

COURSE OVERVIEW

This programme is developed to provide participants with the knowledge and understanding of the Sabah Labour Ordinance (Cap 67) within the context of the latest amendments. It is an interactive workshop with real life case studies to ensure participants are able to effectively implement what they have learnt in the programme.

Understanding the Sabah Labour Ordinance including misconduct and the proper handling of misconduct is essential for every line manager or supervisor who supervises subordinates. There are negative consequences to the employer if the Sabah Labour Ordinance is not correctly implemented. This program has been designed and tailored to create awareness and to enhance comprehension so that appropriate and correct steps are taken by the employer to avoid unnecessary disputes and create healthy labour relations.

COURSE OBJECTIVES

- Understanding the Sabah Labour Ordinance (Cap 67) within the context of the latest amendments.
- Company compliance to the labour law – make sure there is proper handling of any cases including misconduct or termination etc.
- Responsibilities of the employer and how to make it happen.
- Responsibilities of employees to the company.
- Penalties & compound according to the Ordinance.

WHO SHOULD ATTEND?

- Business Owner
- Managers
- Supervisors/Team Leader
- Everyone involve in Human Resources
- Anyone would like to know more about the law.

COURSE CONTENTS

- 1) Introduction
 - a) Definitions
 - b) Roles & responsibilities
 - c) Ordinance coverage
- 2) Contract of Service
- 3) Provisions relating to employment
 - a) Registers, Returns and Notice Board
 - b) Special Provisions Relating to the Employment of Children and Young Persons.
- 4) Employment of Women.
 - a) Prohibition of night work.
 - b) Emergencies.
 - c) Prohibition of underground work.
 - d) Prohibition of employment.
 - e) Maternity Protection
 - f) Notice of termination of employment.
 - g) Restriction on dismissal of female employee after eligible period.
- 5) Domestic Service
 - a) Holidays.
 - b) Hours of work.
 - c) Shift work.
 - d) Rest day.
 - e) Work on rest day.
 - f) Annual leave.
 - g) Sick leave.
- 6) Termination, lay-off and retirement benefits.
- 7) Period for which wages payable.
 - a) Wage period.
 - b) Payment of wages.
 - c) Lawful deductions.
- 8) Advances
- 9) Remuneration other than wages.
- 10) Employment of Non Resident employee
 - a) Terminations & prohibitions
- 11) Procedure, offences, penalties, rules, savings, repeal
- 12) Offences and penalties

Sabah Labour Ordinance

(19 & 20 August 2015 | Kota Kinabalu, Sabah)



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

- Sabah Labour Ordinance – RM1,150 per person (NON-CLAIMABLE from HRDF)**
(Includes certificate, training material, welcome drinks, morning & afternoon tea/coffee break, lunch)

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: _____

Designation: _____ Email: _____

Name: _____ Mobile No: _____

Designation: _____ Email: _____

Name: _____ Mobile No: _____

Designation: _____ Email: _____

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.

Payment shall be made to:
PILAH TRAINING
Bank: CIMB Bank (SWIFT CODE: CIBBMYKL)
Account No: 8006999577

CONTACT INFO for PILAH TRAINING (NS0115006-X)
 45-1-B, Tingkat 1, Jln Lister, 72000 Kuala Pilah, N. Sembilan.
Tel: +601137204568 | E-mail: munirah.salleh@pilahtraining.com

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.