



2ND ANNUAL EMPLOYMENT LAW & INDUSTRIAL RELATIONS CONFERENCE

CONFERENCE: WEDNESDAY, 27 MARCH 2013

POST CONFERENCE WORKSHOPS: THURSDAY, 28 MARCH 2013

VENUE: HOTEL ISTANA, KUALA LUMPUR

Key Benefits

- Review updates to the employment legislation and recent case law
- Examine instances and challenges involved in managing poor performance
- Understand procedures in rightsizing, redundancy and retrenchment
- Identify ways to handle absenteeism in the workplace
- Evaluate labour and employment implications in mergers and acquisitions
- Recognise workplace harassment and proper procedures

Who Should Attend

Directors, Managers, Practitioners, Consultants and Policy Officers from:

- Human Resource
- People and Performance
- Industrial Relations
- Employee Relations
- Corporate Legal Counsels
- Trade Union Officers
- Contracts

Programme Overview

The role of the HR professional in adhering to and enforcing Malaysian employment law cannot be over-emphasised. It is therefore imperative that HR and corporate legal practitioners are equipped with sufficient and relevant knowledge on employment issues and labour law.

Solomon Wise is proud to present a conference designed to provide employers, HR and corporate legal practitioners with up to date information whilst addressing critical areas of employment law. In addition to the first day conference, two half-day workshops have also been organised to address issues surrounding HR matters in a focused manner. This exclusive 2-day event has been specially fabricated to equip you with invaluable knowledge, practical insights and advice from the leading experts in the industry.

Distinguished Speakers

Jeremiah Gurusamy

Partner | Arianti Dipendra Jeremiah

Selvamalar Alagaratnam

Partner | Skrine

Dymphna Lanjuran

Partner | Foong Cheng Leong & Co

Janice Anne Leo Selvanathan

Partner | Shook Lin & Bok

Gan Khong Aik

Partner | Gan Partnership

R. Ravindra Kumar

Partner | Raja, Darryl & Loh

Foong Cheng Leong

Partner | Foong Cheng Leong & Co

Trevor George De Silva

Partner | Trevor George Partnership

Alex Wong & Lily Yong

In-Tune Business Services Sdn Bhd

Day 1: Conference

TIME	TOPIC
08.30	Registration
09.00	Chairperson's Opening Remarks
09.15	Updates to the Employment Legislation and Recent Case Law <ul style="list-style-type: none">• Review the Employment Legislation and recent changes• How do these changes impact your organisation• New treatment of Sexual Harassment• Preparing foolproof Employment Contract Jeremiah Gurusamy Partner Arianti Dipendra Jeremiah
10.00	Examining Instances and Challenges Involved in Managing Poor Performance <ul style="list-style-type: none">• Analyse specific instances of poor performance• Common issues and concerns faced by employers• Identifying the best mode of handling poor performance• Applying the law appropriately according to varied circumstances• Legal requirements on terminating a probationer and a permanent employee due to poor performance• Standards and test laid down by the Courts Selvamalar Alagaratnam Partner Skrine
10.45	Morning Break & Networking
11.15	Rightsizing, Redundancy and Retrenchment <ul style="list-style-type: none">• Redundancy procedure and methods of selection• Retrenchment, unfair dismissals and employee's rights• Statutory redundancy pay and retrenchment benefits• LIFO principle and its exceptions• Voluntary Separation Schemes• Other alternatives to redundancy and retrenchment Dymphna Lanjuran Partner Foong Cheng Leong & Co
12.00	Handling Absenteeism in the Workplace <ul style="list-style-type: none">• Definition of absenteeism• Absence with leave and absence without leave• Condonation of absence• The need to issue show cause and warning letters• Punishment for unlawful absence Janice Anne Leo Selvanathan Partner Shook Lin & Bok
12.45	Networking Lunch
14.00	Effectively Managing the Labour and Employment Implications in Mergers and Acquisitions <ul style="list-style-type: none">• Relevant transfers and scope for transfer — Change in business ownership, Acquisitions and Takeovers• Changes in the terms of employment• The obligations and rights of the employees for e.g. Can an employee object to a transfer• The obligations and rights of the transferor employer and new employer• Contractual terms, benefits & compensation, capacity and authorization issues in the transferred position Gan Khong Aik Partner Gan Partnership
14.45	Workplace Harassment: What You Need to Know <ul style="list-style-type: none">• How to deal with harassment in the workplace• Focus on Sexual Harassment• Code of Conduct on harassment• Implementation of proper procedures R. Ravindra Kumar Partner Raja, Darryl & Loh
15.30	Tea Break & Networking
16.00	Internet Security, Privacy and Social Media Policies <ul style="list-style-type: none">• Analysis of key legal, technology and human-resources issues relating to workplace privacy• How intensely to scrutinize applicants and employees both inside and outside the workplace's physical and virtual walls• Issues such as background checks and regulating employees' "off-duty" conduct Foong Cheng Leong Partner Foong Cheng Leong & Co
16.45	Chairperson's Closing Remark & End of Conference

