Mastering of HR Compliance

This 2-day intensive programme is designed to provide HR practitioners, managers, and supervisors with a comprehensive understanding of Malaysian employment laws, focusing on practical compliance and risk management. The programme covers the Employment Act 1955 and the Employment (Amendment) Act 2022, addressing the entire employment lifecycle from hiring to termination, including misconduct handling and Domestic Inquiry procedures. Participants will gain practical insights through real-life case studies and scenario-based discussions to ensure effective application in the workplace.

Course Objectives

- Understand key provisions of the Employment Act 1955 and Employment (Amendment) Act 2022
- Identify employer and employee rights, duties, and obligations
- Ensure compliance with statutory requirements (MTD, EPF, SOCSO, EIS)
- Handle misconduct, suspension, and Domestic Inquiry correctly and lawfully
- Reduce risks of disputes, unfair dismissal claims, and JTK complaints
- Apply best practices in managing working hours, wages, and leave

Who Should Attend

- HR Practitioners
- HR Managers, Executives, and Assistants
- Heads of Department (Local & Expatriate)
- Supervisors involved in employee management and disciplinary matters

Training Methodology

- Interactive lectures
- Case studies and real-life examples
- Scenario-based discussions
- Role play (including Domestic Inquiry simulation)
- Pre-test and post-test assessments

Course Outline

2-Day Training Programme | Time: 9:00 AM – 5:00 PM

DAY 1 – Foundations of Employment Law & Employment Lifecycle

Module 1: Introduction to Malaysian Employment Law

- Purpose and scope of the Employment Act 1955
- Who is covered under the Act (including 2022 amendments)
- Employees under EA 1955 vs Workmen under IRA 1967
- Employer–Employee relationship
- Contract of Service vs Contract for Service
- Types of employment
- Employment (Part-Time Employees) Regulations 2010
- Minimum benefits and entitlements under EA 1955

Module 2: Employer & Employee Rights and Obligations

- Statutory duties and responsibilities of employers
- Employee rights and protections under the law
- Common disputes and how to prevent them
- Roles of HR, HODs, and supervisors in compliance

Module 3: Wages & Statutory Compliance

- Definition of wages
- Payments, restrictions, and advances
- Lawful and unlawful deductions
- Liabilities of principals and contractors
- Minimum Wages Order
- Statutory contributions and compliance: MTD, EPF, SOCSO, EIS

Module 4: Working Hours & Leave Management

- Rest day and maximum working hours
- Overtime rules
- Public holidays
- Annual leave
- Sick leave & hospitalization leave

- Guidelines on performing solat during working hours
- Non-mandatory leave: Emergency leave, unpaid leave, absent without leave (AWOL)

DAY 2 – Misconduct Handling, Amendments & Risk Management

Module 5: Special Sections & Misconduct Management

- Absenteeism (Section 15)
- Breach of contract (Section 13)
- Employment (Termination and Lay-Off Benefits) Regulations
- Leaves not governed under EA 1955
- No-pay leave computation

Module 6: Domestic Inquiry & Due Process (Section 14)

- Understanding 'Due Inquiry' requirements
- Misconduct vs poor performance
- Suspension pending investigation
- Payment of wages during suspension
- Domestic Inquiry procedures: investigation, charge framing, panel roles, decision & punishment
- Common mistakes leading to unfair dismissal claims
- Case studies & role play

Module 7: Employment of Women

- Legal restrictions and controls
- Qualifications and requirements
- Maternity leave & maternity allowance (paid & unpaid)
- Termination during pregnancy

Module 8: Employment (Amendment) Act 2022 – Key Changes

- Calculation of wages for incomplete month
- Reduction of working hours
- Paternity leave
- Flexible working arrangements
- Employment of foreign employees
- Discrimination in employment

- Notice of sexual harassment
- Forced labour provisions
- Presumption of employer–employee relationship
- Increased penalties for non-compliance

Module 9: Common Pitfalls & Avoiding JTK Complaints

- Record-keeping requirements
- Handling employee complaints proactively
- Practical strategies to reduce disputes
- Protecting the organisation’s compliance standing

DAY 1 – Foundations of Employment Law & Employment Lifecycle

Time	Module & Content
9:00 – 9:30	Module 1: Introduction to Malaysian Employment Law (Overview & Scope)
9:30 – 10:45	Module 1: Coverage of Employment Act, Employment Types & Contracts
10:45 – 11:00	Tea Break
11:00 – 12:30	Module 2: Employer & Employee Rights and Obligations
12:30 – 1:30	Lunch Break
1:30 – 3:00	Module 3: Wages & Statutory Compliance
3:00 – 3:15	Tea Break
3:15 – 5:00	Module 4: Working Hours & Leave Management

DAY 2 – Misconduct Handling, Amendments & Risk Management

Time	Module & Content
9:00 – 10:30	Module 5: Special Sections & Misconduct Management
10:30 – 10:45	Tea Break
10:45 – 12:45	Module 6: Domestic Inquiry & Due Process (Section 14)
12:45 – 1:45	Lunch Break
1:45 – 2:45	Module 7: Employment of Women
2:45 – 3:00	Tea Break
3:00 – 4:15	Module 8: Employment (Amendment) Act 2022 – Key Changes
4:15 – 5:00	Module 9: Common Pitfalls & Avoiding JTK Complaints + Q&A