



MB /16/24
August 23, 2024

FMM MALACCA SEMINAR ON UNDERSTANDING THE EMPLOYMENT ACT, 1955 AND EMPLOYMENT (AMENDMENT) ACT, 2022

SBL-KHAS Approval No: 10001457550



Oct 14 & 15, 2024 (Mon - Tue)



8.30am - 5.00pm



DoubleTree Hilton, Melaka

INTRODUCTION

The Employment Act is the fundamental law which provides minimum terms of employment to those recognised as employees under the Act which need to be understood by those who manage employees at the workplace. This course will address all the relevant provisions of the Employment Act and the amendments which have been implemented since 1st January 2023. which need to be understood by those who manage employees at the workplace.

The understanding and compliance of labour laws is crucial to enhancing good employer/employee relationships. The quality of performance and productivity is crucial to any employer, but industrial harmony and the maintenance of it is equally important to the employee. Without industrial harmony, it is unlikely that the employer would be able to achieve the standards of production expected from his employees.

OBJECTIVES

- To equip participants with the understanding of the Employment Act, 1955 and its various amendments.
- To raise awareness of participants on the importance of good labour management relations.

PARTICIPANTS

The programme is designed primarily for those who need to manage employees and understand how to apply the basic provisions of the Employment Act at the workplace.

PROGRAMME OUTLINE

DAY 1

0830 Registration

0900 Legislation – Employment Act, 1955

- Scope of the Act
- Definition of Employee
- Contracts of Service
- Breach of Contracts

1000 Termination & Dismissals

- Termination of Employment Contracts under S12
- Termination of Contract for special reasons under S14
- Breach of Contract under S15

1030 Morning Teabreak

1045 Payment & Deductions of Wages

- Calculation of Wages for incomplete month's work
- Time of Payment of wages
- Limitation of Advances
- Lawful Deductions
- Mode of Payment of Wages
- Restriction on places at which wages is paid
- Remuneration other than wages

1230 Lunch

1330 Pregnancy and Maternity

- Eligibility period of leave
- Payment of Allowance
- Restriction of termination of pregnant employees

1530 Afternoon Teabreak

1545 Rest Days, Hours of Work, Holidays and other

Conditions of Service

- Hours of Work
- Overtime Work
- Shift work
- Rest Days/Work on Rest Days
- Public Holidays/Work on Public Holidays
- Annual Leave
- Sick Leave
- Paternity Leave
- Ordinary Rate of Pay

1700 End of Day 1

DAY 2

0830 Registration

0900 Termination and Lay Off Regulations

- Entitlement to benefits
- Calculation of termination benefits

1000 Employment of Foreign Employees

- Approval for employment of foreign employees
- Termination of foreign employees
- Prohibition on termination of local for foreign employees
- Termination of locals on redundancy

1030 Morning Teabreak

1045 Flexible Working Arrangement

- Rights of employees to apply for FWA
- Application and Approval

Keeping of Registers

- Duty to keep registers
- Duty to submit returns

Complaints and Inquiries

- Rights of DG to enquire into complaints
- Discrimination in Employment
- Powers of DG to make orders

1230 Lunch

1330 Sexual Harassment

- Sexual Harassment Defined
- Duties of employers to investigate
- Power of DG to investigate

Forced Labour

- Forced labour defined
- Penalty for offences

1530 Afternoon Teabreak

1545 Offences and Penalties

- Penalties and fines for non-compliance of the Act
- Offence by corporate body
- Presumption of who is an employee and employer

Employment Regulations, 1957

- Keeping of Register
- Employer to make available register for examination
- Employer to furnish copy of particulars under Reg 5(b)
- Employers to furnish particulars under Reg 5(c)

1700 End of Programme

PARTICIPATION FEE

MEMBERS: RM1404.00 per pax

NON-MEMBERS: RM1620.00 per pax

(Fee includes 8% SST, Course Materials and Certificate of Attendance)



SPEAKER PROFILE

Heng Poh Suan started his career as a Labour Officer in Kuala Kangsar in 1975. At the Labour Department he was enforcing the various Labour Legislations. In 1983 he was transferred to the Industrial Relations Department. He was the Assistant Director of Industrial Relations from 1983 till 2001. He left the Industrial Relations Department in 2002 to join the Malaysian Employers Federation as their Industrial Relations Consultant. In 2005 he joined the Federation of Malaysian Manufacturers as their Human Resource/Industrial Relations Advisor. He had been conducting public as well as in house training programs relating to employment laws, discipline & misconduct and domestic inquiries procedures for member companies. In his capacity as the HR/IR Advisor in FMM, he was advising member companies on the compliance and implementation of the various labour legislations, disciplinary issues as well as issues arising out of their collective agreements with their unions. He left FMM at the end of June 2021 and is currently a HR/IR Consultant and trainer on HR/IR topics.

FOR SBL-KHAS SCHEME

Attendance of 100% is a MUST. In any case, Employers will be billed in full. SBL-KHAS Grant Approval MUST be forwarded to FMM Malacca Branch at least **3 DAYS BEFORE** the seminar.

REGISTRATION AND REFUND POLICY

Attendance is by prior registration only. Completed Registration forms must be returned to FMM Malacca Branch by **July 9, 2024**.

PAYMENT

Can be made via e-Payment (EFT) or Cheque in favour of 'FEDERATION OF MALAYSIAN MANUFACTURERS' & crossed 'Account Payee Only' should be forwarded to FMM Malacca Branch.

For **REGISTRATION** or **ANY ENQUIRIES**, please contact:

Nur Hazwani (email:nur_hazwani@fmm.org.my) / Justina Kow (email: justina@fmm.org.my)

SBL-KHAS Approval No: 10001457550

CANCELLATION

Must be in writing with reasons. For cancellation 7 working days - no charges. 3-6 working days - 50% payment. Less than 3 working days - Full payment and for 'No Show' - Participants will be billed accordingly. **Replacements** are accepted at no additional cost.

FMM Malacca Branch reserves the right to **cancel or reschedule** the programme and all efforts will be taken to inform participants of any changes.

REGISTRATION FORM

FMM Malacca Seminar on Understanding the Employment Act, 1955 and Employment (Amendment) Act, 2022



October 14 & 15, 2024 (Mon-Tue)



8.30am - 5.00pm



DoubleTree Hilton, Melaka

Attn: FMM Malacca Branch

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

No	Name	Designation	NRIC Number	Email	H/P No.
1.					
2.					
3.					

(Please attach a separate list if space is insufficient)

I require Vegetarian meals.

We will be claiming under the SBL-Khas Scheme (MyCOID: 007907X_MELAKA) but **Full Payment** would be made to **Federation of Malaysian Manufacturers** in the event that there are no disbursement from HRD CORP under any circumstances.

We **WILL NOT BE CLAIMING** under the SBL-KHAS Scheme. We Will be **PAYING the Full Course Fees as Invoiced**.

Submitted by:

Name : _____ Designation : _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Fax: _____ Tel: _____