

HR's Guide to Sexual Harassment:

Policy, Prevention & Investigation

**13 October
2025**



09.00 AM – 01.00 PM



JASSMINE JOSEPH
Senior Consultant,
E2 Workforce Consulting

Who should attend

- Line Managers
- Supervisors
- HR personnel
- IR/ER Specialist



TRAINING FEE

RETAINER CLIENT

RM 850

PER PAX
PER COURSE

NORMAL RATES

RM 1000

PER PAX
PER COURSE



FOR REGISTRATION
SCAN QR CODE

FOR MORE **INFORMATION**

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PROGRAM DETAILS

Module 1: Legal Framework

- Statistics on sexual harassment in Malaysia
- Laws: Employment Act 1955, Anti-Sexual Harassment Act 2022
- Code of Practice on Prevention & Eradication of Sexual Harassment

Module 2: Understanding Sexual Harassment

- Legal definitions (EA, Anti-SHA, Code of Practice)
- Key elements: Unwanted conduct, sexual nature, negative impact
- Types: Hostile work environment vs quid pro quo
- Forms: Verbal, non-verbal/gestural, visual, psychological, physical
- Situations where harassment can occur (workplace, events, travel, online)
- Case studies: Malaysian precedents

9.00am – 10.30am



MORNING BREAK

10.30am – 10.45am

Module 3: Complaint Procedures & HR's Role in Investigations

- Internal complaint channels (informal vs formal)
- Who can complain (victim, witness, affected party)
- HR's role in handling complaints: neutrality, timelines, confidentiality, no retaliation
- Investigation process
- Recommending corrective actions to management
- Handling false allegations carefully

Module 4: Consequences of Sexual Harassment

- Disciplinary actions (warning, transfer, demotion, termination)
- Legal consequences under Anti-SHA Tribunal & Penal Code
- Organizational risks: culture damage, turnover, reputational harm

Module 5: HR's Role in Prevention

- Designing and implementing workplace policies
- Conducting regular awareness training for employees and managers
- Embedding respect & inclusion in workplace culture
- Encouraging reporting without fear of retaliation
- Monitoring workplace dynamics (exit interviews, climate surveys)
- Leading by example – HR as culture guardian

10.45am – 1.00pm

END OF TRAINING

SPEAKER PROFILE



JASSMINE JOSEPH

*Senior Consultant,
E2 Workforce Consulting*

Jassmine Joseph holds a Bachelor of Laws (LL.B.) degree from the University of Malaya and was admitted to the High Court of Malaya as an Advocate & Solicitor in 2018. With a strong foundation in law, Jassmine brings years of diverse experience in both legal practice and corporate advisory roles, specializing in Industrial Relations and Employment Law.

Before transitioning into the consultancy space, Jassmine practiced as a Civil Litigation lawyer, focusing on complex areas such as medical negligence, professional negligence (including solicitor's negligence), employment, construction, land, and appeals board. Her comprehensive legal background equipped her with the critical thinking and problem-solving skills essential for navigating the intricate legal challenges businesses face today.

Jassmine later took on a key role as a Regional Legal Executive in a multinational corporation specializing in recruitment and HR solutions. In this capacity, she provided legal counsel on a wide range of matters, including commercial contracts and employment law, to business operations across Singapore, Hong Kong, and Malaysia. This hands-on, multi-jurisdictional experience has allowed her to develop a deep understanding of the risks and nuances involved in managing human resources and employment-related issues in diverse legal environments.

Her unique blend of experience, both as a practicing lawyer and as an in-house legal expert, has honed her ability to deliver strategic, commercially viable, and legally sound advice on Employment and Industrial Relations matters. As a trainer, Jassmine is passionate about empowering organizations and individuals with the knowledge and skills to manage employment challenges effectively and ensure compliance with ever-evolving legal frameworks. Her practical insights, coupled with her legal expertise, make her an invaluable resource for any organization seeking to navigate the complexities of the workplace environment.