

WEBINAR SERIES: Combating Sexual Harassment, Corruption and Discrimination in the Workplace

26 July 2024, Friday

9.00am - 1.00pm

Speaker: MS SERENE YAP

Virtual

Course code: HR260724W1

Closing date: 24 July 2024



**4 CPD
HOURS**

Overview

Creating awareness and training all employees to understand, prevent and deal with workplace situations is essential for a safe and healthy work environment. Instead of allowing inappropriate conduct to lower employee morale and productivity, organizations should foster a positive and respectful work environment that will help all employees to thrive and organization to grow.

Course Objectives

Upon completion of this programme, the participants will be able to :

- Understand the meaning of Sexual Harassment, Corruption and Work Ethics
- Identify and effectively deal with Sexual Harassment, Discrimination and Corruption
- Take preventive measures to avoid the occurrences of such incidences
- Understanding the Types and Forms of Sexual Harassment and Corruption
- Be aware of the responsibilities of Employer and Employees
- Educate employees on handling acts of Sexual Harassment and Corruption

Specific Target Market

- Human Resource Managers / Practitioners
- Heads of Department and Deputy
- Factory Managers
- Line Managers and Deputy
- Executives / Supervisors / Team Leaders
- Employers and Business Owners

Methodology

- Interactive Presentation
- Industrial Court Case Study and Analysis
- Quizzes
- Questions and Answers

About the trainer: MS SERENE YAP

Serene greatest passion is to share her knowledge and insights to maintaining and increasing the professionalism and competencies of an Organization's Human Assets and to the HR Community. Her hands-on experience in the corporate world has enabled her to impart her knowledge based not only on theory but also based on her own vast working experiences which ensure that you or your employees are able to relate better and able to apply the knowledge and skills to your workplace, immediately and effectively.

Serene Yap, a Human Resource Trainer and Consultant has been enthusiastically involved in all aspects of human capital development for more than 20 years. Serene holds an MBA in General Management, a certified NLP Practitioner by ISNS and a HRD Corp accredited Trainer. Her industry exposure includes property development and management, retail, hospitality, manufacturing, oil and gas, construction sector and consultancy services. During her professional career and as a trainer and consultant, many employees have attained great personal successes in their careers through her guidance, mentoring and coaching. In a similar manner, Serene envisioned to translate her KSA to enhance the competencies and professionalism of the HR Community.

Over the years, **Serene** has developed and conducted many programs, some of which include Payroll Management, Applications of Employment Act, Sabah Labour Ordinance and Sarawak Labour Ordinance, Industrial Relations and Domestic Inquiry, Employment Laws in HR and Termination Procedures, Essential Competencies for Effective HRM, Critical HR Skills for Non-HR Managers, Behavioral-based Interview, Managing Performance, Absenteeism and Misconduct, Developing Effective HR Policies and Employee Handbook, Handling Employee Performance and Misconduct, Termination without Violating the Law, HR & IR Documentations and Procedures, Employment Laws and Documentations in HR, etc

Course outlines

Module 1 – Professional Code of Conduct and Corporate Responsibilities

- Professional Code of Conduct and Work Ethics

Module 2 – Anti-Discrimination in the Workplace

- Prevention of Discrimination in the Workplace
 - Corporate Responsibilities

Module 3 – Prevention and Eradication of Corruption in the Workplace

- Section 17A of the MACC Act
 - Adequate Procedures and corporate responsibilities
- Ethics Escalation policies
 - Whistleblower policy
 - Anti-Corruption and Anti-Bribery policy

Module 4 – Sexual Harassment in the Workplace

- Sexual harassment under The Employment Act 1955
- Types of Sexual Harassment
 - Quid Pro Quo
 - Hostile Work Environment
- Form of Sexual Harassment
 - Verbal
 - Non-verbal / Gestures
 - Visual
 - Psychological
 - Physical

Module 5 – Prevention and Eradication of Sexual Harassment in the Workplace

- Code of Conduct for Sexual Harassment
- Procedures for Handling Sexual Harassment
- Protective and Remedial Measures
- Investigating Complaints of Sexual Harassment
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WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 12/7/2024)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
MAICSA Member/ Affiliate/Graduate/Student	290	340	310
Non member	440	490	460
Retired MAICSA member	170	170	170
MAICSA Member's staff***	400	400	400

Fee includes course materials in digital form and e-certificate.

