



# FMM WORKSHOP ON BEST PRACTICES IN CRAFTING HUMAN RESOURCE POLICIES AND EMPLOYMENT CONTRACTS



**NOVEMBER  
25 & 26, 2026**  
(Wednesday & Thursday)



**9.00AM - 5.00PM**



**FMM TRAINING ROOM**

## INTRODUCTION

This two-day programme equips HR practitioners, managers and business leaders with practical knowledge to develop legally compliant HR policies and employment contracts. Participants will learn to draft, review and implement effective workplace policies covering employment terms, disciplinary procedures, statutory obligations and industrial relations, in line with Malaysian employment laws and best practices, while minimising legal and operational risks.



## LEARNING OBJECTIVES

Upon completion of this programme, participants will be able to:



Understand the purpose and importance of HR policies in managing workplace conduct and employment relationships.



Identify the essential policies required for effective human resource management.



Understand different categories of employment and employment classifications.



Develop and review HR policies relating to working hours, leave administration, compensation and benefits.



Apply legal requirements relating to public holidays, statutory benefits and employment standards.



Establish clear codes of conduct and workplace behavioural standards.



Understand misconduct, disciplinary principles and due inquiry requirements.



Develop practical anti-harassment, anti-bribery and whistleblowing policies.



Manage disciplinary cases using legally compliant procedures and best practices.



Understand termination, resignation and other employment separation issues.



Draft and review employment contracts that protect organisational interests while complying with employment legislation.



Minimise employment disputes through effective policy and contract management.



## TARGETED PARTICIPANTS

- ✓ HR Managers and Executives
- ✓ Industrial and Employee Relations Practitioners
- ✓ Administration Managers and Department Heads
- ✓ Line Managers and Supervisors
- ✓ Compliance and Legal Personnel
- ✓ Business Owners, Directors and Company Secretaries
- ✓ Anyone involved in preparing or reviewing HR policies and employment contracts



## FEES

**Member:  
RM 972.00**

**Non-Member:  
RM 1,080.00**

(Inclusive of 8% SST)



## TRAINER PROFILE

Mr. Kesavan holds a Masters in HR Management - OUM, Bachelor Degree in Humanities - USM and a Diploma in IR - University Malaya. He joined the public sector in 1997 as an Enforcement Officer with the MDTCA and later as an IR Officer attached to the IR Dept., MoHR where he served for 10 years. He was then transferred to the Enforcement Division, JTK, MoHR as the Deputy Director and subsequently served the Labour Policy Division as the Principal Assistant Secretary before retiring in 2017. Currently he is FMM's HRIR Advisor based in KL.

He was actively involved in the formulation/revision of various Labour Laws in-line with TPPA and revisions of MW Order, CYP and MRA Acts while serving with MoHR. During his time with the MoHR, he has facilitated Seminars in Labour Legislations such as the EA, IRA, TU Act, NWCC Act, MRA Act and conducted training in areas such as EA, Misconduct, DI, Sexual Harassment, Collective Bargaining and CAs.



Call /Email Us For More Information:

