

# FMM Workshop on Best Practices in Crafting Human Resource Policies and Employment Contract

**July 27 , 2026 (Monday)****9:00 AM - 5:00 PM****FMM Perak**

## INTRODUCTION

Well-drafted HR policies and employment contracts are the foundation of a compliant and well-managed organisation. Poorly written clauses, inconsistencies, or outdated provisions can expose employers to costly disputes, wrongful dismissal claims, and reputational risks.

This practical and highly interactive workshop equips HR practitioners and management professionals with the essential knowledge and tools to draft clear, legally compliant and enforceable HR documentation.

## COURSE OBJECTIVES

**Upon completion of this workshop, participants will be able to:**

- Understand the legal framework governing HR policies and employment contracts in Malaysia
- Identify essential clauses required in employment contracts to ensure enforceability
- Draft clear, consistent and legally compliant HR policies
- Recognise and avoid common drafting errors that may lead to disputes or claims
- Strengthen risk management practices to minimise exposure to wrongful dismissal and non-compliance issues

## SPEAKER PROFILE

Mr. K. Kesavan holds a Masters in HR Management - OUM, Bachelor Degree in Humanities - USM and a Diploma in IR - University Malaya. He joined the public sector in 1997 as an Enforcement Officer with the MDTCA and later as an IR Officer attached to the IRD, MoHR where he served for 10 years. He was then transferred to the Enforcement Division, JTK, MoHR as the Deputy Director and subsequently served the Labour Policy Division as the Principal Assistant Secretary before retiring in 2017. Currently he is FMM's HRIR Advisor based in KL. He was actively involved in the formulation/revision of various Labour Laws in-line with TPPA and revisions of MW Order, CYP and MRA Acts while serving with MoHR. During his time with the MoHR, he has facilitated Seminars in Labour Legislations such as the EA, IRA, TU Act, NWCC Act, MRA Act and conducted training in areas such as EA, Misconduct, DI, Sexual Harassment, Collective Bargaining and CAs.

## Who Should Attend

Human Resource Managers, Personnel Managers & Executives

## COURSE OUTLINE

**8.30AM Registration****9.00AM Legal Framework and Compliance**

- Overview of current Malaysian Employment laws
- Employer obligations and statutory requirements
- Legal risks of non-compliance

**10.30AM Morning Tea break****10.45AM Developing Effective HR Policies**

- Code of Conduct & Disciplinary Procedures
- Leave & Attendance Management
- Anti-Harrassment & Grievance Handling
- Performance Management
- Confidentiality & Data Protection

**Risk Mitigation & Dispute Prevention**

- Ensuring enforceability of policies
- Documentation best practices
- Minimising wrongful dismissal risks

**1.00PM Lunch Break****2.00PM Drafting Employment Contracts**

- Essential clauses and best practices
- Probation, confirmation & termination provisions
- Fixed-term vs permanent contracts
- Restraint of trade & confidentiality clauses
- Variations and amendments

**3.30PM Afternoon Tea Break****3.45PM • Training Overview****4.30PM • Question & Answer Session****5.00PM End of Programme**

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FMM Perak

**FEES: FMM Member: RM 702/pax  
Non-Member : RM 864/pax**

- Fees inclusive of Service Tax at 8%. Inclusive of Programme Materials, Refreshment, Lunch, and Certificate of Attendance

## HRD CORP CLAIMABLE COURSE DETAILS

- **Training Provider : 007907X\_PERAK**
- **HRD Corp Programme No:**  
*To 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.

## CANCELLATION

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

## PAYMENT

- Cheques made in favour of “**FEDERATION OF MALAYSIAN MANUFACTURING**”
- For **HRD Corp Claimable Courses**, an **Attendance of 100%** is a **MUST**, in any case, **employers will be billed in full.**
- FMM SST Registration No : W10-1901-32000108
- FMM TIN No : C25703742100

## ENQUIRIES

**FMM Perak** Ms.Vaani (vaani@fmm.org.my)  
Pn Rozita (rozita@fmm.org.my)  
**FMM Penang** Ms Rajeswary (rajeswary\_gunnusen@fmm.org.my)  
**FMM Johor** Ms Zuraidah (zuraidahnur@fmm.org.my)  
Ms Fatihah (nur\_fatihah@fmm.org.my)  
**FMM Kedah** Ms Rozainiza (fmmkedahperlis@fmm.org.my)

## DISCLAIMER

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

**CLOSING DATE: 08/07/2026**

# REGISTRATION FORM

**FMM Perak**  
(Attn: Ms. Vaani / Pn. Rozita)

Email: vaani@fmm.org.my; rozita@fmm.org.my

Tel No : 05-548 8660  
Fax No : 05-548 8221

**Please register the following participant(s):**

PARTICIPANT 1

PARTICIPANT 2

PARTICIPANT 3

Name : ..... Name : ..... Name : .....  
IC No : ..... IC No : ..... IC No : .....  
Designation : ..... Designation : ..... Designation : .....  
H/P No : ..... H/P No : ..... H/P No : .....  
(Please provide mobile number) (Please provide mobile number) (Please provide mobile number)  
Email : ..... Email : ..... Email : .....

Please tick ( ✓ ) if you require Vegetarian meal for \_\_\_person(s) (Please attach a separate list if space is insufficient)

## Submitted by:

NAME : ..... DESIGNATION: .....  
COMPANY : ..... EMAIL : .....  
MEMBERSHIP NO. : ..... TELEPHONE NO. : ..... FAX NO. : .....  
ADDRESS : .....

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

- We will be **claiming** under **HRD Corp Claimable Courses (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 **HRD Corp Claimable Courses (SBL-KHAS) Scheme.** Enclosed cheque/bank draft No \_\_\_\_\_ / bank in slip being payment for \_\_\_ participant(s) made in favour of **FEDERATION OF MALAYSIAN MANUFACTURING.**

TIN Number: \_\_\_\_\_ SST No: \_\_\_\_\_