



EMPLOYMENT ACT 1955 AND DISCIPLINARY PROCEDURES

October 17 - 18, 2018 | 9.00am - 5.00pm | Shah Alam Convention Centre

FACILITATOR

Mr. Kesavan Karuppiah joined the public sector as an Enforcement Officer with the Ministry of Domestic Trade and Consumer Affairs. He was later attached to the Industrial Relations Department, Ministry of Human Resources as the Principal Assistant Director where he served for more than 10 years. He was then transferred to the Enforcement Division, Department of Labour, Ministry of Human Resources prior to his retirement from the public service. Besides working in the Department of Labour, Mr Kesavan also lectures in Labour Legislations such as the Employment Act 1955, Industrial Relations Act 1967, Trade Union Act 1959, National Wages Consultative Council Act 2011, Minimum Retirement Age Act 2012 and others in private institutions. He also conducts training in specific areas such as misconduct, domestic inquiry, sexual harassment, collective bargaining and collective agreements. Mr Kesavan is currently the HR and IR advisor for FMM.

IN-HOUSE TRAINING AVAILABLE

ADMINISTRATIVE DETAILS

Dates : **October 17 - 18, 2018**

Time : 9.00 am – 5.00 pm

Venue : **Shah Alam Convention Centre**

No. 4 Jalan Perbadanan 14/9

40000 Shah Alam, Selangor Darul Ehsan

Fees : FMM Members – RM 1,300 per participant

Non Members – RM1,600 per participant

(Fees include course materials, Certificate of Attendance, lunch and refreshments)

*** Enjoy 10% for registration of two (2) and 20% discount for registration of three (3) or more participants from the same organisation and of the same billing source.**

OBJECTIVES

- Identify the rights, obligations and responsibilities of the employees and employers
- Understand the operational areas of the Employment Act 1955
- Review and refresh all terms in Employment Act 1955
- Identify different types of misconduct
- Differentiate between minor and major misconduct
- Manage the roles of investigation officers, prosecuting officers, panel members and secretaries taking the minutes of the Domestic Inquiry proceedings
- Understand the provisions of the laws in relation to Domestic Inquiry
- Conduct a Domestic Inquiry following established norms set by the IR court of Malaysia
- Give a clear understanding to operation leaders and zone leaders as to their roles in disciplining the workers
- Enhance industrial harmony in the plant/organisation

CONTENTS

- Employment Act 1955
- Discipline
- Misconduct
- Investigation
- Domestic Inquiry
- Prosecution
- Decision of Domestic Inquiry
- Punishment

WHO SHOULD ATTEND

Heads of Department, Managers and Executives

Registration is on a first-come first-served basis. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 14 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken to inform participants of the changes. Should the programme be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.

For further enquiries, please contact:

Siti Nazihah / Azrini

FMM Institute

Tel: 03-62867200 Fax: 03-62776712

Email: training@fmm.org.my

Visit us at: www.fmm.edu.my

REGISTRATION FORM

EMPLOYMENT ACT 1955 AND DISCIPLINARY PROCEDURES

October 17 - 18, 2018 (Wednesday-Thursday)

Shah Alam Convention Centre

The Manager

FMM Institute

Tel: 03-62867200

Fax: 03-62776712

GST Registration No.001764515840

Please tick (✓) accordingly:

PSMB Scheme: SBL Non Contributor

Require vegetarian meal: Yes No

Dear Madam,

Please register the following participant(s) for the above programme:

(To be completed in **BLOCK LETTERS**)

1. **Name** **Designation** **E-mail**

Nationality **IC No.**

2. **Name** **Designation** **E-mail**

Nationality **IC No.**

3. **Name** **Designation** **E-mail**

Nationality **IC No.**

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name: _____

Designation: _____ E-mail: _____

Company: _____ FMM Membership No.: _____

Address: _____

Tel No.: _____ Fax No.: _____ Date: _____

My Corporate Identity No.: _____ GST Registration No.: _____