanding of himself and his work environment, and finally he will be able to achieve maturity and development in all spiritual, human, divine and blissful dimensions.

One of the most challenging issues in organizations is internal disputes. This dispute may arise between two employees or the boss and the employee. It may not matter how big or small the cause of these differences is. An important issue is the dispute management strategies in organizations. The issue of how to deal with these disputes and the type of strategy used in these situations is more important than other issues that may be involved. When a dispute arises in the organization, if not followed up quickly and action is not taken to resolve it, it may cause bigger problems for the organization in the future. Old animosities, late reactions to disputes, and repression of emotions lead to the accumulation of disputes and can upset control. Therefore, in the event of a dispute, it should be followed up immediately and the occurrence of possible psychological damage between individuals should be prevented. In the meantime, the role of the manager of the organization and the company is very colorful. In the event of a problem or dispute, looking for the culprit is the first mistake that can make matters worse. The manager must document the circumstances in which everyone is trying to resolve the dispute. All members of the organization should be aware that disputes are common to all members of the group. Using this strategy in situations of disagreement can cause people not to blame each other and all of them focus on resolving the dispute instead of punishing the wrongdoer. Legal awareness, foresight, knowledge of legal and judicial question and answer methods, summarization based on documents are some of the things that a manager must have to deal properly and principled with internal disputes.

2) Theoretical foundations

2-1) Legal knowledge

The definition and concept of legal knowledge can be obtained from the outcome of knowledge and law topics. In such a way that the person, while having scientific and educational ability and having scientific, experimental and theoretical education in life, is aware of the rights, rules and regulations that exist for each person in the organization in order to achieve success.

Therefore, a definition for legal knowledge can be provided as follows; Legal knowledge is an opportunity for the development of civil man, through the development of his abilities, to fully participate in the evaluation and readjustment of civic and cultural frameworks, which recognize rights, social status and various roles in law and in practice through institutions and organizations. Defines social interactions. In other words, legal knowledge is having a legal understanding to apply legal principles and criteria in life, to analyze issues, and the ability to combine legal knowledge and other knowledge to gain the ability and capacity to evaluate rules, principles and procedures. Legal solutions are available at various international, national and local levels to improve and amend existing laws and rights (Rajabpour Sadeghi, 2006: 169).

2-1-1) Concept of knowledge (formal knowledge)

Words like knowledge and awareness have a special place in people's daily lives, but in many cases it has been seen that they misuse data and information and knowledge instead of each other. While each of these concepts has specific and different meanings from the other. To identify this difference and conceptual and semantic diversity of the above terms, we will explain and explain each separately:

Data: A set of objective and abstract facts about events, while information is defined as processed data that is comprehensible to the recipient and forms the insight of the recipient of the information, and ultimately knowledge. , Is a process that is formed in the mind and then creates understanding and finds a practical aspect. In the higher stages, knowledge gives us the ability to analyze information and combine new knowledge with what we already have in mind, and ultimately, it gives the learner the power to evaluate and criticize, and in other words, the factor in attitudes and behavior. Knowledge is effective. In fact, the basis of any behavior is awareness and knowledge of the nature of that behavior. This is in full compliance with the general rule that "awareness is the precursor to action." The same can be said, for example, that we usually obtain data in statistical files and exchanges, information in messages, and knowledge from knowledgeable individuals or groups and organizational processes (Rajabpour Sadeghi , 1385: 164-170).

On the other hand, according to Webster's dictionary, it comes for the word knowledge; Awareness of reality and the situation that is achieved through experience or communication. Haritij culture also considers knowledge, cognition, or understanding derived from experience or study as "knowledge." In short, knowledge is information that creates a scientific method to increase the working value of information (Asnaashari and Hosseinzadeh, 2007: 10). Awareness is also considered as a movement for progress and development in life, living happily, reasonably and usefully (Azad, 2003: 37).

In other words, knowledge has neither given nor information, although it is related to both and their differences are not necessarily substantial and are simply different in degree (Rajabpour Sadeghi, 2006: 165).

2-1-2) Indigenous knowledge

According to McClure, native science defines indigenous knowledge from the perspective of "epistemology" as indigenous knowledge, the methods of learning to understand and view the world that are the result of years of trial and error based on trial and error. Groups of people are

active, who have used and experienced the available resources in their environment (Hosseini Emadi and Amiri Ardakani, 2002: 14).

