



FEDERATION OF MALAYSIAN MANUFACTURERS (7907-X)
PERAK

FMM PERAK Webinar: Understanding And Managing Employment Misconduct

DEC 07, 2021 (TUE)

8:45AM - 5:00PM

zoom



Course Contents

Misconduct

- Misconduct Defined
- Major and Minor Misconduct
- Legislation Related to Termination for Misconduct
- Dismissal process for misconducts

Employment Misconduct

- Absenteeism/Lateness
- Assault and fighting
- Conflict of Interest
- Cheating/Theft
- Drug & Alcohol Abuse
- Illegal Strikes
- Insubordination
- Moral & Private Misconduct
- Negligence of Duty

Case Studies & Court Awards

PROGRAMME OUTLINE

8:30 AM	Registration to ZOOM
9:00 AM	Misconduct
12:30 PM	Q & A Session
1:00 PM	Lunch
2:00 PM	Employment Misconduct
3:30 PM	Case Studies & Court Awards
4:30 PM	Q & A Session
5:00 PM	End of Programme

WHO SHOULD ATTEND?

Human Resources Managers, Admin Managers,
Executives, Officers

WEBINAR

- Kindly ensure to download ZOOM apps.
- Access link would be provided upon confirmation of the Webinar.

SPEAKER PROFILE - MR. HENG POH SUAN

Mr. Heng Poh Suan started his career as a Labour Officer in Kuala Kangsar, Perak in 1975. At the Labour Department he was enforcing the various Labour Legislations including hearing of labour cases and serving as the Department's Prosecuting Officer in the Magistrate and Sessions Courts. In 1983 he was transferred to the Industrial Relations Department where he was the Assistant Director 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 FMM as their Human Resource/Industrial Relations (HR/IR) Advisor. He had been conducting public as well as in house training programs relating to employment laws, discipline & misconduct and domestic inquiries procedures for various 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. Currently he is a freelance HR/IR Consultant.



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FMM Perak | WEBINAR: Understanding And Managing Employment Misconduct

FEES: FMM Member: RM 477/pax
Non-Member : RM 636/pax

- Inclusive of Service Tax @ 6%
- Inclusive of Downloadable Notes & Certificate of Attendance

SBL KHAS DETAILS

- Training Provider : 007907X_PERAK
- HRDC SBL-Khas Programme No:
 Will be provided upon confirmation.
- Employers **HRDC Grant Approval** MUST be forwarded to FMM Perak **at least 3 days before the Event date.**

REGISTRATION

Upon **Faxing/Mailing** the completed **Registration Form** to FMM Perak, you are **deemed** to have read and **accepted** the terms and conditions. The Event would also be **deemed as confirmed** unless informed otherwise.

ENQUIRIES

FMM PERAK

No. 1, Lorong Raja DiHilir
 Off Jalan Raja DiHilir, 30350 Ipoh, Perak
 (Attn: Ms Yie Wen / Ms Sherry)
 Tel No.: 05 548 8660
 Fax No: 05-548 8221

PAYMENT

- Cheques made in favour of "FEDERATION OF MALAYSIAN MANUFACTURERS"
- For **SBL-KHAS Scheme**, an **Attendance of 100%** is a **MUST**, in any case, **employers will be billed in full.**
- FMM SST Registration No : W10-1901-32000108

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the Seminar – **No payment charged**
- 3 – 6 days before the Seminar - **50% payment charged**
- < 3 days before the Seminar – **Full payment charged**
- **Participants who did not turn up will be charged full payment**
- Replacements can be accepted at no additional cost.

DISCLAIMER

FMM Perak reserves the right to change the facilitator, date and to vary/cancel the Webinar should unavoidable circumstances arise.

**CLOSING DATE
 NOVEMBER 30, 2021**

REGISTRATION FORM

FMM Perak

(Attn: Ms Yie Wen / Ms Sherry)

Fax No : 05-548 8221

Email : fmmperak@fmm.org.my

Please register the following participant(s):

NAME	IC	DESIGNATION	EMAIL
1:			
2:			
3:			
4:			

(Please attach a separate list if space is insufficient)

Submitted by:

NAME : DESIGNATION :

COMPANY : TEL NO :

ADDRESS : FAX NO :

MEMBERSHIP NO :

EMAIL :

We hereby confirm that : *(Please tick in the appropriate box)*

- We will be **claiming** under **SBL-Khas scheme** and **full payment would be made to FMM** in the event that **no disbursement from HRDCorp under any circumstances.**
- We will be **NOT be claiming** under **SBL-Khas scheme**. Enclosed cheque/bank draft No _____ / bank in slip being payment for ___ participant(s) made in favour of **FEDERATION OF MALAYSIAN MANUFACTURERS.**