



MASTERING EMPLOYEE INVESTIGATIONS/ENQUIRIES, WORKPLACE DISCIPLINARY ACTIONS & COMPREHENSIVE OVERVIEW OF HARASSMENT PROCEDURES IN LINE WITH EMPLOYMENT LAWS

(INSIGHT INTO UPDATED LAWS, REGULATIONS, CASE STUDIES, AND CASE LAW)

(RECENT JUDGMENTS OF WORKPLACE HARASSMENT OMBUDSMAN WILL BE REVIEWED AND DISCUSSED)

COURSE OVERVIEW

The Employer-Employee relationship is part and parcel of every organization; without cordial relations, the organization does not achieve its vision, and the organization's growth is also affected. For a better Employer-Employee relationship, there is a strong need for discipline. When the discipline and culture of the organization go towards instability by employee(s), organizations take a step towards accountability of the guilty employee(s) by following the lengthy procedures of disciplinary actions.

Disciplinary actions are necessary to maintain the decorum of the organization. Employer-Employee relationship and disciplinary actions are challenging aspects for management, but disciplinary actions are required where and when needed. Without knowing legal criteria and legal obligations, disciplinary action may lead to severe litigation problems, which may cost the organization severely.

In organizations, investigations are often conducted by human resources departments or other staff members, like management or senior members. While conducting investigations of unwanted incidents in a workplace, there are often lingering effects and obstacles that are deeply exhausting and challenging. Stretching out investigations as well as inquiries is a lengthy process, but it should be concluded in a timely in order to avoid the legal bar and corrective actions should be taken in a timely manner.

Conduct workplace investigations followed by inquiries is one of the most challenging and cumbersome duties that HR and other senior professionals perform. Most professionals make huge mistakes because they are not properly trained to conduct inquiries properly as per law.


This workshop is specially designed for professionals heading the departments, HR/ER/IR, Key Executives etc that how to conduct disciplinary actions against Employees with sound legal understanding and how to avoid Legal loopholes in disciplinary actions according to the theme of Employment Laws.


After this workshop, participants will learn how to avoid long-lasting litigation and will be able to conduct & follow the proper legal procedure as per Employment Laws. Further, participants will also learn how to Enquiry Committee should conduct enquiry as per law and what are the essential and necessary components for Workplace Harassment Enquiry




ASIF AMIN

Lawyer, Legal consultant,
Corporate Trainer

 **15th and 16th October**

 Location: Hotel One Islamabad

 Time 9:30 am to 5:30pm

Charges: PKR 59,000



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COURSE CONTENTS

- 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
- Workplace Harassment Laws and Objective
- Workplace Harassment Laws Procedure, Difficulties, Solutions
- Identify and prevent sexual harassment in the workplace
- 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 in the workplace
- Encourage a better workplace culture
- Mitigate the risk of compliance breaches
- Practical Scenarios
- 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
- Provision of Pakistan Penal Code
- Misuse of Law and Remedies
- Latest Court Decisions
- Strategies, Remedies and Defences for Organisation

TRAINER PROFILE:

He is an advocate high court and a legal consultant specifically dealing in human resources management, industrial relations laws, employment laws, banking laws, and civil and commercial laws. being a management consultant and having legal exposure, he has conducted numerous training workshops on corporate management and legal topics (including the 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 10,000 professionals from more than 1000 leading MNCs and known corporate organizations in Pakistan. Mr. Assif Amin has 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 been invited to numerous live business and legal talk shows on various tv news channels. his written research legal articles have been published in various leading research law magazines.



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