Thus, indigenous knowledge (introduced by Warren and Kashman) can be; The sum of experience and knowledge that an organization has gained in dealing with familiar and unfamiliar problems, and has made it the basis for its decisions and challenges. Indigenous knowledge is based on experience and is often tested over time. This knowledge is compatible with culture and environment. For this reason, it also has the necessary dynamism and efficiency. Hence, indigenous knowledge provides favorable grounds for development. The most important features of indigenous knowledge are:

- Based on experience.
- It has been tested and applied over the centuries by working on it.
- Compatible with the environment and culture.

In other words, it can be said: Indigenous knowledge is "always dynamic and changing" (Eftekhari and Bouzarjomehri, 2005: 19).

2-1-3) The relationship between indigenous knowledge and formal knowledge

One of the most important advantages of modern or formal knowledge is the ability to create new technologies and transfer them from one environment to another, and the characteristics of indigenous knowledge are simplicity and adaptability to the environment. In other words, formal knowledge or scientific knowledge is the knowledge used by universities, research centers and private institutions, while indigenous knowledge is knowledge that is the product of the life and experiences of individuals and groups and has been passed down from generation to generation. Is. These two sciences are not opposite, but complement each other. But they are conceptually, fundamentally and methodologically distinct. Thus, first, formal knowledge systems are universal (hence sometimes referred to as international knowledge) and second, scientific knowledge is documented through valid observations, experiences, and practices, but indigenous knowledge has such There are no features (Eftekhari and Bouzarjomehri, 2005: 24).

Therefore, these two knowledges can complement each other and the combination of the two is effective in achieving success and progress (Emadi, 1378: 23 taken from Bouzarjomehri, 1385: 98).

2-1-4) Law

This word is from the plural of "right" and right is a privilege that a person has in society and others are obliged to observe it. The right may be due to law-contract in society or custom. Laws typically include commands and prohibitions and create rights and obligations for those who are subject to them. So it must be said that it may be a contract. Contracts are valid if they are not explicitly against the law. Elsewhere, it may not be the source of the right to law and contract, but the custom of society. According to the usual custom, people can be present in public places such as mosques, cinemas, parks and settlements, etc., and use their usual rights in such places. With this description, we can say that law is a "system". The legal system means the set of rules and regulations that govern the relations of people in a certain society and in a certain historical period. The factors and roots that have led to the recognition of special rights in a certain society, among

a nation, may be different in another society, and as a result, another form of rights has taken shape there. When we say, according to Islamic law, we mean the system of Islamic law. Law has another meaning, which is in the term "administrative law". Rights in this sense; "Remuneration" or "right to work" that a government employee or a worker usually receives on a monthly basis for a month (Sabet Saeedi, 2001: 2).

Thus, rights can be defined as: rights, powers, abilities and capabilities that are provided for human beings and societies by law, sharia, custom and contract. And in the term; It is the principles, rules and regulations that regulate human relations in private law and the relations between rulers and subjects in public and fundamental law. Thus, law is a social system, that is, its purpose is to regulate social relations, not the purity of the human soul and conscience. According to Irlick, law is only a means to meet the needs of society and its purpose should be to expand and protect the interests of society (Sanei, 2002: 56-41).

In the division of rights, it is first divided into two categories:

- 1) Private law, which includes the fields of constitutional law, administrative law and criminal law.
- 2) Public law, which includes the fields of civil law and commercial law.

Some disciplines of law have both public and private aspects, including labor law and due process. Labor law regulates the employer-worker relationship. On the one hand, it guarantees public rights such as the minimum age, minimum wage, night work and hard work regulations set by the government; On the other hand, it includes the regulations that are at the disposal of the employer and the worker and has the aspect of private rights; Such as overtime regulations, work on holidays and the like (Sabet Saeedi, 2007: 44).

2-2) Legal knowledge as development education

Dissemination of legal knowledge is a process for individual and social development of human beings to participate in the process of creating an organization with specific goals. This process is part of a social development strategy. Therefore, it is important to pay attention to the objective nature of this process and its function and mechanisms that cause social movement so that human beings are emotionally and logically motivated enough to create a successful and healthy organization with different criteria than what is common.

Feelings of dependence create feelings of helplessness, despair and anger. It is obvious that most human beings do not exercise their rights in the right way until they find themselves weak and closed to the concentration of economic, social and bureaucratic powers, regardless of the amount of information about rights. Self and civil law are accessible to them. It is therefore important for a manager to know how and in what way he can refuse to accept wrongdoing and to reconsider his day-to-day experiences with the bureaucracy in order to correct lawlessness. Therefore, development education is a perspective to look at how behaviors and social structures in society and the organization are changing (Momeni, 2002: 18).

