



安訊教育与科技有限公司
Axon Consultancy Sdn Bhd

HANDLING SEXUAL HARASSMENT AT WORKPLACE

HRDCorp approved code: 10001329532

Course Objective

At the end of the programme, participants will be able to:

- Be aware of the code that govern sexual harassment and to effectively implement them
- Ensure protection and safe working environment for employees
- Ensure complaints are speedily investigated

Course Introduction

The Code of Practice On The Prevention and Eradication of Sexual Harassment at the workplace was launched by the Ministry of Human Resources in 1999.

Although sexual harassment is one of the least discussed topics, it happens at workplace in organizations.

Now, with the government's proposal to amend the Employment Act 1955 to include Sexual Harassment, employers maybe liable to fine of up to RM50,000.00 for failing to investigate complaints of sexual harassment at the workplace.

Our objective is to take participants on a learning journey that will enable them to gain in-depth knowledge of the code.

One Day

09:30 am – 05:30 pm



Axon Consultancy Sdn. Bhd. (Co Reg no: 201701042497)
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The trainer



EUNICE LEE
Principal HR Consultant,

Ms. Lee holds a Master in Business Administration from International Management Centre (IMC), United Kingdom, as well as Certificate in Personnel Management in 1989 from the Malaysian Institute of Personnel Management (MIPM), Certificate in Training Management, Certificate in Knowledge Management and completed Advance Certificate in Knowledge Management from JT Frank Academy

In the past 40 years of her career in Human Resources she has experience in the design, management and in setting up Human

Resource policies and procedures, Human Resource Integrated System (HRIS), Performance Management system, Compensation and Reward System, Job Analysis, Job Design and Job Evaluation Process, Development of Job Grading and Salary Structure, Job Description, Competency Profiling, Manpower Planning, Succession Planning, and Training and Development.

She has held positions of Senior Group General Manager, Human Resources of public listed organization and Head of Human Resources of a conglomerate. She was also very much involved as a KM Team Leader in the journey to transform the company into knowledge based organization. Her efforts as a KM Team Leader was instrumental to the company winning the Human Capital Development Award in May 2004 and the 1st Malaysia Emerging Knowledge Organization (MEKO) award in December 2005.

She has conducted several public trainings and in-house company training. She has also contributed articles on HRIS and Knowledge Management in magazines and media. Ms Lee has completed Human Resource Consulting assignments with several organizations which include the areas of Career Management, Training Needs Analysis, Development of Human Resource Manual and Competency Profiling and Conducting HR Audit, Retainer Advisor Consultant for Disciplinary Matters.

Course Content

Code of Practice On The Prevention And Eradication of Sexual Harassment In The Workplace

1. Introduction to the Code
 - Aim and rationale of the Code
 - Meaning of Sexual Harassment
2. Definition of Sexual Harassment
 - Is sexual harassment confined to the workplace?
 - Forms of sexual harassment
 - In-house mechanism to combat sexual harassment
3. Employer's contractual obligation to provide a safe and conducive workplace.
 - Policy statement prohibiting sexual harassment
 - A clear definition of sexual harassment
 - Complaint / Grievance procedure
 - Disciplinary rules and penalties
 - Protective and remedial measures for the victim
 - Promotional and education programmes
 - Involvement and role of trade unions

4. Case studies on sexual harassment

5. Study of Court cases relating to sexual harassment.

WHO SHOULD ATTEND

Directors, Human Resources Managers, Executives and Supervisors

METHODOLOGY

Highly practical and experiential workshop session. Lectures, Discussions, Exercises,

COURSE FEE

RM 450.00 per pax
Inclusive lunch and materials



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