**09-560 6554 | [fmmeastern@fmm.org.my](mailto:fmmeastern@fmm.org.my)**



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## PROGRAMME SCHEDULE

### DAY 1: DEVELOPING EFFECTIVE HR POLICIES

**Wednesday, 25 November 2026**

- |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.45 AM  | Online Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9.00 AM  | <b>Introduction to HR Policies</b> <ul style="list-style-type: none"><li>Definition of HR Policies</li><li>Purpose and Objectives of HR Policies</li><li>Aligning HR Policies with Organisational Goals</li><li>Legal Compliance and Risk Management</li></ul>                                                                                                                                                                                                           |
| 10.30 AM | <b>Morning Tea Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10.45 AM | <b>Key HR Policies Every Organisation Should Have</b> <ul style="list-style-type: none"><li>Attendance and Leave Policy</li><li>Recruitment and Selection Policy</li><li>Performance Management Policy</li><li>Compensation and Benefits Policy</li><li>Disciplinary Policy</li><li>Code of Conduct and Ethics</li><li>Workplace Harassment Policy</li><li>Remote and Flexible Work Policy</li></ul>                                                                     |
| 11.45 AM | <b>Understanding Employment Classification</b> <ul style="list-style-type: none"><li>Permanent Employees</li><li>Probationary Employees</li><li>Fixed-Term Contract Employees</li><li>Part-Time Employees</li><li>Casual and Temporary Employees</li><li>Independent Contractors vs Employees</li></ul>                                                                                                                                                                  |
| 1.00 PM  | <b>Lunch Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2.00 PM  | <b>Working Hours and Attendance Management</b> <ul style="list-style-type: none"><li>Standard Working Hours</li><li>Flexible Working Arrangements</li><li>Break Periods and Rest Days</li><li>Overtime Policies and Compliance</li><li>Remote Working Hours</li><li>Attendance and Punctuality Requirements</li><li>Shift Work Arrangements</li><li>Unauthorised Absence and Abandonment of Employment</li><li>Management's Right to Vary Working Arrangements</li></ul> |
| 3.30 PM  | <b>Evening Tea Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3.45 PM  | <b>Compensation and Benefits Administration</b> <ul style="list-style-type: none"><li>Salary Administration and Payment Practices</li><li>EPF, SOCSO and EIS Compliance</li><li>Allowances, Incentives and Benefits</li><li>Payroll Best Practices</li></ul>                                                                                                                                                                                                             |
| 4.45 PM  | <b>Leave Management Policies</b> <ul style="list-style-type: none"><li>Annual Leave</li><li>Sick Leave</li><li>Hospitalisation Leave</li><li>Maternity Leave</li><li>Paternity Leave</li><li>Compassionate Leave</li><li>Unpaid Leave and Special Leave</li></ul>                                                                                                                                                                                                        |
| 5.00 PM  | <b>End of Day 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

### DAY 2: POLICY COMPLIANCE, DISCIPLINE AND EMPLOYMENT CONTRACTS

**Thursday, 26 November 2026**

- |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.00 AM  | <b>Public Holiday Management</b> <ul style="list-style-type: none"><li>Governing Laws and Statutory Requirements</li><li>Employee Entitlements</li><li>Compulsory and Elective Public Holidays</li><li>Replacement Holidays</li><li>Payment for Work on Public Holidays</li><li>Special Holidays and Practical Challenges</li><li>Best Practices in Managing Public Holidays</li></ul>                                                                                                                                                                                                                                                                                                                                                                    |
| 10.30 AM | <b>Morning Tea Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 10.45 AM | <b>Code of Conduct and Business Ethics</b> <ul style="list-style-type: none"><li>Purpose and Scope</li><li>Standards of Professional Conduct</li><li>Conflict of Interest</li><li>Company Property and Assets</li><li>Digital Communications and Social Media Usage</li><li>Legal and Regulatory Considerations</li></ul> <b>Workplace Governance</b> <ul style="list-style-type: none"><li>Anti-Harassment Policy</li><li>Anti-Bribery and Corruption Policy</li><li>Whistleblowing Policy</li><li>Employer's Duty of Care</li></ul>                                                                                                                                                                                                                     |
| 1.00 PM  | <b>Lunch Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 2.00 PM  | <b>Managing Misconduct and Disciplinary Action</b> <ul style="list-style-type: none"><li>What Constitutes Misconduct?</li><li>Minor vs Major Misconduct</li><li>Principles of Natural Justice</li><li>Domestic Inquiry and Due Process</li><li>Progressive Discipline Framework</li><li>Common Mistakes by Employers</li><li>Best Practices in Disciplinary Management</li></ul> <b>Workplace Harassment Policy</b> <ul style="list-style-type: none"><li>Purpose and Objectives</li><li>Scope of Coverage</li><li>Understanding Harassment</li><li>Types of Workplace Harassment</li><li>Legal Framework and Employer Obligations</li><li>Complaint Handling Procedures</li><li>Preventive Measures and Employee Awareness</li></ul>                     |
| 3.30 PM  | <b>Evening Tea Break</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3.45 PM  | <b>Disciplinary Procedures: A Practical Guide</b> <ul style="list-style-type: none"><li>Establishing a Fair Disciplinary Process</li><li>Investigation Procedures</li><li>Show Cause Letters</li><li>Conducting Domestic Inquiries</li><li>Decision-Making and Penalties</li><li>Documentation Requirements</li></ul> <b>Understanding Workplace Misconduct</b> <ul style="list-style-type: none"><li>Common Forms of Misconduct</li><li>Gross Misconduct and Serious Breaches</li><li>Why Proper Management of Misconduct Matters</li><li>Relevant Employment Law Principles</li></ul> <b>Disciplinary Process Flow and Case Studies</b> <ul style="list-style-type: none"><li>Practical Examples</li><li>Lessons from Industrial Court Awards</li></ul> |
| 4.45 PM  | <b>Drafting and Reviewing Employment Contracts</b> <ul style="list-style-type: none"><li>Key Clauses and Terms of Employment</li><li>Types of Employment Contracts</li><li>Protecting Organisational Interests</li><li>Compliance with Employment Legislation</li><li>Common Pitfalls and How to Avoid Them</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5.00 PM  | <b>End of Programme</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