2-3) Who should be hired to do legal work in companies?

Lack of control over legal affairs in companies and related concepts is one of the biggest challenges that all businesses, especially startups around the world and especially in Iran, face. Most work teams are made up of people who specialize in technical and industrial fields. None of these

individuals have sufficient legal knowledge and have not properly understood the importance of having legal experts who are proficient in the laws of their own country. This can be a major risk factor for businesses. Therefore, it is necessary for all businesses to hire people to take over legal affairs and do them in their organization.

2-3-1) Hiring a legal expert and consultant to reduce legal challenges

To reduce legal challenges, the organization needs to hire a legal expert and consultant. Experts and legal advisors can accompany the manager of the organization as a reliable accompaniment in all stages of the business. All business owners can confidently entrust the legal affairs of their companies to these individuals. With the help of these experts, they can minimize potential risks and challenges from the time they start a business until they grow and develop. These legal challenges include the company registration process, the conclusion of various domestic and foreign contracts, issues related to e-commerce law and the tax system, intellectual property rights and the protection of information confidentiality, and civil liability challenges. The experience of legal experts, along with their mastery and expertise in investment law and current affairs in the business world, will certainly work in this area. Any organization can publish an advertisement for hiring a legal expert in order to have an experienced and skilled legal expert.

2-3-2) Advantages of having a legal expert over a lawyer to do legal work in companies

Advising companies in the legal field is an integral part of the duties of lawyers. These consultations are very vital and valuable in examining the legal status of the company, following up on current legal matters and predicting its future before specific legal actions. But because lawyers are so busy, you may often be deprived of them in the company. In these cases, you can not easily communicate with them, even on the phone or virtual messengers. But hiring a legal expert in the organization will cover a wide variety of legal advice in person and in person. Also, these experts, as a third party, monitor the activities of the company from the outside and can play an important role in strengthening and growing the business. Therefore, instead of concluding a contract with a lawyer, it is better to hire a professional legal expert to do legal affairs in companies, or if the manager acts as a legal expert familiar with the legal issues of the organization, the organization will benefit from productivity. It is better and more efficient.

2-3-3) Contract affairs, one of the most challenging legal affairs in companies

One of the most challenging legal issues in companies is contract affairs. Business in any field and with any title and subject, will definitely not need to sign a contract. In any organization, at least, there will be a need to conclude an employment contract and work to work with staff. In addition, in the course of business operations, there may be dozens of commercial and financial contract arrangements that are different from ordinary contracts. Also, along with the expansion of transnational trade, we are witnessing countless new contracts in the field of international trade. All of these legal agreements are very different from traditional commercial agreements. Arranging different contracts is one of the most complex legal matters in companies and it is not everyone's job. The slightest negligence in setting the terms of the contract can lead to many problems in the future. The publication of an advertisement for the employment of a contract expert by employers

and the recruitment of experts in this field is equal to the guarantee of complete and enforceable contracts in the organization.

2-3-4) Benefits of hiring a legal expert and a contract expert

Legal and contract experts with full mastery of legal principles and laws, will perform all legal affairs in companies in the best possible way. These include providing legal advice to employees if necessary, conducting legal affairs related to tenders and auctions, preparing and arranging bylaws and instructions, concluding domestic and foreign contracts, handling and following up on legal cases and administrative and employment lawsuits, and participating in Hear the hearings and defend the rights of the organization and.. Among the benefits of hiring these experts in business are the following:

- Carrying out matters related to company registration
- Handling all complaints and lawsuits in companies
- Avoid paying heavy tax fines on companies
- Reduce risks related to banking and investment rights
- Pay attention to all the interests and rights of companies in contract preparation
- Prevent irreparable and troublesome financial and legal damages to organizations
- Arrange a comprehensive contract that includes a clear explanation of the obligations of the parties
- Eliminate various issues and problems due to full awareness of the company's strengths and weaknesses
- Increasing the speed of problem solving in companies due to the mastery of experts in legal issues
- Providing consulting services for concluding domestic and foreign contracts and preventing losses and possible disputes in the future
- Protection of digital data and documents through legal expertise familiarity with e-commerce law topics
- Protecting the intellectual property of the company and dealing with potential risks such as copying an idea, brand, trademark or business plan and business practices
- Tips on hiring experts to do legal work in companies (Shahriari, 1399).