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Email: training@maicsa.org.my

Tel: **03-2282 9276 (ext 805)**

Attention: Ms Nor Falati

- Fee is payable to **MAICSA**

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Individual Registration: Full payment shall be made AFTER you have done the online registration.

Company Registration: Full payment shall be made 7 days **BEFORE** the webinar.

- Access to join the webinar shall be granted only upon full payment as per the above requirement.
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Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

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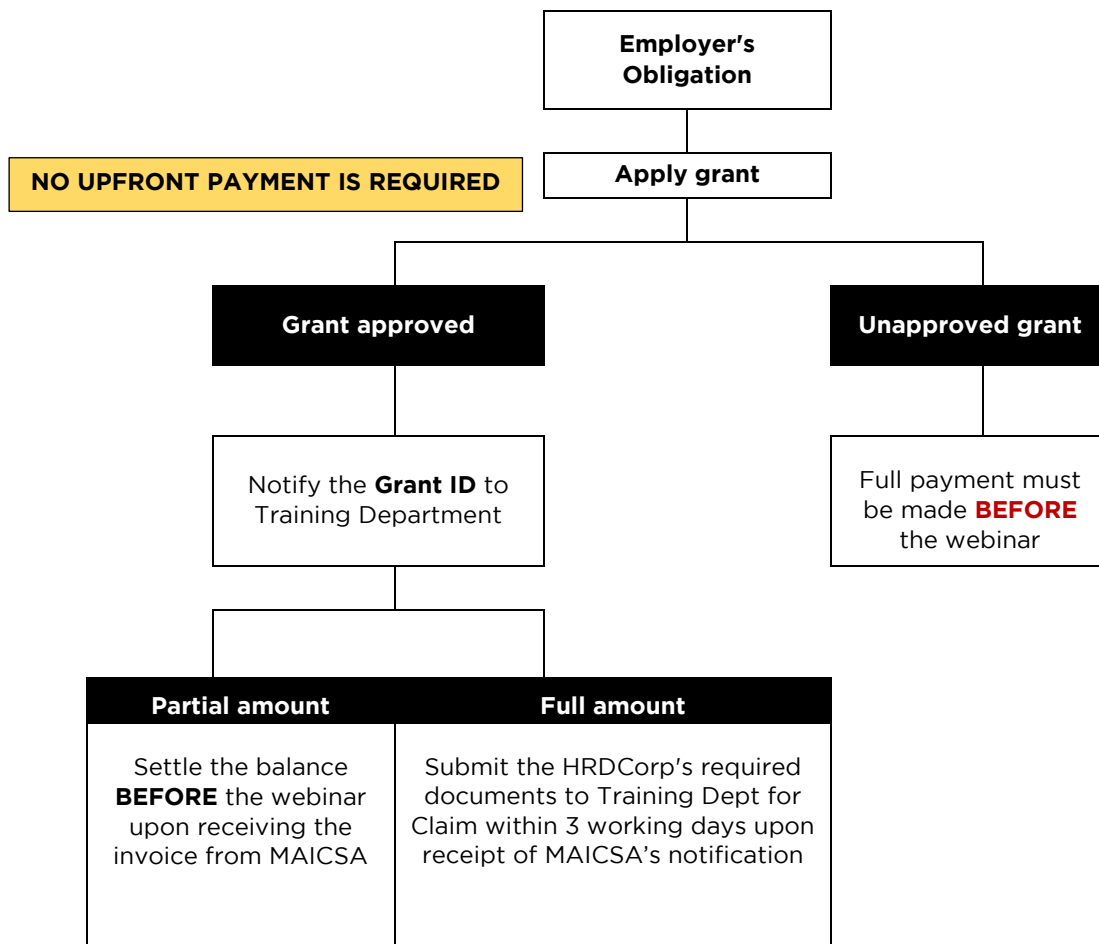
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 - The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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 - Submit the feedback form within 3 days after the completion of the webinar
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