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November 25 - 26, 2026 (Wednesday & Thursday)



FMM Training Room



9:00 am - 5:00 pm

## REGISTRATION / PAYMENT

Registration form must be completed and returned to FMM Eastern by **November 10, 2026**. All confirmed participants should make the full fee before the event.

- For HRD Corp - Claimable Courses, an Attendance of 100% is a must, in any case, employers will be billed in full.
- For HRD Corp - Claimable Courses, Grant Approval must be forwarded to FMM Eastern at least 3 DAYS BEFORE the webinar date.

## DISCLAIMER:

FMM Eastern reserves the right to change the facilitator, date and to vary/cancel the Webinar should unavoidable circumstances arise.

## Inquiries:

FMM Eastern Branch - Ms. Wan Hui/ Ms Thivya  
Email: [wanhui@fmm.org.my](mailto:wanhui@fmm.org.my) /  
[thivya@fmm.org.my](mailto:thivya@fmm.org.my)

## PAYMENT METHODS

Payee name: FEDERATION OF MALAYSIAN MANUFACTURING

- Cheque or bank draft crossed Account Payee only.
- Bank-in payment: to e-mail or fax deposit slip to FMM for issuance of Official Receipt.

Bank Name: **Maybank Bank Berhad**

Account no : **5-56011-06326-9**

SWIFT Code: **MBBEMYKL**

- Please write the event name on the reverse of the cheque or on the deposit slip.

## REPLACEMENT / CANCELLATION / NO-SHOW POLICY

Replacement at no additional cost. FMM reserve the right to cancel or reschedule the programme. All efforts will be taken to inform participants of the changes. Participants who did not turn-up at the events are liable for the full payment.

Cancellation must be in writing to FMM. If cancellation is received:

- 7 days before the webinar - no payment charged
- 3-6 days before the webinar - 50% payment charged
- Less than 3 days - full payment will be charged
- cancellation and refund is not allowed

Training Provider: **007907X\_EASTERN**

Training Number: **10001773050**

# REGISTRATION FORM

Please register the following participants(s):-

| No | Name | Designation | I/C Number | Email | H/P No. |
|----|------|-------------|------------|-------|---------|
| 1  |      |             |            |       |         |
| 2. |      |             |            |       |         |
| 3. |      |             |            |       |         |

## Please Tick appropriate box:

We hereby confirm that:

☐

We will be claiming under HRD Corp-Claimable courses (SBL - Khas) but full payment would be made to Federation of Malaysian Manufacturing in the event that no disbursement from HRD CORP under any circumstances.

☐

We are not claiming training grant from HRD Corp. Enclosed cheque / bank draft, No \_\_\_\_\_ for RM \_\_\_\_\_ being payment made for \_\_\_\_\_ participant(s) made in favour of Federation of Malaysian Manufacturing.

Submitted by:

Name : \_\_\_\_\_ Designation: \_\_\_\_\_

Company: \_\_\_\_\_ FMM Membership No. : \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

TIN No. : \_\_\_\_\_ SST No: \_\_\_\_\_

Company Stamp