2-4) Management levels in organizations and the duties of managers

In discussing the role of the best CEO and colleague in the success of the organization, we mean the best personal colleague who has a positive impact on other employees and staff of the organization and everyone enjoys working with him. A good co-worker, in addition to being cooperative and has a strong team spirit, is also a good listener and cares about the opinions of his co-workers and values what they say. A worthy colleague, as the saying goes, is completely in control of the work environment and constantly injects freshness, energy and motivation to colleagues. He is a responsible and creative person and attaches great importance to the team achievements of the organization. It is a good guide for newcomers and supports them as much as it can. Of course, he does all this in moderation and will not overdo it in any of these areas.

2-4-1) The legal department is the link between the organization and institutions outside it

Legal knowledge is an inevitable necessity in the world today. In this regard, companies as an enterprise experience a competitive environment, and this space is intensifying every day. In this environment, a capable legal body can prove to be an auxiliary arm of companies, because in the current competitive environment, if from the perspective of legal issues, the necessary supervision and controls are not done just before raising issues and concluding a contract in the transaction commission, It can have serious legal and sometimes irreparable consequences for companies and economic complexes. So the consequences of legal problems can put a company at risk of continuing to operate.

Also, one of the basic dimensions of companies is external communication, apart from production discussions and value creation, which is in direct communication and sometimes friction with regulatory, executive and government agencies. External communication requires that there is sufficient mastery of laws, regulations and bylaws in areas related to the company's activities.

The legal department of the organization or company tries to play the role of necessary control and supervision over the assigned affairs in an efficient manner. This role can include issues such as legal advice on the economic activities of the company to the CEO, board members and deputies regarding transactions, correct transaction methods, contracting methods and all issues related to the contracts and legal department of the company. Another activity of this department is reviewing and modifying methods, regulations and instructions, monitoring and control to ensure the legal comments of the organization.

A law firm needs a huge amount of economic activity to monitor and control the comments of the legal elements of the organization; This is especially true for issues that have legal implications. Because the legal statements of the pillars are related to issues outside the organization, especially government organizations and even non-governmental organizations. Therefore, it is very important to control and ensure legal statements that can have legal consequences for the organization, and the management of legal affairs, according to its role and position in the company, supervises.

2-5) Duties of the human resources manager:

2-5-1) Recruitment

Hiring is one of the main responsibilities of the human resources team. Human resource members have a duty to recruit suitable candidates by planning for the required job position. They also have a duty to act as an intermediary between the employer and the job seeker, and to inform the person of the company's rules and policies and the terms of the contract before hiring him or her. HR managers start with this step, which is perhaps one of the most important aspects of a professional HR manager job. Hiring has two purposes:

A: Attract talent

Talent acquisition begins with the first planning to hire a company. The needs of the company should be examined first and then a plan should be developed to meet these needs by hiring professional talent. For this, it is necessary to attract capable and talented candidates by creating a good image and mentality of the company.

Due to the spread of various media and employees' awareness of their rights, the branding aspect of the company and the employer has become very important. It is no longer enough to take the best step, but to continue to do good and honest things for the benefit of the employees.

2-5-2) Resource training

Hiring a suitable candidate for the job in question will not end the job. Different companies do their jobs differently. Therefore, new employees must be trained to become familiar with the company's work pattern. The human resources department should be involved in this training program to train each employee based on their intended job position. This motivates and retains employees.

These trainings can be provided to new employees in order to be effective and useful, as well as to coordinate them with the way things are done. This training will not only help the new employee, but also provide a better view of how the HR team is doing. After the training, the human resources department will play an important role in evaluating the results of training programs and staff ratings.

2-5-3) Professional development

Professionally, the growth and development of employees is a privilege both for themselves and for the company. Writing employees' names at conferences, business events, and seminars that are of interest to them makes them feel valued and that they play an important and influential role in the company. So their motivation and commitment will increase. On the other hand, the more skilled the employees, the more useful they will be for the company. In this way, both sides will benefit. It is the duty of the human resources manager to know the interests of the employees and to seek opportunities to develop their interests and skills. For example, if an employee wants to master SEO techniques, the HR manager should enroll him or her in seminars and conferences in the field.

2-5-4) Evaluation

The HR manager should regularly review employee performance. This helps employees evaluate themselves to see if they are doing as well as expected. So they try to work better to improve their performance.

The role of the human resources department (especially its manager) in this work is to prepare and review evaluation reports on a regular basis. The HR team should communicate with employees individually and provide them with clear feedback or suggestions about their performance. Using "rewards" motivates employees and, as a result, increases their productivity and commitment.

