

# Managing the Legal Aspects of Business Operations & Employment Issues during COVID-19

**Who Should Attend:** All companies affected by COVID-19

**Course Objective:**

Upon the completion of this course, delegates shall be able to avoid the legal pitfalls in dealing with business operations & employment issues. Work safe and work secure.

## Part A: Important Legal principles in Business Operations during COVID-19

15 Oct 2020 (Thu) 9:30am – 12:30pm

1. What are legal obligations for employers to provide “Safe and healthy workplace” under COVID-19?
2. Is it unlawful if employers do not provide face masks (or protective materials) to their employees at the workplace?
3. Can the employers monitor the employees through GPS locations or video camera during WFH arrangements?
4. Will employers be held liable if the employees infect COVID-19 virus during travelling to work and/or at office premises?
5. What are the legal considerations in protecting information security, clients’ personal data, trade secrets and other intellectual property rights when dealing with Work-from-Home or a remote workforce?
6. Regarding the leasing and services agreement, will the outbreak of COVID-19 constitute “Force Majeure” event which excuse the non-performance?
7. Which party shall be responsible for business losses regarding non-performance of contractual obligations due to the COVID-19 outbreak? In case of disputes, what will be the most efficient way to resolve such disagreement?
8. “Dos and Don’ts” for companies if threatened with litigation over business disruption?

## Part B: Avoiding the Legal Pitfalls of Employment Issues during COVID-19

20 Oct 2020 (Tue) 9:30am – 12:30pm

1. If an employee got infected with COVID-19 at work, can the employee claim it as “Work-related Injury” under the Common Law and Employee Compensation Ordinance (Cap.282)?
2. Employment Issues regarding Work From Home (WFH)
3. If the employees claim work injury accidents when working from home, can the employee get compensation?
4. If employers request the employees to take “Annual Leave” and/or “No-paid Leave” such that the employees do not agree, what actions can the employer take? Can the employer exercise its rights to lay off such employees?
5. How should employers handle employees who refuse to return to work? What are the legal principles for sick-leave payment, leave of absence, reasonable accommodations under the Employment Ordinance (Cap. 57)?
6. When the employee is requested by the government to be quarantined at other accommodation (not at home), how to calculate the salary if any?
7. On ceasing business operation, if the wording of “Close Down of Business” is not being used, instead, it is just “Temporarily Suspension of Business” (without mentioning when will the business resume operation), can the employees get any compensation?
8. Major considerations when designing and formulating the “No-paid Leave” policy
9. Under “No-paid” Leave arrangements, will it be necessary to make changes to employment contracts? If so, what are the terms in the employment contract that both the employers and employees need to be aware of?

<b>Language :</b>	Cantonese with English Terminology
<b>Venue :</b>	Online training (with Zoom)
<b>Fee per Delegate:</b>	<b>HKD2,300 / *HKD2,100</b> * <b>Early Bird: Settle payment on or before 15 Sept. 2020, or 3 delegates apply together</b> ** Special Discount offered when same delegate applying “ <b>Managing Cybersecurity Threats during COVID-19</b> ” with <b>HKD2,980</b> only
<b>Certificate :</b>	Participants who successfully complete this course and have 80% attendance will be issued an Electronic Certificate of Attendance

<b>Enrolment:</b>	Please make cheque payable to “CED School of Business Limited” and send it together with this form to: <b>CED School of Business Room 1003, 10/F., Office Tower Two, Grand Plaza, 625-639 Nathan Road, Kowloon</b>
<b>Enquiry :</b>	Tel: 2153 9887 or Email: training@ced.edu.hk

### Trainer: Prof. Albert So, Adjunct Professor

University of London, University of Cambridge, Harvard University (J.F.Kennedy ), Oxford (Fintech); Adjunct Professor, Lecturer of CUHK (Faculty of Medicine), HKU (AML), HKEdU, CityU (Program Director), PolyU; Legal Columnist; Chairman of Hong Kong Mediation and Arbitration Centre; Chairman of Wealth Succession Planning Association; President, Law Society of One Belt One Road; Practising Solicitor, Court Prosecutor (Fiat); ICCHK, Executive Committee Member; Honorary Legal Adviser, The Life Underwriters Association of Hong Kong; Honorary Legal Adviser, The Society of Hospital Pharmacists of Hong Kong; Accredited Mediator, Accredited Family Mediator, Arbitrator; Certified Anti money laundering Specialist, Certified Financial crime Specialist, Member of the Chartered Fraud Examiner Institute; Honorary Advisor, of the Hong Kong Special Administrative Region Outstanding Student Association



## Enrolment Form

### Managing the Legal Aspects of Business Operations & Employment Issues during COVID-19

*Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to 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 : \_\_\_\_\_