

EMPLOYMENT ACT 1955 AND LABOUR ORDINANCE OF SABAH & SARAWAK SPEAKER: MR M. GOVINDASAMY ONLINE TRAINING VIA ZOOM



1 - 2 DECEMBER 2020

VENUE: ISP Headquarters

Suite 3A01, Level 3A, PJ Tower, Amcorp Trade Centre, No. 18,
Persiaran Barat, 46050 Petaling Jaya, Selangor

**HRDF
Claimable**

INTRODUCTION

This course will highlight various possible contraventions to the Employment Act, as well as demands and repercussion that may arise. This course will provide invaluable guide for employers and human resource executives and managers

TRAINING OUTCOMES

To know the obligations and enforcement under the employment Act. The contents will serve a check list for employers in engaging, discharging and revising or formulating terms and conditions of service.

WHO SHOULD ATTEND?

Assistant Managers, Managers, HR executives and Mill Manager.

TRAINING METHODOLOGY

ONLINE

TRAINER'S PROFILE

M.Govindasamy, AISP, M.A. is a Plantation Adviser/General Manager with CPS Plantation Management Sdn. Bhd. and part time Lecturer with University Malaysia Pahang and Asia e University. Specialized in lecturing plantation management, environment and Human resource management courses for more than 10 years. He has 35 years working experience in Plantation Management and well versed with the Best Practices in Oil Palm cultivation and sits on MSPO Technical and working committee.

DAY 1

8.30AM - 10.00AM

- OPENING
- INTRODUCTION, OBJECTIVES AND SCOPE OF THE LABOUR LAW IN MALAYSIA
- GENERAL & CONTRACT OF SERVICE
- WORKING HOURS AND SHIFT WORK
- PAYMENT OF WAGES
- PUBLIC HOLIDAYS AND REST DAYS
- PAYMENTS OF OVERTIME ALLOWANCES

10.00AM - 12.30AM

- ANNUAL LEAVE
- SICK LEAVE
- TERMINATION OF CONTRACT OF SERVICES
- TERMINATION, LAY-OFF AND RETIREMENT BENEFITS

12.30PM - 1.30PM - LUNCH

1.30AM - 2.30PM

- SPECIAL RELIEF ALLOWANCE
- MANNUAL INCREMENTS, BONUS AND PROMOTIONS
- TRANSPORT ALLOWANCE
- PROBATIONARY PERIOD

2.30PM - 3.30PM

- EMPLOYMENT OF YOUNG CHILDREN AND YOUNG PERSON
- EMPLOYMENT OF WOMEN AND DOMESTIC SERVANTS
- EMPLOYMENT OF FOREIGN EMPLOYEES
- MATERNITY LEAVE AND ALLOWANCES
- POWER OF INSPECTION AND INQUIRY INTO COMPLAINTS

3.30PM - 5.30PM

- SOCSO CONTRIBUTIONS
- WORKMEN'S COMPENSATION
- EPF CONTRIBUTIONS
- WITHDRAWAL OF EPF CONTRIBUTIONS - FOR HOUSE PURSHAS

DAY 2

8.30AM - 10.00AM

- OPENING
- INTRODUCTION, OBJECTIVES AND SCOPE OF THE AMENDED LABOUR ORDINANCES

10.00AM - 12.30AM

- ADMINISTRATION OF THE AMENDED LABOUR ORDINANCES AND THE POWERS OF INSPECTION AND INQUIRIES

12.30PM - 1.30PM - LUNCH

1.30AM - 2.30PM

- CONTRACT OF SERVICE

2.30PM - 3.30PM

- PROVISIONS RELATING TO EMPLOYMENT

3.30PM - 5.30PM

- PROCEDURE OFFENCES, PENALTIES, RULES, SAVINGS AND REPEAL

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REGISTRATION FORM

Please register the following personnel to attend the training as above. Please photocopy for multiple bookings.

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM200.00** (Membership No.: _____)
Non-Member: **RM250.00**

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM200.00** (Membership No.: _____)
Non-Member: **RM250.00**

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM200.00** (Membership No.: _____)
Non-Member: **RM250.00**

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM200.00** (Membership No.: _____)
Non-Member: **RM250.00**

Name: _____
I/C No.: _____
Email: _____
Mobile No.: _____
Member: **RM200.00** (Membership No.: _____)
Non-Member: **RM250.00**

*** All fee inclusive of 6% Sales & Service Tax (SST) for Malaysians only.

Company Name: _____
Person in Charge: _____
Telephone: _____
Email: _____
Address: _____

Company's Stamp/
Signature:

PAYMENT METHOD

- Cash (Walk in only)
- Online Transfer
- ATM Transfer
- Cheque/ Bank Draft
(Cheque/ Bank Draft No.: _____)

Credit Card Visa Mastercard
Card No.: _____
Cardholder's Name: _____
Bank's Name: _____
Expiry Date: _____/_____/_____(mm/yy)
Signature: _____ Date: _____

Amount: RM _____

Payment can be made to ISP MANAGEMENT (M) SDN BHD bank account AMBANK ISLAMIC BERHAD/ AMBANK BERHAD 888-101-596-8511

** Please return the registration form and provide proof of payment to emails below

TERMS AND CONDITIONS

- Request for cancellation must be made in writing.
- 100% refund will be made for written cancellation received 6 days before the day of the Seminar. Refund will be issued after the Seminar.
- No refund will be given for cancellation received after the Seminar. However, replacement is acceptable; please forward the replacement name to emails below.
- The registration form serves as the official invoice.
- All membership subscription should be paid before the day of the Seminar to entitle for members' rate, or else, non-members' rate will be applied.
- The Organisers shall not be held responsible for whatever cost (hotel reservation/ flight ticket) incurred by participants.
- The Organisers reserve the right to make changes to courses without prior notice whether in terms of date, time, venue or any other aspects.

Registration must be done by faxing/emailing the registration form to the following:

CONTACT PERSON
For ENQUIRIES/ REGISTRATION:
03-7955 5561

Mr. Mohd Rizalhisham
rizalhisham@isp.org.my

For office use only:
Date : _____/_____/_____
Inv. No : _____
OR No.: _____

DEADLINE
25 NOVEMBER 2020