2-5-5) Preserving the culture of the workplace

Another task of human resources is to maintain the health, safety and enjoyability of the work environment so that there is a comfortable atmosphere among employees. Elimination of any stressors or inappropriate factors that hinder the good performance of employees is one of these tasks. The work atmosphere should be as good as possible, because everyone's performance depends to a large extent on the space in which they work.

In the right work environment, employees communicate easily and express their opinions. The human resources department should have an open attitude and establish friendly relations with the employees. This department should treat all employees equally. In this way, in the long run, employee commitment and satisfaction will increase.

2-5-6) Resolve disputes

Where different people are together, there will definitely be different perspectives and differences will be inevitable. When a dispute arises between two or more employees or between an employee and a manager, the HR manager will have the right to intervene and offer a solution.

The HR manager must listen to both parties without prejudice and investigate before making any judgments. Nor should it discriminate in any way, and at the same time it must take decisive and correct action to resolve the dispute so that such cases are not repeated.

2-5-7) Communication with employees

The human resources department deals with people, and therefore the people who work in this department must have high communication and interpersonal skills. A manager who sits in his office chair all day can not communicate well with employees and therefore will not be able to be a good human resources manager. Employees should be comfortable enough with the HR manager to be able to easily share their problems with him. The human resources team must be very active and know all its employees. The leader of this team must gain the trust and confidence of the employees and in addition to having sufficient expertise, he must also defend the rights of the employees.

2-5-8) Rewards and incentives

Rewarding employees increases their motivation and allows them to do their job better in the hope of being rewarded. Therefore, by using this issue, a healthy competitive environment can be created between employees to achieve the company's goals. Rewards do not always have to be material. Rather, it can even be a sincere thank you to other colleagues.

However, with the growing trend of globalization, other things like food baskets, rankings and awards have become obsolete. As a human resources manager, you need to optimally reward employees and use newer methods to do so; For example, making working hours more flexible, giving leave, longer vacations and the like. It has been proven that these types of rewards are not only welcomed by employees but also attract new talented people to the company.

2-5-9) Legal knowledge

This may seem trivial, but it is one of the most important tasks of a human resources manager. A human resources manager must always follow the law. In writing new policies or setting up contracts, the human resources department must always keep the law in mind to ensure the continued growth of the organization. When writing new policies, the HR manager should always review them legally and make sure that the company's policies are in full compliance with labor laws, tax laws, authorized working hours and minimum wage.

2-5-10) Organizing

The human resources manager is responsible for organizing all of the company's work, including welcoming new employees, and should guide new members in accordance with company policies and regulations.

Members of the human resources department should introduce the new employee to the appropriate department and provide him / her with a coach and trainer. They should also provide him with a list of work expectations, rules and responsibilities. They are also responsible for organizing and maintaining employee data.

2-5-11) Management

The most important task of a human resources manager is management. This characteristic distinguishes between a good manager and a bad manager and includes the management of employees, employers and the entire human resources organization.

The role of the human resources manager is to manage, create, implement and oversee policies and regulations that are mandatory for all employees. A large part of this management includes monitoring the attendance of employees. For this purpose, arrival and departure times as well as overtime and deductions must be carefully managed and checked. The human resources department must also be well managed by its manager. If the human resources department itself is in turmoil, it cannot manage other departments.

2-5-12) Salary management

After all that has been said, now it's time for the most important aspect of management, payroll management. This section covers things like optimal income calculation, payroll management, refunds, and payroll form preparation.

The human resources manager must be transparent and able to provide the necessary information to employees whenever necessary. In addition to accurately calculating salaries, he must also pay attention to when they are paid. Also, when the employee leaves the company (for any reason) he should be aware of the necessary settlement of accounts (Zanjani, 1396)

2-6) Wage management and legal knowledge

A management policy is a set of tasks that payroll and reward managers perform to design and implement a complete payroll plan. Remuneration managers should determine the components of a payroll plan based on the three guidelines outlined above; Whether the basic basis of these salaries is determined, whether it is a monthly salary or a salary, how the overtime pay is calculated, how incentive payments are made and what benefits are given to employees in different job positions and with different skills.

In addition, payroll management must determine whether a payment plan can attract and retain the required staff. Do employees consider their salaries and benefits fair and equitable? How do other competitors pay their employees? And do they have the necessary productivity or not?

The amount of salary should strengthen the strategic condition of the organization. Strengthening competition in many industries leads to general changes in corporate strategy and consequently changes in payroll. For example, Ford Motor Company decided in the 1990s to focus on customer

service as part of its marketing strategy. To motivate agencies to change their focus, the company had to change its plans and incentives. Whereas before, incentive schemes were based on sales, the company has since rewarded itself for achieving customer service-related goals.

