



FMM SEMINAR ON UNDERSTANDING & HANDLING SEXUAL HARASSMENT AT THE WORKPLACE

 APRIL 16, 2025, (WEDNESDAY)

 8.30AM - 5.00 PM

 FMM PENANG BRANCH



INTRODUCTION

SEXUAL HARASSMENT is a prevalent issue in workplaces, often undetected or unaddressed by management. To tackle this, the **Employment Act 1955 was amended in 2012 to define sexual harassment and mandate compliance** with the Code of Practice on Prevention and Eradication of Sexual Harassment at the Workplace. Further **amendments in 2022** strengthened these provisions, **requiring employers to establish grievance mechanisms, conduct inquiries into complaints, and promote awareness of workplace policies.** Employers must implement these measures to ensure compliance, address misconduct effectively, and foster a safe, harassment-free environment.

OBJECTIVES:

- To understand the provisions of the law
- To identify sexual harassment at the workplace
- To learn how to handle complaints
- To learn how to take appropriate disciplinary action

TRAINER:

Mr. K. Kesavan is the HR/IR Advisor of FMM. Mr. K. Kesavan, worked in the Enforcement Division, Ministry of Domestic Trade and Consumer Affairs, IR Department and retired as the Principal Assistant Secretary to the Policy Division (Labour Policy Division) in the year 2017.

HRDC PROGRAMME NO: 10001502387
Training Provider MyCOID:007907X_PENANG





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PROGRAMME:

Time	Topics
8.30 am	Registration
9.00 am	<ul style="list-style-type: none"> ➤ Sexual Harassment Defined ➤ Legal Provisions under the Employment Act ➤ Responsibilities of the employer and the employee
10.30 am	Morning break
10.45 am	<ul style="list-style-type: none"> ➤ Sexual Harassment Defined ➤ Legal Provisions under the Employment Act ➤ Responsibilities of the employer and the employee
1.00 pm	Lunch break
2.00 pm	<ul style="list-style-type: none"> ➤ Identifying Sexual Harassment ➤ Addressing Complaints ➤ Preventive Measures
3.30 pm	Afternoon break
3.45 pm	<ul style="list-style-type: none"> ➤ Investigating and Handling Complaints ➤ Disciplinary Action ➤ Case Studies
4.30 pm	Q& A Session
5.00 pm	End of programme

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For Inquiries: Ms Rajes / Ms Suguna

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SBL-KHAS SCHEME

This programme is claimable under SBL-KHAS. FMM will claim the course fee directly from the employer's account with HRDCorp. However, approval from HRDCorp is required before the commencement of programme by submission via eTris under Skim Bantuan Latihan (SBL-KHAS). **The company must make the FULL PAYMENT to FMM if no disbursement from HRDCorp (SBL-KHAS scheme) under any circumstances.**

WHO SHOULD ATTEND?

Human Resource Managers, Personnel Managers & Executives

**CLOSING DATE:
APRIL 9, 2025**

REGISTRATION FEE (fee is inclusive of 8% Service Tax)

	Fee per pax
Member	RM702.00
Non-member	RM810.00

For Non-DRHC claimers, full payment for registration must be made before **APRIL 16, 2025**. The fee includes a soft copy of the webinar materials and a certificate of attendance.

PAYMENT METHOD

- Cheque payable to:
"FEDERATION OF MALAYSIAN MANUFACTURERS"
- E-Payment: Malayan Banking Berhad
A/C No: 507-406-504-502 (Swift code: MBBEMYKL)

**HRDF SBL- Khas Programme No:
10001502387**

**Training Provider MyCOID:
007907X_PENANG**

REPLACEMENT/CANCELLATION/NO SHOW/CONFIRMATION

- Cancellation and refund are not allowed
- Replacement is allowed with no additional cost **BEFORE APRIL 9, 2025**
- FMM reserves the right to cancel or reschedule the event. All efforts will be taken to inform participants of changes. FMM is not responsible for any costs incurred by participants in the event of cancellation or a reschedule.
- Participants who do not attend the webinar are liable for the full fee
- Confirmation of the event will be sent after the closing date: **APRIL 9, 2025**

For further Inquiries, kindly contact Ms Rajes/Ms Suguna the **FMM Secretariat of FMM Penang at 04-3992057 or email to rajeswary_gunnusen@fmm.org.my / suguna@fmm.org.my**

Please register the following participants for the above programme:

Please tick (/) accordingly: () Claiming for HRDCorp () Non HRDCorp Contributor

No	Name	Designation	IC Number	Email
1				
2				
3				
4				

Submitted by:

Name: _____ Designation: _____

Company: _____ FMM Membership No: _____

Tel: _____ Email: _____

Address: