



**FREE HR/IR
ADVISORY
SERVICES**

*Making Malaysian Industries Globally Competitive
Transparency ■ Integrity ■ Accountability ■ No Corruption*

GI / 10 / 2025

March 20, 2025

FMM HR/IR Advisory Services

This circular serves as a refresher to FMM members on the **exclusive member only HR/IR Advisory Services** offered via the FMM HR/IR Advisory Unit currently headed by Mr K Kesavan, an ex-Industrial Relations and Labour Department senior officer.

FMM member companies can seek advice from our HR/IR Advisor in the following areas for free except for certain chargeable services as indicated: -

Areas	Services Provided
Compliance with Labour Legislations	Provides advice to employers in complying with the legal provisions of the Employment Act 1955, Industrial Relations Act 1967, Trade Unions Act 1959 and other employment legislations.
Handling of Disciplinary Issues	<ul style="list-style-type: none"> i. Advice on issues related to misconduct and disciplinary procedures ii. Domestic Inquiry iii. Punishment iv. Represent employers at the industrial Relations Department when an employee files a Section 20 case under the Industrial Relations Act 1967 for reinstatement. (Chargeable services – please request for quotation) v. Represent employers at the Labour Department, as well as the Labour Court. (Chargeable services – please request for quotation)
Advisory Services	<ul style="list-style-type: none"> i. Free advisory services on employment issues via telephone, personal discussions and e-mail. ii. Consultations are provided on the enhancement of <u>employees' handbook, collective agreement and human resources policies</u>. (Chargeable services – please request for quotation)
Collective Bargaining (Chargeable services – please request for quotation)	<ul style="list-style-type: none"> i. Study the union's proposal ii. Study the market rate on salary and other terms and conditions. iii. Assist employers in the Bargaining process with the Union. iv. If the matter is not resolved and referred to the Industrial Relations Department, represent employers at the conciliation.
Trade Disputes (Chargeable services – please request for quotation)	<ul style="list-style-type: none"> i. Study the disputes ii. Advice to the employer iii. Attend negotiation with the employer to resolve the dispute. iv. If the dispute is not resolved, attend together with employer at the Industrial Relations Department to resolve the dispute.
Training (Chargeable service)	<ul style="list-style-type: none"> i. Conduct in-house training as well as public program on the Industrial Relations Act 1967, Employment Act 1955, Trade Union Act 1959 and other labor legislations. ii. Other aspects of training include handling misconduct, disciplinary procedure, handling domestic inquiry, payroll, leave and others.

For Enquiries: For Human Resource or Industrial Relation advice, please contact the Human Resource / Industrial Relations Advisor at Tel: 03- 62867200 or E-mail to hradvisory@fmm.org.my

A handwritten signature in black ink, appearing to read 'K. Kesavan', with a stylized flourish at the end.

K. Kesavan
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KK/Eva