Day 2: Post-Conference Workshops

9:00am – 12:00pm

WORKSHOP A:

EFFECTIVELY DRAFTING & MANAGING EMPLOYMENT CONTRACTS

(with ½ hour coffee break in between)

TIME	TOPIC
08.30	Registration
09.00	Chairperson's Opening Remarks
09.15	<ul style="list-style-type: none"> • Identifying the types of employment contract <ul style="list-style-type: none"> - Temporary / Casual / Part time - Term / Fixed Term - Task - Apprenticeship/ Probations • Understanding employment terms in the contract <ul style="list-style-type: none"> - Express terms - Implied terms - Terms incorporated by subsequent agreement - Terms incorporated by reference to the company's handbook - Drafting terms to meet specific needs <ul style="list-style-type: none"> ◆ Probationary periods ◆ Employee duties ◆ Termination provisions • Evaluating key clauses and conditions of employment • Protecting confidential information through contract of employment <ul style="list-style-type: none"> - Non-competition clauses - Confidentiality - Restraint of trade • Avoiding common pitfalls that may arise when drafting employment contracts • Effectively handling disputes • Termination of the contract of employment <ul style="list-style-type: none"> - Termination with notice by employer - Dismissal without just cause or excuse - Mitigation - Remedies for breach of contract <ul style="list-style-type: none"> ◆ By the employer before or in the course of employment ◆ By the employee • Addressing issues in foreign labour employment contracts <p>Trevor George De Silva Partner Trevor George Partnership</p>
12.00	End of Workshop A

2:00pm – 5:00pm

WORKSHOP B:

OUTSOURCING AS A FORM OF REORGANISATION

(with ½ hour coffee break in between)

TIME	TOPIC
13.30	Registration
14.00	Chairperson's Opening Remarks
14.15	<ul style="list-style-type: none"> • The outsourcing landscape in Malaysia <ul style="list-style-type: none"> - Outsourcing as an increasingly popular alternative - Outsourcing as the bridge to human capital gap • Outsourcing for SMEs and Corporate <ul style="list-style-type: none"> - Different outsourcing models • Evaluating each outsourcing models • Defining the outsourcing agreement <ul style="list-style-type: none"> - Structuring the outsourcing agreement - Assessing the general principles in negotiating a successful outsourcing agreement - Key factors to consider in outsourcing agreements <ul style="list-style-type: none"> ◆ Confidentiality and privacy ◆ Dispute Resolution ◆ Payment ◆ Arbitration clauses ◆ Tax - Avoiding pitfalls in outsourcing agreements - Exit management: addressing termination issues • Risk management in outsourcing <ul style="list-style-type: none"> - Identifying the types of risks - Evaluating risk management tools - Ensuring consistence with overall business strategy - Effectively conducting due diligence - Assessing the impact of disruption or unexpected termination of outsourcing services - Successfully mitigating identified risks <p>Alex Wong & Lily Yong In-Tune Business Services Sdn Bhd</p>
17.00	End of Workshop B

Upcoming Events	Due Diligence
	Corporate Compliance Conference
	Corporate Sustainability
	Invest Asia 2013 Masterclass
	2nd Annual Corporate Counsel Forum
	Audit Committee Excellence

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Customised Training Programmes

NEED TO DEVELOP ENTIRE TEAMS?

