

One day workshop on

Employees' Disciplinary Actions & Inquiry Procedure

(In view of Employment Laws & Case Laws)

October 25, 2022

10:00 AM to 05:00 PM

Movenpick Hotel,

Karachi

Course Objectives

Employer-Employee relationship is a part and parcel for every organization without cordial relations organization does not achieve its vision as well growth of the organization also badly affects. For better Employer-Employee relationship there is a strong need for discipline. When discipline of the organization goes towards instability by employee(s) then organizations take step towards accountability of the guilty employee(s) with 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 both challenging aspects for management, but disciplinary actions are necessary when the need arises. Without knowing legal criteria and legal obligations, disciplinary action may leads towards sever litigation problems which may cost organization severely.

This workshop is especially designed for Professionals those who are heading the departments, belongs to 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 able to conduct & follow proper legal procedure for Disciplinary Actions against Employees as per Employment Law of Pakistan.

About Softax

Softax (Private) Limited has been established in 1997 with an objective to part with affordable quality training in the field of Taxation & Corporate laws, Internal Audit, Accounting and Finance etc. by introducing a unique teaching concept of "learning for solutions". Today Softax is proud to have trained over 32,000 Corporate Executives and arranged more than 900 workshops and short courses.

Who should attend



Administration & Legal Professionals



Human Resources Professionals



Finance Professionals



HODs

Course Contents

- What organization demands
- Organisation expectation vs employees expectations
- Employees Grievances
- Expectations Legality
- Complaints Legality
- Employee Discipline & Employment Laws
- How to initiate disciplinary procedure according to Employment Laws
- Employees Categories as per Employment Laws
- Employee Grievances & Redress of Grievances
- Disciplinary Action as per Employment Laws
- Enquiry versus Investigation
- Principle "Audi Alteram Partem"
- Principle "Laches"
- Principle "Fair Trial"
- Responsibility of HR Department
- How to raise complaint – mechanism
- How to handle complaints – mechanism
- Formal & Informal Complaints scope
- Show Cause Notice & Charge Sheet
- Lacunas in Charge Sheets

- Investigation versus Enquiry
- How to conduct Enquiry
- How to formulate Enquiry Report
- Enquiry Procedure as per Employment Laws
- Loopholes in Enquiry Procedures
- Case Laws / Judgments
- Natural Justice & Social Justice according to Employment Laws
- Guilty of Misconduct as per Labour Laws
- Types of Misconducts
- 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, Strategies & Defenses
- Legal Dues
- Judicial Forums

Course Facilitator**Mr. Asif Amin** (Lawyer | Legal Consultant | Corporate Trainer)

He is a Practicing Advocate High Court and being a Legal Consultant specific dealing in Human Resources Management, Industrial Relations Laws, Employment Laws, Banking Laws, Civil & Commercial Laws.

Being a Management Consultant and having Legal exposure, he has conducted numerous training workshops on Corporate Management & Legal topics (includes 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 10000 professionals from more than 1000 plus leading MNCs and Well Known Corporate Organizations in Pakistan.

Mr. Asif Amin (Advocate) has previous 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 invited in numerous Live Business & Legal Talk Shows in various TV News Channels. His written research legal articles have been published in various leading research law magazines.

**Registration Details:**

Please send following information
of participant(s) through e-mail:

1. Name
2. Designation
3. Organization
4. Phone #
5. Email
6. Cell #

Early bird
discount
-15% on registration
before 6 days
of event

Workshop Investment:

Rs. 19,995/-

(Inclusive of Taxes, Course Material, Relevant Case Studies,
Lunch, Tea and Certificate of Participation)

**For more details
& registration:****Karachi:**

Mr. Daniyal Soomro

(Workshop Coordinator)

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