Regulatory and environmental factors have also become one of the most important determinants of wage management. For example, increasing diversity in the workforce is one of the factors affecting wages. In order to increase the number of women in their workforce, the company's human rights executives have provided benefits such as childcare, flexible working hours and various vacations for their employees to meet their needs.

Regulatory pressures are another factor that has a major impact on wage management; From taxes on government and local incomes to the minimum wage law, labor rights, child labor laws, equal opportunity licenses, and job and social security requirements.

In addition, companies adopt different approaches to payroll management responsibilities. Some of them rely on focused methods, such as when payroll schemes are designed and managed by only one part of the company. Some other companies choose the decentralized method, meaning that several parts of the company take on this responsibility.

The main drawback of the first method, the centralized method, is that a payroll plan must address the different needs of the company, not just the needs of a particular department. Creating a payment plan with the presence of different people from different departments of the company solves this problem.

Likewise, the decentralized approach can cause problems. In this way, the transfer of an employee from one department to another may be problematic or cause internal inconsistencies in payment. As a result, payroll managers frequently provide general guidelines for the policies of all company departments that must be followed carefully, and as long as the departments adhere to these general guidelines, they are allowed to follow their own policies. To; For example, in cases such as incentive schemes.

Finally, a payroll scheme should be flexible enough to meet the different needs of individuals and organizations and be adjusted to adapt to the changing needs of employees over time (Rahmani, 1397).

2-7) Capacity building and legal knowledge

Capacity building theory seeks to make individuals claim their civil rights by recognizing their potential and actual capabilities, and to seek developmental change through civic organizations to create opportunities in the public and private sectors. In fact, capacity building is a process that encourages society to use existing facilities and empowers them through institutionalization. The capacity of a society is used to the fullest when the knowledge systems of a society are in harmony with the existing production, service and social structures (Rokanuddin Eftekhari, 2004). In the meantime, knowledge of development law, in connection with developmental institutionalization, empowers them in their sphere of life, so that in this regard, it can be said: increasing the capacity of employees means having a long life with health, access to knowledge resources. Wealth, power, decision making and specialization. In government institutions, employees' awareness of their rights allows them to enjoy these rights and seek to realize them (Butgova, 1999: 5).

This form of capacity building is an introduction to empowering the organization's employees to participate or make decisions at various levels of life shield from international, national, regional and local to the institution of the family, including organizations. Such decisions have a direct impact on their ability to access, control, be productive, or use resources. Moreover, individuals at every level are the first source of their rights. Therefore, when employee participation

Government and executive bodies refer to their decision-making power, which affects their capacity to achieve the full potential of social, economic and political rights. A good state is a state that combines elements in various ways to respect the rights of individuals, to legitimize rights, and to provide the necessary transparency, consideration, and respect. Today, a well-governed government is considered the core of sustainable development. The ultimate goal in capacity building and participation is to achieve sustainable development and it will start with the people of the society. The ability of individuals to achieve education, health, hygiene and the capacity to use existing resources is also very important to achieve personal and public welfare, and the way to achieve this important thing is to facilitate and promote participation in all decision-making levels, including executive levels and It is not a large community.

With this in mind, the legal knowledge of employees is important in the process of identifying their capacity for several reasons: First, that they, as human beings, are entitled to the provisions of the Constitution and international human rights conventions.

Involve in social affairs (Naserzadeh, 1372). Therefore, it is necessary to be aware of these rights. In other words

Legal capacity has been provided for them.

Second, given their key role in non-formal education and formal education, they are well able to identify and build the capacity of individuals in any field (Butgova, 1999: 2).

These two reasons point to the fact that social needs oversee the needs of the people. Lack of participation of employees due to their lack of awareness of their legal needs, ie the loss of a high capacity of society to decide on programs that should meet the needs of the public, and this means the lack of access to public resources, so we must try. It prepared the environment for the participation of the employees and employees of an organization, both in the development sector and in the human rights sector. Such an environment is provided when the legal framework supporting the participation of employees and employees is introduced to the public, and sufficient education is provided to the public so that as their legal knowledge increases, their individual capacity through civil society organizations becomes a political power. Of course, in these circumstances, individual empowerment of each member of society at the individual, family, social and national levels will be necessary.

