



UNDERSTANDING LABOUR LAWS - THE EMPLOYMENT ACT 1955 (AMENDMENT 2022)

APRIL 29-30, 2026 | 9AM | FMM EASTERN

OVERVIEW

This comprehensive two-day programme provides participants with a clear and practical understanding of the Employment Act 1955 including the 2022 amendments. Designed for managers, supervisors and HR personnel, the course highlights essential legal provisions that govern employment relationships in Malaysia. Participants will gain insights into key areas such as contracts of service, wage regulations, deductions, maternity protections, domestic employees and statutory benefits including rest days, public holidays, annual leave and sick leave. The programme also covers termination and lay-off benefits, the management of foreign workers, flexible working arrangements, discrimination issues and sexual harassment procedures. New and updated requirements such as protections for pregnant employees, enhanced wage payment systems and regulations on forced labour are presented in a clear and practical manner to support legal compliance. Through interactive discussions and lectures, this course equips participants to apply the law confidently in the workplace while strengthening their understanding of both employer and employee rights and responsibilities.

OBJECTIVES

fmmeastern@fmm.org.my
09-560 6554/5224

- To understand the different section of the Employment Act 1955 including the latest amendment 2022
- To know how to apply the law in the workplace
- To know better the right of employers and employees
- To understanding the responsibility of employers and employees according to the laws

FEES

Member : RM972
Non-Member : RM1,080
(Inclusive of SST 8%)

**CLOSING DATE :
APRIL 17, 2026**

TARGET

- General Manager
- Manager
- Head of Department / Division
- Human Resources Manager
- Any personnel who has HR Responsibility & Supervisor





8.45AM Registration of Participants

9.00AM **Module 1: Introduction**

- Objectives of the ACT
- Scope



10.30AM Morning Tea Break

10.45AM **Continue Module 1: Introduction**

- Definitions of employee, employer, contract of services etc.
- Contract of services



1.00PM Lunch Break

2.00PM **Module 2: Wages & Deductions**

- Payment of wages
- Advance (Loan)
- Deduction from wages



3.30PM Evening Tea Break

3.45PM **Continue Module 2: Wages & Deductions**

- System of payment of wages
- Priority of wages
- Liability of contract and principals



5.00PM End of programme Day 1



8.45AM Registration of Participants

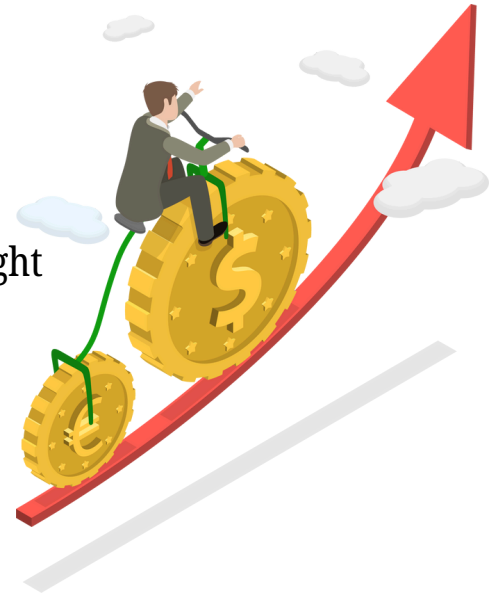
9.00AM **Module 3: Pregnancy & Maternity & Domestic Servants**

- Pregnancy & Maternity
- Domestic Employees

10.30AM Morning Tea Break

10.45AM **Module 4: Benefits**

- Rest Days
- Hours of works & Working at night
- Paid public holidays
- Paid annual leave



1.00PM Lunch Break

2.00PM **Continue Module 4: Benefits**

- Paid sick leave & hospitalization leave
- Paid paternity & its entitlement
- Ordinary rate of pay (ORP)
- Rate of payments for working or Rest day, PH & OT

3.30PM Evening Tea Break

3.45PM **Module 5: Terminations, Foreign Employee & Sexual Harrassment**



- Termination, Lay-off and retirement benefits
- Foreign employees
- Flexible working arrangement
- Discrimination in employment and how to handle it
- Sexual harassment - Part XVA
- Court order for payment due to employee
- Force labour
- Presumption as to who is an employee and employer

5.00PM End of programme Day 2



FMM INSTITUTE 199901000527(475427-W)
EASTERN BRANCH

CENTER FOR PROFESSIONAL DEVELOPMENT

UNDERSTANDING LABOUR LAWS - THE EMPLOYMENT ACT 1955 (AMENDMENT 2022)

APRIL 29-30, 2026 | 9AM-5PM | FMM EASTERN BRANCH



...ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider : **FMM Institute Eastern**
- MyCoID : **475427W_EASTERN**
- HRD Corp Programme No : **Provided upon registration**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes,

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

ENQUIRIES & REGISTRATION

Ms Wanhui/ Ms Elly
Email : fmmeastern@fmm.org.my
Tel: 09-560 6554/ 5244

Please tick accordingly:

- Fees: **FMM Member: RM 972.00/pax**
(inclusive of 8% Service Tax)
- Non Member: RM 1,080.00/pax**
(inclusive of 8% Service Tax)

Fees include course materials and Certificate of Attendance

CANCELLATION

- Must be writing with reasons.
- 7 days before the course - No payment charged.
- 3-6 days before the course - 50% payment charged.
- < 3 days before the course - Full payment charged.
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

PAYMENT

- **Cheques** made in favour of "FMM Institute" should be forwarded to FMM Institute Eastern.
- For **HRD Corp claimable course**, an **attendance of 100% is a must**, in any case, **employers will be billed in full.**

Closing Date
APR 17, 2026

REGISTRATION FORM

Dear Sir / Madam, please register the following participant(s) for the above programme.

No	Name	Designation	I/C Number	Email	H/P No.
1.					
2.					

(Please attach a separate list if space is insufficient)

- We will **be claiming under HRD Corp Claimable Courses (SBL-Khas)** but full payment would be made to FMM Institute in the event that no disbursement from HRD CORP under any circumstances.
- We will **NOT BE CLAIMING under training grant from HRD Corp.** Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **MAYBANK Account No. 5560-1106-3275**

Submitted by:

Name : _____ Designation: _____

Company : _____ FMM Membership No. : _____

Address : _____

Email : _____ Tel: _____ Fax: _____

TIN No. : _____ SST No: _____

Company Stamp