



Management Association of Pakistan

# Advanced Certification Program in Employment Laws & its Practical Approaches

(in view of Sindh, Punjab, KPK, Balochistan & Federal)

05 Days Course



8<sup>th</sup> - 12<sup>th</sup> February 2022  
10.00 am - 4.30 pm  
Venue: Regent Plaza Hotel

## INTRODUCTION

Employment Laws and the legal system have a pervasive impact on all organization, whether it is services or manufacturing sectors. Decisions of HR/ Legal or any other executives working in the establishment dealing with employment matters frequently raise issues which should be carefully evaluated as to their legal consequences before they are implemented. The failure to appreciate these legal employment implications can lead to prolonged litigations, results for an organization where they are working.

The intention of having this workshop is to provide a platform where the participants would be given practical inputs and know how the better solutions efficiently and add real value to your organisation through understanding of essential employment laws.



### FACILITATOR'S PROFILE: ASIF AMIN

He is an Advocate High Court and being a Legal Consultant specific dealing in Human Resources Management, Industrial Relations Laws, Employment Laws, Banking Laws, and Civil & Commercial Laws.

Being a Management Consultant and having Legal exposure, he has conducted numerous training workshops on Corporate Management & Legal topics (includes complete range of Industrial Relations Laws, Employment Laws, HRM & Banking Laws etc with practical approaches. He imparted training to senior professionals of numerous leading multi-national and well known organizations in Pakistan.

He has provided training to over 10000 professionals from more than 1000 plus leading MNCs and Well Known Corporate Organizations in Pakistan.

Mr. Asif Amin (Advocate ) has previous over 16 years of service experience in multi-national and well reputed national organizations.

Some of his renowned serving organizations' sectors include Pharmaceutical, Banking, Telecommunication, FMCGs, Health Care etc. He has also invited in numerous Live Business & Legal Talk Shows in various TV News Channels. His written research legal articles have been published in various leading research law magazines.

## COURSE CONTENTS

### Applicability of Labour Laws on Organisation

- Major types of Labour Laws
- Applicability for service sector organization
- Applicability for manufacturing sector organization

### Wage & Salary Overview as per Labour Laws

- Wages Classification & Objective
- Wages versus Salary, Case Laws
- Salary/Wage Breakups
- Practices of MNCs and Well-knowns Companies

### Law of Working Hours & Overtime

- Law of Overtime and Distribution Mechanism
- Working Hours (Federal & Provincial) Laws

### Wages determining factors, effects and legality

- Minimum Wages Board - Legality
- Wages & Collective Bargaining as per Labour Laws
- After Effects on Wages through Collective Bargaining – Legality
- Financial Impacts on Wages – Legality & Solutions
- Equity and Natural Justice, Latest Judgment

### The Law of Bonus and Practices for Employment Categories

- Employment Classification as per Labour Laws
- Bonus Concept in Law, Types of Bonus as per Labour Law
- Distribution Mechanism of Bonus

### The Law of Gratuity & Provident Fund (Overview)

- The Law of Gratuity, Case Laws of Gratuity
- The Calculation Mechanism of Gratuity
- The Law of Provident Fund in view of Labour Laws
- Provident Fund Percentage – Legality & Solution
- Provident Fund Percentage – (Federal & Provincial) Laws
- Provident Fund Trust – Concept, Provident Fund versus Gratuity

## The Law of WPPF (Overview)

- The Law of The Companies Profit Workers Participation (WPPF)
  - WPPF (Federal & Provincial)
  - Applicability for Organisation
  - WPPF (Calculations and Distributions Mechanism)
  - Sindh WPPF –(Calculations and Distributions Mechanism)
  - Recent Legal Development
- ### The Law of WPPF (Overview)
- The Law of Workers Welfare Fund
  - WWF (Federal & Provincial)
  - Applicability for Organisation

## The Law of EOBI & Social Security (Overview)

- The Law of EOBI – Important Aspects
- The Law of Social Security – Important Aspects
- Calculation Mechanism
- Ground Reality & Controversies
- Demand Notice & Objections/Remedies
- Benefits, Case Laws Latest

## Statutory Bindings and Organizational Practices

- Fringe, Benefits and Compensation as per Labour Laws
- Compensation Rates (Federal & Provincial)
- Termination of Employment and Compensation
- Types of Terminations
- Compensation versus Performance

