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HR & EMPLOYMENT LAW SEMINAR SARAWAK

Course Description

This two-day practical seminar gives employers, HR professionals and line managers a structured, working command of labour and employment law as applied in Sarawak under the **Sarawak Labour Ordinance (CAP.76) & Amendments Act (2025)**. Each module combines legal principles with case studies, sample documentation and applied exercises so participants can manage real workplace situations lawfully, fairly and consistently — from contract formation through to lawful termination.

Learning Outcomes

- Interpret and apply the Sarawak Labour Ordinance and its latest amendments to everyday HR decisions
- Draft and review employment contracts and workplace policies that are legally sound
- Correctly compute working hours, overtime, rest days and leave entitlements
- Administer wages and statutory deductions in compliance with the law
- Handle employee misconduct through proper disciplinary procedure
- Manage poor performance using structured, defensible processes
- Plan and conduct a Domestic Inquiry that meets natural justice requirements
- Execute lawful termination and dismissal with reduced litigation risk
- Apply lessons from Industrial Court case studies and maintain audit-ready HR documentation

Training Methodology

- Facilitator-led lectures with reference to statutory provisions
- Industrial Court and civil court case studies
- Practical exercises using sample contracts, letters and disciplinary documents
- Group discussions and Q&A on real workplace scenarios
- Role-play: conducting a Domestic Inquiry



Bonus for every participant: Lifetime access to our HR WhatsApp Support Group — where we share articles, news, case, and updates on HR & labour law matters.

Day 1

MODULE 1 Sarawak Labour Ordinance & Latest Amendments

Day 1 • 9:00 AM – 10:30 AM

Learning Objectives

- Understand the scope and application of the Sarawak Labour Ordinance (CAP. 76) & Amendments Act 2025
- Stay current on recent legislative amendments and their HR impact

Content Covered

- Overview and coverage of the Ordinance
- Key definitions: employee, employer, wages, contract of service
- Recent amendments and transitional provisions
- Compliance obligations and penalties for breach

MODULE 2 Employment Contracts & Workplace Policies

Day 1 • 10:45 AM – 12:30 PM

Learning Objectives

- Draft legally compliant contracts of service
- Distinguish mandatory clauses from best-practice clauses
- Align internal policies (handbook, code of conduct) with statutory requirements

Content Covered

- Essential terms of a contract of service
- Probation, confirmation and fixed-term contracts
- Restrictive covenants and confidentiality clauses
- Drafting and reviewing an employee handbook

MODULE 3 Working Hours, Overtime, Rest Days & Leave

Day 1 • 1:30 PM – 3:00 PM

Learning Objectives

- Calculate normal working hours and overtime correctly
- Apply rest day and public holiday entitlements
- Administer annual, sick, maternity/paternity and other statutory leave

Content Covered

- Ordinary hours of work and overtime computation
- Rest days, public holidays and shift work
- Annual leave, sick leave and hospitalisation leave
- Maternity, paternity and other statutory leave entitlements

MODULE 4 Wages & Statutory Deductions

Day 1 • 3:15 PM – 5:00 PM

Learning Objectives

- Apply wage payment rules and permissible deductions
- Understand statutory contributions applicable in Sarawak
- Avoid common wage-related compliance breaches

Content Covered

- Definition and computation of wages
- Permitted and prohibited deductions
- EPF, SOCSO, EIS and other statutory contributions
- Common wage disputes and how to prevent them

Day 2

MODULE 5 Employee Misconduct & Disciplinary Procedures

Day 2 • 9:00 AM – 10:30 AM

Learning Objectives

- Classify types and severity of misconduct
- Apply the correct disciplinary process at each stage
- Issue show-cause letters and warnings correctly

Content Covered

- Categories of misconduct: minor, major, gross misconduct
- Investigation process before disciplinary action
- Show-cause letters, warnings and suspension
- Documentation standards for disciplinary files

MODULE 6 Managing Poor Performance

Day 2 • 10:45 AM – 12:30 PM

Learning Objectives

- Differentiate poor performance from misconduct
- Implement a Performance Improvement Plan (PIP)
- Build a defensible record before considering termination

Content Covered

- Setting and documenting performance standards
- Performance Improvement Plans: structure and timelines
- Coaching, counselling and formal warnings
- When poor performance may justify termination

MODULE 7 Domestic Inquiry

Day 2 • 1:30 PM – 3:15 PM

Learning Objectives

- Understand when a Domestic Inquiry is required
- Apply the rules of natural justice throughout the process
- Chair, present and record a Domestic Inquiry correctly

Content Covered

- Pre-inquiry preparation and notice of inquiry
- Roles: chairperson, prosecuting officer, panel members
- Conducting the hearing and recording findings
- Role-play exercise: mock Domestic Inquiry

MODULE 8 Lawful Termination & Dismissal

Day 2 • 3:30 PM – 4:45 PM

Learning Objectives

- Distinguish termination, dismissal and constructive dismissal
- Apply the concept of just cause and excuse
- Prepare termination documentation that withstands scrutiny

Content Covered

- Grounds for lawful termination and dismissal
- Retrenchment and VSS considerations
- Constructive dismissal: warning signs and prevention
- Termination letters and final settlement documentation