

# How to Handle Inappropriate Staff Based on Law

## Target :

Directors, Human Resources Managers, Department Managers



## Content :

How the employers prevent the inappropriate staff behaviours based on the laws :

1. The importance of the recruitment procedures, how to test the suitability and credibility of the candidates and avoid the employment of illegal workers
2. Proper management of the probationary period, extension of probation and staff performance recording
3. The importance of staff code, discipline, complaint and redress mechanism
4. How can attendance policy for hourly paid and monthly paid staff be established to prevent undue lateness, early off and absence?
5. What is meant by disability discrimination and violation of personal data privacy? How could policy be properly set up to prevent abuse and complaints?
6. How can the employers handle the misbehaved pregnant employees properly without violating the law?
7. How to set up and take disciplinary action: verbal warning, written warning and final warning?
8. Termination and Summary Dismissal - the differences and the procedures

**Language :** Cantonese

## Date & Time :

7 January 2020 (Tue) 9:30am-5:30pm

## Fee per delegate :

HKD2,000 / \*HKD1,900

(\*Settle payment on or before 24 December 2019 ,  
or 3 delegates apply together.)



## Certificate :

Participants who successfully complete this course and have 80% attendance will be issued a Certificate of Attendance

## Venue :

Room 2101, 21/F., Gala Place, 56 Dundas Street, Kowloon  
(Yaumatei MTR Exit A2)



## Enrolment :

Please make cheque payable to **“CED School of Business Limited”** and send it together with this form to:

CED School of Business, Room 1314, 13/F., Gala Place, 56 Dundas Street, Kowloon, HK

## Enquiry :

Tel : 2153 9887

Email : [training@ced.edu.hk](mailto:training@ced.edu.hk)

## Trainer :

### Ms HO

BA (Hons) Social Science (Policy)  
HR & Corporate Trainer

Having many years practical experience in settling monetary disputes between employees and employers. Handled over 5000 phone calls. Currently, she is a HR & Corporate Trainer and the columnist for Recruit HR corner. Her clients come from universities, NPO, NGO and private companies. Just to name a few, such as: Hong Kong Baptist University, Chinese University of Hong Kong, Tuen Mun IVE, Shatin IVE, Hang Seng Management College, Hong Kong Society for the Blind, Aberdeen Kai-fong Welfare Association, Yan Oi Tong YES Program, The Hong Kong FYG Continuous Learning Centre.



## Enrolment Form

### How to Handle Inappropriate Staff Based on Law (7 January 2020)

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to [training@ced.edu.hk](mailto:training@ced.edu.hk)

Company Name		Contact Person Name:	
Address		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms)		Delegate Name (Mr/Ms)	
Position		Position	
Telephone	Fax	Telephone	Fax
Mobile:		Mobile:	
Email		Email	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call (852) 2153 9887
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1.  Fax 2.  Email 3.  Website 4.  Seminar 5.  Facebook 6.  LinkedIn 7.  Advertisement 8.  Business Manager 9.  Others : (Please specify) \_\_\_\_\_

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions      Signature : \_\_\_\_\_ Date : \_\_\_\_\_