

## **Course Title: Adopting Fair Employment Practices at the Workplace**

### **Synopsis:**

In today's context, being an employer of choice does not just mean providing employees with a good and equitable remuneration package with reasonable terms and benefits. It is also about treating all employees fairly and equitably without any discrimination and prejudices.

Fair employment practices is about adopting HR practices that treat employees on the basis of merit and performance at work, such as knowledge, skills and competences, experience or ability to perform the job. This means factors such as age, race, gender, religion, family status or disability should not be bases for employment related decisions and actions.

Aside from being the right thing to do, fair employment practices will avail an organization to a wider talent pool, enjoy increased productivity and employee satisfaction and retention, thereby enhancing its competitive advantage.

### **Objectives:**

This 1- day workshop aims to equip participants with the skills to:

- Describe the principles and objectives of Fair Employment Practices (FEP)
- Highlight the types of potential breaches of FEP
- Illustrate best practices of FEP in the various HR functions
- Explain the grievance handling process for employees to channel their grievances against unfair treatment, harassment etc.
- Describe the roles and responsibilities of all stakeholders in ensuring and sustaining FEP
- Describe the concepts of the "Fair Consideration Framework"

### **Outline:**

The workshop contents include:

- Principles, objectives and benefits of FEP
- Breaches of FEP
- Role of external and internal stakeholders
- Best practices of FEP in
  - Recruitment & selection
  - Performance management
  - Promotions & discipline
  - Retrenchment
  - Rewards and compensation & benefits
  - Learning & development
  - Flexible work arrangement
- Legislation connected to FEP
- Diversity & inclusiveness

- Fair consideration framework
- Harassment & grievance handling

### **Learning Methodology:**

To anchor the learning and winning behaviour, the workshop incorporates:

- Interactive delivery of learning materials
- Applicable industry best practices
- Case studies and videos
- Group sharing and discussions
- Practical exercises

### **Who Should Attend:**

HR professionals, Team Leaders, Supervisors, Managers and Line Managers with people-management responsibilities should attend.

### **Benefits of attending this workshop:**

Participants will gain knowledge and practice on the following:

- FEP principles, objectives and benefits
- Best practices in FEP
- FEP related legislation
- FEP policies

### **What questions this training programme provides answers to:**

- What is FEP?
- What are the benefits of FEP
- How is FEP practised through HR policies, practices and functions
- What are the laws that govern the practice of FEP?
- How to develop FEP related practices?
- How to handle cases of FEP non-compliances?

### **Course Duration:**

1 Day (7 hours)