

ZERO TOLERANCE, FULL COMPLIANCE:

HR's Guide to Corruption, Sexual Harassment & Data Protection

 **13-14 APRIL**

 **9.00 AM - 5.00 PM**

 **Sheraton Petaling Jaya
Hotel**



**SCAN FOR
REGISTER!**



**DZULFADHLI
LAMIN**

Senior Consultant, E2 Workforce Consulting

**CASSANDRA
PETER**

Consultant, E2 Workforce Consulting

SPEAKERS:

TRAINING FEE

RETAINER CLIENT

RM 2599 PER PAX
Excluding 8% SST

NORMAL RATES

RM 2999 PER PAX
Excluding 8% SST

FOR MORE INFORMATION

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PROGRAM DETAILS - DAY 1 (13 APRIL 2026)

Module 1: The MACC Act 2009 and Corporate Liability (Section 17A)

- Understanding the MACC Act:
 - What is corruption under the MACC Act 2009? (Bribery, abuse of power, etc.).
 - The evolution from individual to corporate liability.
Case Study: The impact of Section 17A (Corporate Liability) introduced in 2020. What does it mean for your organization?
- Key Definitions:
 - Gifts, Hospitality and Entertainment – Identifying red flags
 - Contributions, facilitation payments and procurement.
 - Dealings with Third parties and Public officials.
 - Case Studies and Practical Learning
- Establishing "Adequate Procedures":
 - The five key principles of the MACC Act Guidelines on Adequate Procedures (T.R.U.S.T.): Top Level Commitment, Risk Assessment, Undertake Control Measures, Systematic Review/Monitoring, and Training & Communication.
 - Organizing systematic review and monitoring
 - Practical examples for HR's role in each principle.

9.00am – 10.30am



MORNING BREAK

10.30am – 10.45am

Module 2: HR's Role in Anti-Corruption:

- Drafting and implementing a robust anti-corruption policy.
- Whistleblowing channels and protection for whistleblowers.
- Due diligence in recruitment and third-party engagement.
- Managing conflicts of interest.
- Group Activity: "Scenario-Based Problem Solving." Participants analyze a few hypothetical sexual harassment cases and discuss the appropriate steps to take.

10.45am -12.30pm



LUNCH BREAK

12.30pm – 1.30pm

Module 3: The PDPA 2010 - HR's Critical Role

- Introduction to PDPA: Why is data protection so crucial today? Understanding the seven Personal Data Protection Principles.
- Understanding "Personal Data": What is considered personal data? (e.g., NRIC, phone number, medical info, biometrics).
- HR's Data Lifecycle Responsibilities:
 - Collection: How to collect personal data legally and ethically during recruitment. The importance of consent.
 - Usage: Using employee data for HR purposes (payroll, performance management, etc.).
 - Disclosure: When can HR disclose employee data? (e.g., to third-party vendors, government agencies).
 - Retention: How long can you keep employee and applicant data?
 - Security: Implementing technical and organizational measures to protect data.
- Practical HR Scenarios:
 - Privacy in the workplace: CCTV, social media monitoring, and personal device usage.
 - Data breaches: What to do in the event of a data leak?
 - Handling employee data access requests.

1.30pm – 3.30pm



AFTERNOON TEA BREAK

3.30pm – 3.45pm

Module 4: Implementing a Robust PDPA Framework

- Developing a PDPA Policy for the Workplace: Key elements to include.
- Practical Action Plan for HR:
 - Conducting a data mapping exercise within HR.
 - Drafting clear consent forms for job applicants and employees.
 - Training employees on data protection best practices.
 - Establishing a Data Protection Officer (DPO) or equivalent role.
- Group Discussion: "What are the biggest PDPA risks in your organization and how would you mitigate them?"

3.45pm – 5.00pm

END OF DAY 1

PROGRAM DETAILS - DAY 2 (14 APRIL 2026)

Module 5: Workplace Bullying & Harassment - A New Era of Compliance

- Understanding Bullying & Harassment at the workplace:
 - Definition of bullying & harassment in the context of workplace misconduct and relevant IR case laws.
 - Understanding company's legal exposure on cases involving bullying & harassment (constructive dismissal, publicity and reputation, etc).
 - Forms of bullying & harassment, including sexual harassment.
- Key Provisions of the Penal Code and Sexual Harassment Act:
 - Definition of bullying and harassment under the amended Penal Code and Sexual Harassment Act.
 - Who is protected and who can be held liable? (Beyond employer-employee relationships).
 - The role of the the criminal courts & Tribunal for Anti-Sexual Harassment.

9.00am – 10.30am



MORNING BREAK

10.30am – 10.45am

Module 5: Workplace Bullying & Harassment - A New Era of Compliance (cont)

- HR's Obligations & Responsibilities:
 - Requirement to establish a complaint mechanism and policy.
 - Best practices for developing a comprehensive anti-sexual harassment policy.
 - Conducting fair and effective internal investigations.
 - Remedial actions and disciplinary procedures.

10.45am -12.30pm



LUNCH BREAK

12.30pm – 1.30pm

Module 6: Case Studies, Investigations & Disciplinary Action

- A Practical Guide to Internal Investigations:
 - Pre-investigation steps (securing evidence, identifying witnesses).
 - Conducting interviews (complainant, respondent, witnesses).
 - Documentation and report writing.
 - Maintaining confidentiality.
- Disciplinary Action:
 - Aligning with the Employment Act and Industrial Relations Act.
 - The "Due Inquiry" process.
 - Issuing show-cause letters and conducting domestic inquiries.
 - Preventing unfair dismissal claims.

1.30pm – 3.30pm



AFTERNOON TEA BREAK

3.30pm – 3.45pm

Module 7: Fostering a Culture of Integrity & Safety

- The Power of Policy and Communication:
 - Communicating the "Zero Tolerance, Full Compliance" message effectively.
 - Training and awareness programs for all levels of staff.
- HR's Role as a Change Agent:
 - How to get buy-in from senior management.
 - Developing an ethical leadership culture.
 - Measuring the effectiveness of compliance programs.

3.45pm – 5.00pm

END OF TRAINING

TRAINER'S 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.



CASSANDRA PETER

*Consultant,
E2 Workforce Consulting*

Cassandra Peter is a consultant with a solid foundation in law, bringing a wealth of legal expertise and practical insights to the Human Resources and Industrial Relations sectors. She holds a Bachelor of Laws (LLB) degree from the University of Aberystwyth and was admitted as an Advocate and Solicitor of the High Court of Malaya in 2020. Prior to transitioning into consultancy, she honed her skills as a Civil Litigation Lawyer, gaining extensive experience in complex legal areas including medical negligence, construction, employment, criminal law, divorce and child custody, company law and bankruptcy.

Her extensive legal background has sharpened Cassandra's analytical capabilities and solution-oriented approach- key skills that she now applies in the HR/IR domain. This experience uniquely positions her to offer businesses strategic guidance in navigating complex HR and industrial relations matters with precision and clarity.

As a consultant, Cassandra has worked with numerous multinational companies, assisting them in strategizing and executing complex retrenchment exercises, restructuring efforts, downsizing initiatives, and business closures. She has also supported companies with mutual separation schemes, performance management, and disciplinary procedures. Her deep understanding of employment legislation, industrial relations frameworks, and dispute resolution mechanisms enables her to craft tailored, actionable business strategies that address both legal and operational challenges.

Cassandra's expertise also encompasses training and knowledge-sharing, where she has the ability to break down legal terminology and concepts for a diverse range of professionals. She is passionate about empowering HR teams and business leaders with the knowledge they need to effectively manage legal and regulatory challenges.