In addition, the study of development texts shows that, in general, theories of capacity building for the participation of employees and employees of organizations and companies point to four criteria: revision and reform of the legal system, legal knowledge, recognition of rights and respect for rights. . In all these four categories, uniform growth and level should be created to realize the potential of participation of all employees and employees. In any case, it is necessary to adopt appropriate strategies and seek help from governmental and non-governmental organizations to prepare their employees to benefit. He did more than the existing capacities and participation (Ibid: 5). Such criteria, if institutionalized, will bring staff empowerment and transform their

powerless shield into a developmental shield based on civil rights, making them a social citizen with a culture of participation in all institutions, including Guides in organizations.

2-8) Empowerment and legal knowledge

Development texts show that after discovering and improving the capacity of individuals, the ability to use these capacities should be created in individuals in society, in other words, empowerment operations should be performed on them. Empowerment in its Latin literal sense means gaining power or delegating and not committing to a specific task with a specific goal, and in fact achieving a perfect life that also has the power to determine destiny.

On this basis, empowerment is access to tools and facilities that can be used by individuals to determine and advance their own destiny (Eklund, 1999: 45).

In empowerment, when there is a need to change attitudes towards the legal field, including the rights of employees and their civic participation, the components of creating legal knowledge, teaching legal knowledge and skills related to methods of applying legal knowledge should be paid attention to the information center. Asia-Pacific Human Rights believes that by increasing legal knowledge, current partnership activities can be enhanced. Because legal knowledge will use perspectives and skills in the implementation of human rights with different capacities, in other words, will empower them. Therefore, in order to put into practice theories of empowerment and promote development and participation, it is necessary to educate and familiarize people with legal knowledge. Ways to put these theories into practice in development and empowerment texts are:

1) Clarify people's rights such as women's rights, children's rights, labor rights, health rights and organizational rights. In this regard, the constitution and charters in these areas need to be transparent.

2) The relationship between the people and the government in the implementation of rights must be clearly defined and the people must be able to fully exercise their individual, social, economic and national rights.

The result of these two principles is the awareness of the people about their rights and authorities, which will be possible through promotion and information. Meanwhile, governmental and non-governmental organizations play an important role in creating power based on the people and increasing their legal demands (Rokanuddin Eftekhari, 2004). Thus, the basis of these methods is the creation of rich and comprehensive legal knowledge among the people.

In this case, we can have a democratic society with freedom, justice, rule of law and human rights, and hope that the first step of empowerment will be taken (Butgova, 1999: 1-3).

From this point of view, empowerment of employees and employees requires cultural and social mechanisms that these abilities with repeated and continuous training and mutual learning become the queen of people's minds over time and become their acquired characteristic of individuals or become law enforcement duties. Push towards empowerment. It is with this view that practice in group activities and organizational participation and creating the ability to be present in the gathering and fulfillment of individual, social and organizational rights, requires continuous training and institutionalized participation.

2-9- The role of manager's legal knowledge in resolving disputes

One of the major problems within the organization in the Third World and even in developing countries is gender discrimination in the organization. Usually in these countries, with any particular religion and ethnicity, the role of women is not given much importance and even for female managers, it is not very important. This minimizes employee word-of-mouth from female superiors and makes staff management a difficult and challenging process. In some cases, employee disputes are not about discussing a position or being in a particular position, but more about their inherent differences and tastes. For example, one employee may be interested in hot weather and another in cold weather. The presence of these two people in a work environment or in a room leads to many challenges that will even discuss the use of small devices. The manager's attitude towards individual disputes can be paternalistic or dictatorial. In most cases, managers try to manage their employees to separate their field of work and activity from each other to minimize the possibility of their direct confrontation. But the other side of the story is a situation where the manager is with one of these people in a particular faction or have similar tastes. In this situation, one of the employees is usually sacrificed and punished. Usually, the manager's reactions depend on his position, managerial knowledge, and knowledge of legal issues. If the manager herself is a woman, she is likely to take eye poison from male employees to intimidate other employees. But if the manager is a man, in this situation the space becomes difficult for female employees and in most cases they prefer to leave the job position. How the manager behaves in gender differences affects the outcome of other behaviors in later times, and this is very important in employee solidarity in the next steps.

Financial differences are usually seen more in the financial sector of the company, ie accounting and financial management, and account differences can indicate the weakness of the manager's behavior. Despite differences in taste or differences in choice, it is a natural thing for different people and it is very difficult to prevent it. But having a financial difference between employees is also a big and dangerous mistake for those who work professionally in their field, which even affects the survival of the business. In such cases, managers must choose dictatorial behavior and have the strongest reactions to these differences. Of course, here it is recommended to use transparent financial systems for staff management, the financial part of which is completely transparent for each part of the organization. In this situation, even if there is a dispute, its origin is quite clear and the manager has a clear path to resolve it.

