Sexual Harassment, Discrimination & Panel Code

In Malaysia, current statistics reveal that 1 in 3 women and 1 in 6 men have been sexually harassed in their lifetime. While many organizations are facing the problems of having 4 very distinct generations at the workplace; some even with 5; causes an astray of set of beliefs and values which is very different with the other. As a result, conflicts and different sexual preconceptions arise at the workplace. It relates to the unsolicited verbal and non-verbal advances such as grouping, touching, kisses and even phone or email messages. Harassment and abusive conduct cost employers billions of dollars each year in lawsuits, employee turnover and lost productivity.

Program Value Proposition
When sexual harassment is not mitigated, it results in trauma, absenteeism, disengagement at work, and resignation. It's also a criminal offense and, when not addressed properly, there is a possibility that it could lead to lawsuits. This may affect the performance of employees involved or their at-work friends, which can be detrimental to the business operations. That is why organizations must take initiative to lead a healthy conversation about sexual harassment to affirm the employees that it is okay for them to engage in a conversation. If employees are not encouraged to be more open to this type of discussion, they won't know the proper actions or the proper avenue to voice their concerns.

Program Rationale
This program is not theoretical, it is designed to be fully practical hands on, and results oriented. It is conducted either virtually via zoom or F2F. Participants will be well guided during the workshop to ensure internalization of the new knowledge and techniques. The modules have been designed to teach ways in handling and resolving sexual harassment via **Psychological, Behavioral, Technological, and even Self-defence!**

Duration
Workshop 2 days

Medium of Delivery
English and Bahasa Malaysia (Preference according to the Client)

Workshop Objectives
This program aims to:
- **Create awareness** of organization's Anti-Harassment Policy
- **Expose** various types of sexual harassment
- **Assist participants** in handling sexual harassment through legitimate and self-defense techniques
- **Reduce** the risk of harassment claims
- **Motivate** participants to recognize, report and prevent misconduct
- **Help** create a respectful, inclusive workplace culture

Learning Outcomes
After completing this program, participants should be able to:

- ✓ Become aware, understand, and adopt the company's Anti-Harassment Policy
- ✓ Identify different forms of harassment and discrimination in the workplace.
- ✓ Understand employer and employee obligations under relevant laws.
- ✓ Prevent misconduct through proactive policy and awareness programs.
- ✓ Promote a respectful, inclusive, and compliant work culture.

Targeted Participants
Non-managerial, First-line, middle management, senior management, and anyone that has the potential to encounter sexual harassment either in the workplace or during their daily life

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Methodology
As the focus is on skills training, the approach of the program is a practical one, i.e. “Learning by Doing”. This is a highly participative and interactive program using a variety of training techniques. Participants will have opportunities to practice with work related training material.

The approaches used would include:
● Short Theories to reinforce the basics
● Liberal use of discussions to enhance understanding and confidence
● Individual and group exercises that are workplace oriented
● Video presentations
● Extensive use of training activities including exercises, quizzes, role-plays, and games that stimulate learning and participation

The method of training and facilitation will be participants paced, participative and skills oriented. In addition to short Theories and discussions there will be individual and syndicate group exercises benefiting particularly from the cross exchange of personal experience and group dynamics.

Sexual Harassment, Discrimination & Panel Code (2 days)

DAY 1: Understanding Workplace Harassment & Legal Compliance

Time	Module	Content / Scope
8.30 am	Registration	Participant sign-in
9.00 am	**Module 1: Understanding Workplace Harassment**	• What amounts to harassment, bullying, and sexual harassment • Types of harassment: verbal, physical, visual, online • Power dynamics and workplace hierarchy • Psychological impact of harassment on employees • Real case studies from manufacturing & food industry settings
10.30 am	Morning Break	
10.45 am	**Module 2: Employment Act 1955 & Employer Obligations**	• Overview of relevant sections (81A–81G) • Complaint mechanisms and timelines • Responsibilities of employers & HR • Practical implications for management • Documentation and record-keeping for compliance
12.30 pm	Lunch Break	
1.30 pm	**Module 3: Anti-Sexual Harassment Act 2022**	• Broad definition of sexual harassment under the Act • Tribunal procedures & remedies for victims • Employer obligations: prevention, investigation, disciplinary action • Importance of confidentiality and sensitivity • How to prevent recurrence and build trust
3.15 pm	Afternoon Tea Break	
3.30 pm	**Practical Workshop 1: Identifying Harassment & Bias**	• Small group activity: spotting red flags in real-life situations • Scenario-based role play (factory & delivery environment) • How to address inappropriate behavior early • Case Studies • De-brief & reflection
5.00 pm	End of Day 1	Summary, reflections, and Q&A

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DAY 2: Discrimination, Penal Code & Best Practices

Time	Module	Content / Scope
8.30 am	Recap & Icebreaker	Short review of Day 1 + reflection exercise
9.00 am	**Module 4: Understanding Workplace Discrimination**	• What constitutes discrimination under Malaysian laws • Types: gender, race, religion, age, disability, and union status • Equality principles and fair employment practices • Managing complaints of bias and unfair treatment • Building a culture of inclusion and respect
10.30 am	Morning Break	
10.45 am	**Module 5: Penal Code (Amendment) Act 2025**	• Existing provisions: Sections 323, 324, 504, 506, 509 • New offences: o 507B – General Harassment o 507C – Harassment likely to be perceived o 507D – Causing fear of harm/self-harm o 507E & 507F – Doxxing and publishing info to harass/threaten • Legal consequences for employees and management • Practical application: managing online misconduct, doxxing, and threats
12.30 pm	Lunch Break	
1.30 pm	**Module 6: Best Practices for Employers & Employees**	• Developing and updating anti-harassment & anti-discrimination policies • Setting up confidential reporting channels • Investigation process & handling complaints objectively • Using templates and checklists for documentation • Consistent disciplinary enforcement and follow-up actions
3.00 pm	Afternoon Tea Break	
3.15 pm	**Practical Workshop 2: Conducting Internal Investigations**	• Step-by-step mock inquiry session • Roles of investigation panel & witnesses • Common mistakes to avoid during inquiry • Drafting investigation findings and recommendations
4.30 pm	**Q&A Session and Action Planning**	• Discussion on real-life factory & office scenarios • Developing action plans to strengthen workplace culture • Final clarifications and evaluation
5.00 pm	**End of Training**	Presentation of Certificates of Completion