

Table of Contents

List of Abbreviations	x
Chapter 1: Roles of Recruitment and Termination	1
1.1 Labour Laws of Malaysia	3
1.2 Recruitment	4
1.3 The Employment Contract	15
1.4 Contractual Entitlements under Employment Act 1955	29
1.5 Collective Agreements	34
1.6 Types of Work Arrangements	37
1.7 Security of Tenure	48
1.8 Termination of Employment	49
1.9 Anti-discrimination Laws in Malaysia	57
1.10 Confidentiality Obligations under the Employment Contract and Whistleblowing Laws	61
1.11 Conclusion	68
Chapter 2: Resignation	69
2.1 The Termination Clause	71
2.2 Notice of Termination	72
2.3 Obligations during the Notice Period	73
2.4 Types of Resignation	74
2.5 Voluntary Resignation	74
2.6 Processing the Resignation	77
2.7 Other Types of Resignation	88
2.8 Upon Acceptance of Resignation	99
Chapter 3: Law on Dismissal	103
3.1 The Common Law Position	107
3.2 Minimum Retirement Age Act 2012	109
3.3 Industrial Relations Act 1967	110
3.4 Employment Act 1955	128
3.5 Summary Dismissal and Misconduct	136
3.6 Misconduct Outside the Workplace/Job	169
3.7 Handling Misconduct	171
3.8 Domestic Inquiry	173
3.9 Removal of an employee by the shareholders is a Dismissal	184
3.10 Alternatives to Dismissal	185
3.11 Doctrine of Condonation	190
Chapter 4: Retrenchment	193
4.1 Introduction	195
4.2 Principles of Retrenchment	195
4.3 Justification for Reorganisation and Retrenchment	200
4.4 Establishing Redundancy	207
4.5 Retrenchment: Selection Process and Guidelines	211
4.6 Departure from LIFO	219

4.7	Legal Obligations in Managing a Retrenchment Exercise	225
4.8	Code of Conduct for Industrial Harmony	230
4.9	Managing the Retrenchment	234
4.10	Consequences of Unjustified Retrenchment	235
4.11	Alternatives to Mandatory Retrenchment	238
4.12	Checklist	241
Chapter 5: Business Closure and Changes in Business Ownership . . .		243
5.1	Managing Employee Termination in a Business Closure	245
5.2	Managing Employee Termination in a Change of Business Ownership	255
Chapter 6: Other Types of Termination		271
6.1	Fixed-term Employment	273
6.2	Constructive Dismissal.....	282
6.3	Termination of Employment with Notice	305
6.4	Frustration	308
6.5	Poor Performance	318
6.6	Law on Probationers	325
Chapter 7: Coping with Courts and Tribunals.		333
7.1	Types of Courts	337
The Industrial Court		
7.2	The Industrial Court	337
7.3	How the Industrial Court Works	338
7.4	Industrial Court Proceedings	342
7.5	Reinstatement of Case	356
7.6	Preparing and Presenting	356
7.7	Costs and Awards of the Industrial Court	361
7.8	Avenues to Challenge an Award of the Industrial Court	377
The Labour Court		
7.9	How the Labour Court Works	382
7.10	Who May Resort to the Labour Court?	384
7.11	Jurisdiction of the Labour Court	385
7.12	Differences between the Labour Court and the Industrial Court	390
7.13	Limitation of Jurisdiction	390
7.14	Procedure of Inquiry and Documentation at the Labour Court or Before the Director General of Labour.....	391
7.15	Preliminary Objections	396
7.16	Challenging the Decision of the Labour Court or the Director General's Order	399
7.17	Powers of the Director General of Labour to Hear Disputes under the Minimum Retirement Age Act 2012	402
Chapter 8: Trade Unions and Industrial Relations		405
8.1	What is "Industrial Relations"?	407
8.2	Relevant Laws	407
8.3	Trade Unions	407

8.4	Malaysian Law on Trade Unions	407
8.5	Registration of a Trade Union	411
8.6	Recognition of a Trade Union	419
8.7	Collective Bargaining	437
8.8	Collective Agreement	440
8.9	Strikes, Lock-outs and Pickets	444
8.10	Code of Conduct for Industrial Harmony	456
Chapter 9: Compensation and Remedies in Industrial Law		459
9.1	Objective of Industrial Remedies	461
9.2	Compensation and Termination Benefits	461
9.3	Computation of Termination and Lay-off Benefits	465
9.4	Paying and Informing Employees	468
9.5	Deceased Employee	468
9.6	Termination Notice	469
9.7	Remedies for Unlawful Termination under the Employment Act ...	471
9.8	Common Law Remedies	474
9.9	Remedies in Industrial Law	479
Chapter 10: Data Protection and Privacy in Employment		503
10.1	Scope and Objective of the Personal Data Protection Act 2010 ...	505
10.2	Application of PDPA 2010 to the Employment Relationship	505
10.3	Seven Data Protection Principles	506
10.4	Definition of Personal Data	508
10.5	Rights of Data Subjects	508
10.6	Disclosure of Personal Data by Data User	509
10.7	Exclusions from PDPA 2010	509
10.8	PDP Commissioner	509
10.9	PDPA Appeal Tribunal	510
Finding Aids		
	Table of Cases	513
	Legislation Finding Lists	525
	Index	531