Conclusion

Definitions related to salaries, participation and relationship between the two in development issues, have shown that one of the basic variables in capacity building and empowerment of employees and employees, especially their institutional participation in the decision-making process at different levels: individual, collective, organizational, national, regional. O local and family; Having legal knowledge. In fact, legal systems, legal knowledge, recognition of rights and respect for the law are among the categories that can act on the potential capacity of employee participation if they move in a harmonious and coordinated manner at different levels of society, including organizations. Meanwhile, with the increase of legal knowledge, the rate of participation in activities increases because legal knowledge enables, enables and empowers the capacity, views and skills in the implementation of civil rights and human rights by using different capacities. And

transforms participation at all levels in an organized way and as a civil right into culture. In other words, theoretical discussions showed that there is a significant relationship between legal knowledge and participation.

Motivation in organizations plays an important role in achieving goals and gaining a competitive advantage, so that with changes in the current situation and business styles and the unpredictability of the prevailing environment, the importance of this issue doubles. Motivation of the three main factors of needs, Sudden and motivating motivations have been formed that each of the theorists and thinkers of management science have presented different theories by focusing and examining these factors. Obviously, one of the main skills of the leader or manager of the organization It is the organization because the excellence of the organization and the realization of strategic goals of the organization depends on motivated manpower as the most important asset of the organization and all these components are due to the skills of senior managers and understanding the category of motivation and its creation in the organization. In cases such as meritocracy, creating a field of creativity and innovation, increasing the role of employees in making major decisions of the organization, beauty and creating diversity of the workplace, he summarized the use of appropriate reward system.

All companies, large and small, can hire legal and contract experts to do legal work for companies. Most corporations and government agencies recruit and hire several legal experts with different specializations. But in some smaller companies, an expert can do all the legal work for the company on their own. These experts will provide effective advice to employers with a realistic and strategic view of business development and when important decisions are needed in the organization. All managers and business owners are advised to consider hiring skilled and professional legal advisors in their company or organization to avoid legal problems in their career path. The management company is divided into three categories:

Senior managers have a long-term view of other managers and are engaged in formulating strategies and overall goals of the organization. Middle managers are responsible for medium- and short-term planning. Finally, executives have the task of putting into action the ideas that have been decided to be implemented at higher levels. But contrary to popular belief, it can not be said that none of the levels of management in organizations is superior to the other. Each level of management in turn is of particular importance. The presence of all managers together is essential to achieve the goals of the organization. Each of the managers of the organization, despite their level and rank, have a key role in the organization, and their wrong performance will cause irreparable damage to the entire body of the company and the organization.

In this article, we talked about the role of the best CEO and colleague in the success of organizations and said that the behavior of managers and employees in the organization has a great impact on the productivity of human resources and the growth and success of the organization. If these behaviors are based on professional and effective ethics, it will definitely lead the organization to all its predetermined. But if the personality and communication of the employees and managers of the organization is based on unethical behaviors, it will certainly have consequences and consequences and prevent that organization from achieving its goals. Therefore, the behavior of managers and employees in a work set should be such that by combining ethical principles and current rules, to develop a useful work culture in the organization.

According to surveys and research, 80% of the assets of any company and organization are its human resources; And this number is the most important reason to strengthen the company's human resource management. To build a professional team, in addition to hiring professionals, they must be managed professionally. Poor human resource management performance will jeopardize the company's future and goals. In short, the role of the human resources manager is to maintain the rule of law in the company and among employees, which in turn attracts and retains top talent. Given that the goal of the company or organization is promotion in all stages of business and business, managers should benefit from legal knowledge to use this knowledge in setting contracts and enforcing the rights of their organization to take an effective step in advancing the goals of the organization. And increase the motivation of the employees of their organization according to their expertise, skills and knowledge, as well as by paying salaries, bonuses and benefits, and lead their organization and company to exploitation and productivity. Therefore, with these interpretations, it can be concluded that there is a significant relationship between the satisfaction of employees' salaries and the legal knowledge of managers. The more legal knowledge of managers in the organization, the more employees continue to work with a collective sense of their legal security and the motivation for job satisfaction increases in them. To resolve conflict in the organization, managers must invite those who are somehow involved in these ideas to define the current issue or problem and express their views in a specific way. By doing so, they can, like judges of the judiciary, identify possible false assumptions about their views.

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