All our conferences and seminars can be developed into customised programmes to meet your organisation's specific training needs. For more information on in-house training, please contact

Kimson @ +603 2297 3700

Registration Form

(Read Booking Conditions)

2nd Annual Employment Law & Industrial Relations Conference

CONFERENCE: Wednesday, 27 March 2013 | POST CONFERENCE WORKSHOPS: Thursday, 28 March 2013

VENUE: Hotel Istana, Kuala Lumpur

CONFERENCE PACKAGES ALL PRICES IN MYR	EARLY BIRD *REGISTRATIONS BEFORE 1 MARCH 2013	REGULAR FEE
<input type="checkbox"/> Conference + 2 workshops	1950	2190
<input type="checkbox"/> Conference + 1 workshop: <input type="checkbox"/> A <input type="checkbox"/> B	1450	1590
<input type="checkbox"/> Conference only	950	990
<input type="checkbox"/> Workshop only: <input type="checkbox"/> A <input type="checkbox"/> B	500	600

Solomon Wise Sdn Bhd recognises the value of learning in teams. Group bookings at the same time from the same company receive these discounts:

- 3 or more 5%
- 5 or more 7%
- 8 or more 15%

Call us for a special discount rate for teams of 10 and above.

Closing date of registration: 25 March 2013

Delegate Details

Delegate1 Mr / Ms / Mrs / Dr: _____

Position: _____ Department: _____

Tel: _____ Email: _____

Delegate2 Mr / Ms / Mrs / Dr: _____

Position: _____ Department: _____

Tel: _____ Email: _____

Delegate3 Mr / Ms / Mrs / Dr: _____

Position: _____ Department: _____

Tel: _____ Email: _____

Contact Person Details

Mr / Ms / Mrs / Dr: _____

Position: _____ Department: _____

Company: _____

Tel: _____ Fax: _____

Email: _____

Postal Address: _____

Payment Method

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Ways to Register

To register for the Course, fax, email or mail this whole page to:

☎ Tel: +603 2297 3700 ☎ Fax: +603 2297 3710

@ Email: kimson@solomonwise.com.my

✉ Mail: SOLOMON WISE SDN. BHD.
3.02D (East Wing), Level 3 Menara BRDB
285 Jalan Maarof, Bukit Bandaraya
59000 Kuala Lumpur, Malaysia

Venue Details

Hotel Istana Kuala Lumpur

73 Jalan Raja Chulan

50200 Kuala Lumpur

Tel: +603 2141 9988

LS/MKTG

BOOKING CONDITIONS

1. Registrations will be confirmed upon receipt of your completed Registration Form.
2. Full payment must be made before the date of the conference.
3. If you are unable to attend the conference, a substitute delegate is welcome at no extra charge. Alternatively, your registration can be credited to a future conference within the next 12 months.
4. For cancellations received in writing more than 2 weeks prior to the conference, a full refund less RM100 admin charge will be made. Regrettably, no refund can be made less than 2 weeks prior to the event and the amount will remain payable in full. A complete set of conference documentation will be given.
5. All speakers and topics are correct at the time of printing. Solomon Wise Sdn. Bhd. reserves the right to substitute speakers and cancel or alter the content and timing of the programme for reasons beyond its control.
6. Where group discounts are offered, delegates must sign up collectively.

Secure your interest now! Call +603 2297 3700