

# FROM CONTRACTS TO COMPLIANCE:

***Practical Decisions Under the Employment Act***



**19 Oct – 20 Oct 2026**



**9.00 AM – 1.00 PM**



**DZULFADHLI LAMIN**

Senior Consultant,  
E2 Workforce Consulting



This practical public course webinar equips HR professionals and people leaders with the knowledge and confidence to apply the Employment Act 1955 in real workplace situations.

## TRAINING FEE

RETAINER CLIENT

**RM 1499** PER PAX  
Excluding 8% SST

NORMAL RATES

**RM 1599** PER PAX  
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**ONLINE  
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**FOR MORE INFORMATION**

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## PROGRAM DETAILS

### Day 1

#### Registration

8.30am – 9.00am

#### MODULE 1: INTRODUCTION TO THE LAWS

- Introductions to the laws in Malaysia
- Application of the Employment Act, Industrial Relations Act and all other related legislations in Malaysia
- Relationship between the Act, contract of employment, company policies, collective agreements and the Industrial Relations Act 1967
- Expanded coverage, the First Schedule, the RM4,000 threshold and protected occupational categories
- Distinguishing statutory compliance from broader unfair dismissal and industrial relations risk

9.00am – 9.30am

#### MODULE 2: GETTING THE EMPLOYMENT CONTRACT RIGHT

- When a contract should be in writing and the essential terms it should contain
- Permanent, probationary and genuine fixed-term employment
- Statutory minimum terms versus more favourable contractual benefits
- Changing job scope, location, hours or benefits: consultation, consent and documentation
- Risks of unilateral variation and constructive dismissal

9.30am – 10.30am



#### MORNING BREAK

10.30am – 10.45am

#### MODULE 3: WAGES, ALLOWANCES & STATUTORY PAYMENTS

- Meaning of wages and the treatment of allowances, incentives, commission, bonus and reimbursements
- Wage periods, payment deadlines and payments through financial institutions
- Calculation of wages for an incomplete month
- Lawful deductions, salary advances, loans and recovery of overpayments
- Final wages upon resignation, dismissal and normal termination

10.45am – 1.00 pm

### End of Day 1

### Day 2

#### MODULE 4: LEAVE & HOLIDAYS

- Annual leave, sick leave and public holidays
- Forfeiture
- Replacing public holidays
- Rate of pay
- Entitlement to maternity leave and maternity allowance
- Returning to work during maternity leave
- Resigning during maternity / paternity. Rights to offset against notice
- All other provisions under maternity & paternity

9.00am – 9.30am

#### MODULE 5: WORKING HOURS & OVERTIME

- The 45-hour working week, daily limits, breaks and spread-over periods
- Five-day, six-day, shift and rotational work arrangements
- Rest days versus company off days, including work performed on rest days and public holidays
- Overtime eligibility, the RM4,000 threshold and relevant occupational categories

9.30am – 10.30am



#### MORNING BREAK

10.30am – 10.45am

#### MODULE 6: MISCONDUCT & PERFORMANCE MANAGEMENT

- Distinguishing misconduct and poor performance
- Preliminary investigation, preservation of evidence and the employee's right to respond
- Show-cause letters, due inquiry under section 14 and when a domestic inquiry may be appropriate
- Suspension pending investigation, natural justice and the balance of probabilities
- Counselling, warnings, downgrading, lesser punishment and dismissal
- Consistency, mitigating and aggravating factors, proportionality and double punishment

10.45am – 11.45am

#### MODULE 7: WORKPLACE HARASSMENT

- Definition of harassment under existing laws – Employment Act 1955, Penal Code, OSHA and other relevant statutes.
- Roles and responsibilities of victims and employer
- Standard of proof
- Common pitfalls and mistakes

11.45am – 1.00pm

### End of Training

## TRAINER PROFILE



### **DZULFADHLI LAMIN**

*Senior Consultant,  
E2 Workforce Consulting*

Dzul is an experienced Industrial Relations (IR) consultant with a remarkable background in IR exercises and compliances. Renowned for his comprehensive grasp of legal compliance and best industrial practices, Dzul has crafted and reviewed employee handbooks, disciplinary procedures, performance management programs and various type of employment policies for local and multinational companies. His meticulous attention to detail ensures organizations operate within legal parameters while fostering a conducive work environment. Dzul has also been the lead consultant for various termination exercises such as mutual separation schemes, retrenchment (downsizing and closure of business) and etc.

Dzul is also known as an engaging educator. His training sessions cater to a wide spectrum of professionals, from top-level executives to entry-level staff. His adaptable communication style ensures complex concepts are relatable to all, cultivating an atmosphere of continuous learning. By incorporating real-life examples and practical insights, Dzul empowers participants with invaluable knowledge on vital legal and employment related subjects.

As a professional consultant and trainer, Dzul is committed to sharing his knowledge and expertise to empower individuals and organizations. His diverse background equips him to provide valuable insights into IR/ER matters, training needs, and organizational growth. Through engaging sessions and practical examples, Dzul strives to create a dynamic learning experience that equips participants with the tools they need to excel.