



Sabah Labour Ordinance 1950 With Recent Employment (Amendment) Act 2022

Trainer: Steven Chin Tuck Piew (Steven)

Date: 22 – 23 June 2023 (Thursday - Friday)

Time: 9AM – 5PM

Venue: The Ming Garden Hotel, Kota Kinabalu Sabah

INTRODUCTION

An organization is responsible to ensure compliance with a number of labour laws and employment standards, ranging from fair employment practices, policies and procedures. Labour Ordinance (Sabah Cap. 67) is one of the fundamental laws in Sabah that determines such practices and standards. The failure to comply with the Sabah Labour Ordinance will bring about costly and time-consuming consequences.

This program is specially designed with an insight into the provisions of the current Sabah Labour Ordinance 1950, and to update the participants regarding the amendments and new provisions contained in the Employment (Amendment) Act 2022 so that proper planning and adjustment could be made for the compliance of the new or amended provisions as well as statutory requirements such as EPF, SOCSO and EIS

COURSE OBJECTIVES

At the end of this training session, participants will be able to:

- Understand the requirements of the Sabah Labour Ordinance 1950
- Understand statutory contribution, duties and responsibilities under respective acts
- Expose to the latest Employment Amendments of the Acts
- Identify the perimeter and rights of an employer / employee
- To highlight the various parts of the Labour Ordinance related to current issues
- Update the knowledge of participants/employers to implement related laws and procedures in compliance with the Ordinance.
- Gain confidence in handling of employment matters

WHO SHOULD ATTEND

HR Managers/Executives/Assistants and those who are interested in the workshop

METHODOLOGY

Lectures, Discussions, Case studies & Practical exercises

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COURSE CONTENTS

Day One

9:00 am – 9:30 am	Introduction and Ice Breaker
9:30 am – 10:45 am	Employer and Employee Relationship Contract of Service vs Contract for Service Definition of Contract of Service under Sabah Labour Ordinance 1950 Employment Act 1955 v. Labour Ordinances (Sabah/Sarawak) - Key Differences
10:45 am – 11:00 am	Tea Break
11:00 am – 11:30 am	Re-Cap on Session before Tea Break and Practical Exercises
11:30 am – 1:00 pm	Employees under the Sabah Labour Ordinance 1950 and Workman under the IRA 1967 Types of Employment Employment (Part – time employees) Minimum benefits and/or entitlements under the Sabah Labour Ordinance 1950 Wages Definition of wages Payments and restrictions, Advances Deductions ~ lawful and unlawful Minimum Wages Order Payment of wages for suspension i.e. suspension for misconduct investigation and punishment after Domestic Inquiry
1:00 pm – 2:15 pm	Lunch
2:15 pm – 3:00 pm	Re-Cap of morning session and Practical Exercises
3:00 pm – 4:00pm	Working Hours and Leave Rest day/Maximum working hours Overtime, Public holidays, Annual Leave Sick leave and Hospitalization Guidelines on performing solat during working hours Non mandatory leaves – emergency leave, unpaid leave, absent without leave etc.
4:00 pm – 4:15 pm	Tea Break
4:15 pm – 5:00 pm	Case Studies and Discussion

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Day Two

9:00 am – 9:30 am

Re-Cap of Day Lessons

9:30 am – 10:30 am

Absenteeism
Employment (Termination and Lay-Off Benefits) Regulations
Due Inquiry / Misconduct
Breach of Contract
Managing Termination and Dismissal
Domestic Inquiry

10:30am- 10:45 am

Tea Break

10:45 am – 11:00am

Managing Termination and Dismissal
Domestic Inquiry Process

11:00 am – 12:00 noon

Leaves not under the SLO 1950
No pay leave computation
Emergency leave
Absent without approval

12:00 am – 1:00 pm

Employment of Woman
The restrictions and control
The qualifications and requirements
Maternity benefits & maternity leave (Paid and unpaid)

1:00 pm - 2:15 pm

Lunch

2:15 pm – 3:30 pm

Re-cap on morning lessons and case studies

3:30 pm – 4:30 pm

EMPLOYMENT (AMENDMENT) ACT 2022
Calculation of wages for incomplete month
Maternity Leave and Allowance
Termination during pregnancy
Sick Leave and Hospitalization
Paternity leave
Employment of foreign employees
Flexible working arrangement
Sexual harassment

4:30 pm – 5:00 pm

Recap of 2 days activities and Closing

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Trainer Profile



Steven Chin Tuck Piew (Steven)

Steven is currently the Human Capital Director of ICG Healthcare Group. He has over 14 years in the healthcare services serving 2 years as Head of Hospital Operations and Services at Daehan Rehabilitation Hospital (Putrajaya) and 12 years as Human Resources Administrator at Gleneagles Hospital, Kuala Lumpur. He has also been in industries ranging from manufacturing, retailing, education and banking. He held positions of General Manager – HR and Training at Royal Sporting House and Hexagon Holdings Group from 2000 to 2007. He was also the Training Director for Royal Sporting House consulting and training division from 1994 to 2000.

He has written articles on retailing and his work on customer service was published in the Management Times in 1996. He has also written HR related articles which were published in HR Matters journal and also in the British Malaysian Chamber of Commerce (BMCC). When under the employment of Royal Sporting House, Steven and his team initiated the first Service Excellence award for the Malaysian Retail Industry in 1996 in an attempt to boost the service standards into this sector.

Steven has conducted Employment Act, Human Resources Management, Leadership and Management courses to companies from all sectors and some of these companies include the IBM Software Division, Lion Group, PJVM, Melium Boutique, TexChem Group, Caltex Oil Malaysia, Levis, Kian Joo Can Factory Sdn. Bhd, Union Sangyo Sdn. Bhd., Ethospace Design Sdn. Bhd., FAMA, Inti College, Intel, Minolta Marketing (M) Sdn. Bhd., Maersk Sealand (M) Sdn. Bhd., Orlando, Pantai Hospital-Penang and Gleneagles Brunei.

In 1997, he was invited by the Malaysian Retail Association to speak in the Asian Retail Convention held at Adelaide, Australia. In 1998 and 1999, he was also invited by the Singapore Retailers Association to speak on the topics relating the Human Resources Management.

Besides speaking in conferences, he also provides lectures to MBA students on Human Resources Management, Performance Management, Leadership and Business Ethics at Taylors University, Lakeside Campus, Petaling Jaya. Currently, Steven is the adjunct Professor of Management at Saito University College where he provides part time lectures on Employment Act, Industrial Relations & Trade Unions, Finance & Banking and Strategic Management.

He graduated from the University of Texas, Austin and also holds an MBA degree. He has also attended professional courses in the University of California, Berkeley. He is a Certified Trainer on Talent Q, Supervisory and Managerial Grid, DISC and 7 Habits of Effective People. As a Certified Trainer of Pembangunan Sumber Manusia (PSMB), all programs conducted by him are claimable by the organization registered with PSMB.