

INTRODUCTION

INDUSTRIAL RELATIONS ACT 1967 (Incorporation all amendments up to 1 March 2010) is an Act to promote and maintain industrial harmony and to provide for the regulation of the relations between employers and workmen and their trade unions and the prevention and settlement of any differences or disputes arising from their relationship and generally to deal with trade disputes and matters arising therefrom.

The Industrial Relations Act provides ways for settlement of trade disputes between employers and employees.

WHO SHOULD ATTEND?

- Industrial Relations Officers
- HR Managers / Executives/ Assistants
- Production Managers / Executives
- Purchasing Managers / Executives
- Accounts and Finance Managers / Executives
- Administration Managers / Executive
- Office Managers / Executives
- Operations Managers / Executives
- Services Managers / Executives
- Sales and Marketing Manager
- Secretaries/ Personal Assistants
- All those involved in Human Resources Department

OBJECTIVES

This programme offers an in-depth understanding of all relevant aspects of the Industrial Relations Act 1967 and its recent amendments.

After attending the course, participants will be able to deal with the workers effectively particularly matters relating to the Industrial Relations

COURSE CONTENTS

PART 1: INTRODUCTION

- Interpretation
- Appointment of Director General for Industrial Relations
- All officers to be public servants

PART 2: PROTECTION OF RIGHTS OF WORKMEN AND EMPLOYERS AND THEIR TRADE UNIONS

- Expression "trade union"
- Rights of workmen and employers
- Prohibition on employers and their trade unions in respect of certain acts
- Leave on trade union business
- Prohibition on workmen and their trade unions in respect of certain acts
- Reference of complaint to Industrial Court
- Employer may provide information on collective bargaining and trade dispute to his workmen

PART 3: RECOGNITION AND SCOPE OF REPRESENTATION OF TRADE UNIONS

- Claim for recognition
- Prohibition of strike, lock-out, picketing and termination of service pending recognition of a trade union
- No other claims after trade union has made a claim
- Trade unions accorded recognition
- Trade unions not accorded recognition

PART 4: COLLECTIVE BARGAINING AND COLLECTIVE AGREEMENTS

- Collective bargaining
- Collective agreements
- Deposit of collective agreements
- Effect of collective agreement

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PART 5: CONCILIATION

- Reference of disputes for conciliation
- Information, documents and compulsory conference for conciliation
- The Minister may conciliate in any trade dispute
- Representation in conciliation proceedings

PART 6: REPRESENTATIONS ON DISMISSALS

PART 7: INDUSTRIAL COURT

- Industrial Court
- Constitution of the Court
- Divisions of the Court
- Qualification of President and Chairman of Industrial Court
- Protection and immunity to members of the Court
- Registrar and officers
- Reference of trade disputes to the Court
- Appearance and representation at proceedings before the Court
- Power of President to regulate procedure and proceedings
- Power of the Court
- Awards
- Agreement during proceeding
- Effect of an award
- Interpretation and variation of awards and agreements
- Reference to the High Court on a question of law
- Award, decision or order of the Court to be final and conclusive

PART 8: INVESTIGATION AND INQUIRY

- Investigation and inquiry into trade disputes
- Committee
- Board
- Reports

PART 9: TRADE DISPUTES, STRIKES AND LOCK-OUTS AND MATTERS ARISING THEREFROM

- Pupils not to take part in trade disputes
- Intimidation
- Picketing
- Breach of contract liable to injure person or property
- Conspiracy in trade disputes
- Restrictions on strikes and lock-outs in essential services
- Prohibition of strikes and lock-outs
- Illegal strikes and lock-outs
- Penalty for illegal strikes and lock-outs
- Penalty for instigation
- Penalty for giving financial aid to illegal strikes and lock-outs
- Protection of persons refusing to take part in illegal strikes or lock-outs
- Offences seizable, and no bail to be granted

PART 10: INVESTIGATION & PROSECUTION

- Investigation officers
- Authority card
- Power to conduct investigation
- Power to examine persons
- Prosecution
- Offence by bodies corporate, etc.

PART 11: MISCELLANEOUS

- Application
- Appointment of public officer
- Exclusion of evidence as to certain matters
- Secrecy
- Non-compliance with award or collective agreement
- Contempt
- Injuring a workman on account of certain acts
- General penalties
- Protection of Director for General and other officers
- Schedule
- Regulations
- Repeal and savings

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Please complete the following and email it back to munirah.salleh@pilahtraining.com

- Industrial Relations Act Training 1955 – RM1,150 per person (NON-CLAIMABLE from HRDF)**
(Includes certificate, training material, welcome drinks, morning & afternoon coffee/tea break & lunch for non-Muslim)

Company/Organization Details:

Name: _____

Address: _____

Tel No: _____

Person making this booking:

Name: _____ Designation: _____

Authorized by:

Name: _____ Designation: _____

Email: _____ Direct Line Tel No: _____

Signature: _____ Company Stamp: _____

Person responsible for invoice (payment):

Name: _____ Designation: _____

Email: _____ Direct Line Tel No: _____

Participants Details (please use separate sheets for additional participants)

Name: _____ Mobile No: _____

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Name: _____ Mobile No: _____

Designation: _____ Email: _____

Name: _____ Mobile No: _____

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PAYMENT: A confirmation letter and invoice will be sent upon receiving your registration. Please note that full payment must be received prior to the event in order to be eligible for attending.

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CANCELLATION & SUBSTITUTIONS: All cancellation of registration must be made in writing. If cancellation is received less than one week before the event, no refund is given or cancellation invoice will be sent for full payment. Substitutions are welcomed at any time.

DISCLAIMER

We reserve the right to change the speaker, date and to cancel the program should circumstances beyond the company control arise. We also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. All efforts will be taken to inform participants of any changes. Customer may be entitled to a refund of any fee paid in respect of the cancelled training but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation.