

RIGHTS & OBLIGATIONS OF EMPLOYERS & EMPLOYEES DURING THE MANDATORY LOCKDOWN PERIOD IN MALAYSIA DUE TO COVID-19

Remote
Online
Training via



21 October 2021 (Thursday)

9.00 am – 5.00 pm

Introduction:

This 1-day program is aimed to provide an overview of the possible outcome of employment during the mandatory lockdown period in Malaysia where certain non-essential industries are not allowed to operate.

Where essential industries are allowed to operate, there are also certain restrictions imposed e.g., not more than 60% to 80% of the workforce allowed in the office at any one time and so on. Given this scenario, some companies may be forced to reduce staff, request staff to work from home where possible or even take pay cuts.

The last option for employers who cannot afford the constant lockdown is either to retrench their staff or forced to close down the company. Hence, employers and employees want to know the extent of their rights and obligations and what can and cannot be done.

Who Should Attend:

Company CEO, Directors, Senior Management, HR Practitioners, Head of Departments, and any personnel interested to acquire this knowledge.

Learning Outcomes:

Participants will be able to understand the application of the legal requirements/position of employers during the lockdown period, and to address the perks and pitfalls of working from home.

Methodology:

All the training sessions will be conducted through lectures, group work and discussion, and case studies.

Program Outlines

Program Time	Topic(s)
9.00 am	Registration Pre-Test
9.15 am	Module 1: What are the Legal positions of Employers during this lockdown period? Can Employers do the following: <ul style="list-style-type: none"> Force employees to take annual leave/unpaid leave for the lockdown period Reduce the basic salary and cash benefits Reduce overall benefits Refuse to pay for sick leave/hospitalization leave in event employees' contract covid-19 Retrench employees due to adverse business conditions as a result of the lockdown Re-designate, transfer or change the job of employees
10.30 am	Morning coffee break
10.30 am	Module 2: What are the Social/Morale obligations of Employers? Module 3: What can employees do if Employers reduce their salary and benefits during the lockdown period?
1.00 pm	Lunch
2.00 pm	Module 4: What happens if an accident happens when the employee is working from home, can employees claim SOCSO benefits? Module 5: Should Employers provide the necessary working tools like Laptop, Wi-Fi broadband, etc. to employees working from home?
3.30 pm	Afternoon coffee break
3.45 pm	Module 6: Psychological / mental / physical issues as a result of employees working from home. Module 7: Perks & Pitfalls of working from home
4.50 pm	Post Test Training Evaluation
5.00 pm	End of program

HRDF Claimable
Under SBL KHAS Scheme*

**Closing date for registration:
14 October 2021**

flexiEdge Training PLT
Shoplot No. 9, Ground Floor,
Hotel Equatorial Penang,
1, Jalan Bukit Jambul,
11900 Bayan Lepas, Penang.
Tel/ Fax: 604-646 8377

Course Leader

Mr. Bobby Geh is currently a full time HR/IR Consultant as well as a Trainer, and a seasonal Human Resource Professional with more than 40 years Human Resource experience, having worked with major MNCs such as Motorola, HP, Sharp, Read-Rite, Teleplan and First Solar.

He has also assisted several companies on HR related matters including advice on dismissal and disciplinary cases. He is also very conversant in Malaysian Employment practices and Laws.

He has a Master's Degree (M.Sc.) in Human Resource Management from the University of Portsmouth, UK and has served as Chairman of the HR sub-committee of FMM Penang Branch.

He was also a member of the Penang State Human Resource Council. For his services rendered to the Penang State Human Resource Council, he was awarded the Pingat Jasa Kebaktian (PJK) by the Governor of Penang in 2016.

His areas of expertise are:

- ✓ Human Resource Management
- ✓ Industrial Relations & Employment Law
- ✓ Performance Management
- ✓ Compensation & Job Evaluation Methodology
- ✓ Strategic Management
- ✓ Change Management
- ✓ Conducting Domestic Inquiry
- ✓ Managing in a Unionized Environment
- ✓ Negotiating Collective Agreement
- ✓ Certified Human Resources Officer Program (CHRO)



under SBL-Khas
Scheme

Investment / Participation Fees



**Category 1:
Early Bird Rate:**

****register by 20 September 2021**

RM 159.00 per participant



Category 2:

Normal Rate:

RM 265.00 per participant

REGISTRATION FORM

RIGHTS & OBLIGATIONS OF EMPLOYERS & EMPLOYEES DURING THE MANDATORY LOCKDOWN PERIOD IN MALAYSIA DUE TO COVID-19

21 October 2021, 9.00 am – 5.00 pm

Remote
Online
Training
via



No.	Name of Participant(s)	Designation	Category 1 (please tick ✓)	Category 2 (please tick ✓)	*Self-Sponsored? (please tick ✓)
1					
2					
3					
4					
5					
6					

Please note that this is a **Public program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under SBL KHAS Scheme.*

Registration Submitted By:		
Company Name:		
Company Address:		
Contact Person:		Designation:
Tel:	Fax:	Email:
Registration Process & Payment Method:		
<p>(1) Please note that this program is registered under SBL-KHAS Scheme. Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT.</p> <p>(2) Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at administrator@flexiedge.com.my</p> <p>(3) flexiEdge Training PLT will email the confirmation notification to Employer/Company.</p> <p>(4) Employer/Company needs to submit training grant application to HRD Corp before program date. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration).</p> <p>(5) Employer/ Company and flexiEdge Training PLT to chop-sign the JD/14 form and return to flexiEdge Training PLT for claim submission purpose.</p>		
For Self-Sponsored Participants*:		
Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for () participant(s), crossed and made payable to "flexiEdge Training PLT" <u>OR</u> Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice.		
*For self-sponsored participant(s), registration will only be guaranteed if full payment is received before program.		
Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my or through fax to 04-646 8377. For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-646 8377/ 012-479 8377/ 013-588 3355		
Terms and Conditions		
<ol style="list-style-type: none"> Fees are inclusive of soft copy program materials (in pdf) and e-certificate of attendance. Program confirmation will be given through email before the program date. <ol style="list-style-type: none"> Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged. No cancellation is allowed once our program confirmation is emailed to you. However, if registered participant is unable to attend, only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day shall be fully billed. No refund if participant/ replacement does not turn up on the training day. flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control. 		

Visit us at www.flexiedge.com.my