## Law relating to Factories, Shops & Establishment, Terms & Conditions, Compensation, Industrial Relations

- Overview of the law
- Major Changes (Provincial), Discussion

## Grievance Handling, Disciplinary Actions, Procedures, Punishment, Investigation, Inquiry, Workplace Harassment

- What organization demands, What Employees demand
- Demands Legality, Complaints Legality
- Employee Discipline & Labour Laws
- Employees Categories as per Labour Laws
- Employee Grievances & Redress of Grievances
- Disciplinary Action as per Labour Laws
- Enquiry versus Investigation
- When an investigation might be necessary
- How to gather evidence and collect witness statements
- What to include in an investigation report
- How to prepare for a formal disciplinary meeting
- Who should attend and what their roles are
- Common situations where informal resolution can be effective
- How to prepare for the conversation
- Exploring your concerns in a constructive way
- How to deal with the allegations
- Show Cause Notice & Charge Sheet
- Lacunas in Charge Sheets
- How to conduct Enquiry
- How to formulate Enquiry Report
- Enquiry Procedure as per Labour Laws
- How to avoid common pitfalls
- Loopholes in Enquiry Procedures
- Case Laws / Judgments
- Natural Justice & Social Justice according to Employment Laws
- Guilty of Misconduct as per Labour Laws
- What to consider when deciding an appropriate sanction
- Punishments & Penalty Procedure as per Law
- Judicial Forums for Employees
- Termination, Dismissal, Suspension, Discharge,
- Layoffs, Retrenchment, Resignation, Retirement
- Termination Benefits, Contractual Terminations
- How to take Prohibitory Orders from Courts
- Legal Remedies & Defenses, Legal Dues
- Identify and prevent sexual harassment in the workplace

- Workplace Harassment Laws and Objective
- Workplace Harassment Laws Procedure, Difficulties, Solutions
- Identify the Types of Sexual Harassment
- Identify the after-effects of Sexual Harassment
- Possible Retributions After Reporting an Incident
- Ensure that employees are aware of their compliance responsibilities
- Protect the organization's reputation
- Make your organization better equipped to deal with sexual harassment
- Encourage a better workplace culture
- Mitigate the risk of compliance breaches
- Ensure that employees are aware of their compliance responsibilities
- Federal and Provincial Workplace Harassment Law
- Fundamental Rights & Equity
- Principle "Audi Alteram Partem", Principle "Laches", Principle "Fair Trial"
- Responsibility of HR Department
- Processes for Reporting Sexual Harassment
- How to raise complaint – mechanism
- How to handle complaints – mechanism
- How to initiate workplace harassment proceedings
- How to take remedial & preventive measures, Inquiry Procedure as per Law
- Loopholes in the enquiry, Principle of conducting enquiry, Inquiry Committee's Structure
- Inquiry Proceeding's time bar
- Examination in Chief, Re-Examination, Leading Questions
- C.B.A's role in Inquiry Proceedings, Competent Authority & Appellant Authority
- Ombudsman Power and Jurisdictions, Formal & Informal Complaints scope
- Major & Minor Punishment as per Law
- Code of Conduct for Organizations as per Law,
- Penalty on Organizations

## Employment Contracts, Agreements, Covenants & Contractual Employment

- Employment Contract Drafting essential parameters
- What to be incorporated or not
- What should be focused while hiring
- What documents are necessary while hiring
- Major Pitfalls, What is Employment Contracts?
- Contract Employment, Nature of a Contract Employment – Legal Status
- Contractual Arrangements, How to ascertain legal parameters of Employment Contracts
- Valid and Illegal conditions, Legal status of Employment Bonds
- Constitutional Remedies for Employment, Discussion, Latest Judgments

## Judicial Forums

- Overview of Judicial Forum for Employees Claims
- Jurisdiction of Judicial Forum for Employees, Who can go in which Judicial Forum
- Legal responsibility of Organisations, Legal Remedies for Organisations

## Registration Fee: 90,000+taxes

Includes: MAP Certificate, Course Material, Lunch & Refreshment.

Note: 20% Discount on nominations for 5 or more participants.

### Registration:

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below: