



INTRODUCTION:

To understand the correct action to handle poor discipline employee and what employer should do to improve the employee discipline.

Employer should ensure correct action to be taken to avoid any constructive dismissal and should implement right procedures to handle misconducts.

The important of Disciplinary Action Procedure to an employer for poor discipline employee and it will help the employer to conduct proper inquiry including investigation to avoid Bona Fide.

OBJECTIVES:

- ✓ Understand the new amendment of Employment Act 1955
- ✓ Understand Procedure of Disciplinary Action
- ✓ Understand IRA and EA
- ✓ Know how to handle poor discipline employee
- ✓ Able to understand the proper procedure of termination of employment contract

Training Content & Highlighted:

Session 1: New Amendment of Employment Act 1955

- ✚ Important amendment and how it impacts HR work
- ✚ Why we need to comply for new amendment

Session 2: Understand the Disciplinary Action Procedure and Preparation

- ✚ Step of Disciplinary Letter can be Taken by Employer
 - Show Cause Letter
 - Warning Letter
 - Acceptance of Show Cause Letter
 - Letter of Domestic Inquiry
 - Suspension Letter
 - When can Issue Suspension Letter
 - The Purpose of Suspension Letter

Session 3: Understand the Termination of Contract Procedure

- ✚ How to Terminate the Contract of Employment for Probation and Confirmed Employee
- ✚ How to reduce the risk of Termination of Employment Contract
- ✚ The impact of continuous employment of Fixed Term Contract

Session 4: Understand the Act

- ✚ What Action Can Be Taken By Employer
- ✚ What Section 14 Employment Act 1955 Mentioned
- ✚ What Section 20 Industrial Relations Act 1967 Mentioned
- ✚ What Second Schedule Industrial Relations Act 1967 Mentioned

