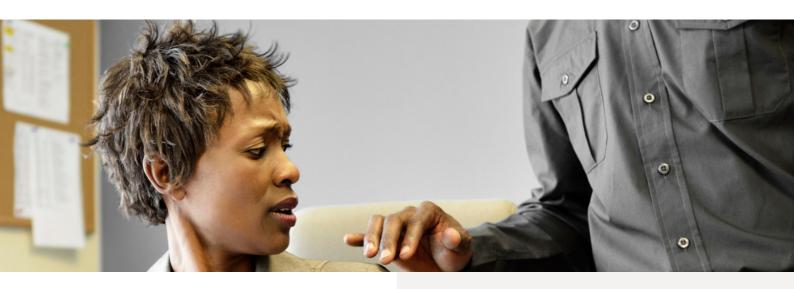
# The Law on Sexual Harassment and Disciplinary Process





# About us Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

#### **About This Training**

Complaints of sexual harassment are seldom highlighted by employees either because employees are afraid or embarrassed to make such complaints or employers have not installed formal channels to receive such complaints. In Malaysia, the Ministry of Human Resources formulated a Code of Practice against sexual harassment in 1999, and the Code has several recommendations for the Company to observe. This course aims to provide HR Practitioners and Line Managers/supervisors an explanation of the Code's details and some practical examples of managing sexual harassment in the workplace.



Date and Time

11 April 2023 Tuesday 9 AM to 5 PM



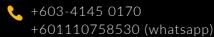
**Training Venue** 

TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur



Trainer

Ms Vilasini Menon



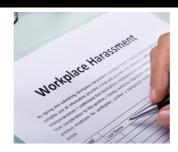


# **COURSE CONTENTS**



DEFINITION OF SEXUAL HARASSMENT (ARTICLE 4 OF THE CODE)

CODE OF PRACTICE ON THE PREVENTION AND ERADICATION OF SEXUAL HARRASMENT IN THE WORKPLACE



SECTION 81A OF THE EMPLOYMENT ACT 1955

DISCIPLINARY PROCESS THAT THE HARASSER WILL FACE (EXPLAINED BY WAY OF A FLOW CHART)



DISCUSSION ON MALAYSIAN
CASES

DISCUSSION ON DISCIPLINARY
PROCESS FOR SEXUAL
HARASSMENT

#### Introduce our Trainer

#### Vilasini Menon

Ms Vilasini Menon has been a Human Resource and Industrial Relations Practitioner for a span of 20 years. Having worked with Sime Darby Plantations, TV3 and Colgate-Palmolive (M) Sdn Bhd, Vilasini has been involved with recruitment, management of employee compensation and benefits, human resources systems, disciplinary and counseling issues, collective bargaining and several other areas in HR management. She held the position of Industrial Relations Manager in Colgate-Palmolive and was appointed the Company Secretary/Legal Manager in the last three years of her tenure with them. Vilasini subsequently left Colgate-Palmolive to embark on a legal career. She underwent a period of pupilage with Messrs Shook Lin and Bok and later set-up a legal practice.

Ms Vilasini holds the Institute of Chartered Secretaries and Administrators as her first degree and also a Law degree from the University of London, and Masters in Human Resource from Wawasan Open University, Malaysia. She also holds the Certificate in Legal Practice from the CLP Board, Malaysia.





### Contact Us





#### The Law on Sexual Harassment and Disciplinary Process

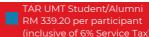
Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 11 April 2023 (9.00 am - 5.00 pm)

## **REGISTRATION FORM**

Fees:

RM 424.00 per participant (inclusive of 6% Service Tax)





The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170 Email: training@tarc.edu.my

#### Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

Name:	IC No. :	Nationality :
Email:	Mobile No. :	Designation:
Name :	IC No. :	Nationality :
Email:	Mobile No. :	Designation :
(If space is insufficient, please attach a separate list)		
we will NOT BE CLAIMING from transfer to Public Bank Account together with this registration in	nku Abdul Rahman University of Manage workshop and all efforts will be taken to prdingly):  D Corp Claimable Course and full paymend Technology in the event that no process of the made to to too. 3181564113. Kindly submit your	dditional cost if notified 24 hours prior to the gement and Technology reserves the right to to inform participants of the changes.  The ment would be made to Tunku Abdul Rahman of disbursement from HRD Corp under any account payee TAR UMT by cheque or bank of payment remittance to training@tarc.edu.my
Submitted by		
Name :	Designation:	Department:
Email:	Telephone No. :	Mobile No.:
Company Name:	Company Registratio	on No.:
Company Address :	Company Stamp & Si	ignature: Date: