



# Certificate in Employment Law and Employee Engagement

## Objectives

This course aims to provide practical advice on how to combine HR acumen with Employment Law knowledge to draw up clear guidelines that can be used by organisations to guard against possible employees' claims. While it is essential for HR professionals to be well versed in Employment Law, the set of skills and legal knowledge they require is different from lawyers, which must be applicable to their daily work .

- Why do HR professionals play an important gatekeeper role in formulation of the right policy?
- Why is Employment Law an important factor in determining whether a workforce is engaged or not?
- Why is it crucial for HR managers to understand what is conducive to employee engagement or not?

## Course Information



(12 Modules, 42 Hours)



Cantonese  
Modules 1– 7 & 9–12 (with English materials)  
Module 8, MPF seminar (with Chinese materials)



HKIHRM, Units 1810-15 18/F Millennium City 2, 378 Kwun Tong Road Kwun Tong, Kowloon, Hong Kong  
(3-minute walk from Ngau Tau Kok MTR station exit A)



For enrolment and general enquiries:  
please contact us on 2837 3812 / 3834 or via email: [certificate@hkihrm.org](mailto:certificate@hkihrm.org)

## Module 1: Overview – Employment Contract and Terms of Employment

- Basic legal knowledge in Hong Kong
- Intention to create legal relation
- Offer and acceptance of the employment contract
- Continuous employment
- Apology Ordinance
- Contracts (Rights of Third Parties) Ordinance
- Contracting out
- Contract of service vs. Contract for service
- Terms of contract

## Module 2: Introduction of Wages

- Discretionary
- Payment of wages and salary slips
- 713 calculation
- Deduction from wages
- End of year payment
- Minimum wage
- Competition Ordinance

## Module 3: Types of Leave and Overtime Working Hours

- Rest days
- Statutory holidays
- Annual leave
- Calculating leave payments
- Late for work
- Overtime working hours
- Work from home calculation

## Module 4: Sickness, Maternity and Paternity

- Sick leave
- Paid sickness days
- Sickness allowance
- Employment protection

### Maternity

- Maternity leave
- Maternity leave payment
- Medical examination
- Harmful work
- Employment protection

### Paternity

- Statutory paternity leave
- Paternity leave payment
- Employment protection

## Module 5: Disciplinary Action and Termination

- Lawful and reasonable termination
- Summary dismissal
- Consequence of unreasonable termination
- Variation of employment terms
- Payment for suspension from employment
- Handling disciplinary meetings and staff termination

## Module 6: Data Protection

- Data and other terminologies
- Personal Data (Privacy) Ordinance
- Key compliance requirements for recruitment
- Recruitment advertisements
- Code of practice on human resource management

## Module 7: Equal Opportunities Issues in Human Resources Management

- Practical case study and sharing
- Unlawful acts
- Introduction to Equal Opportunities Commission (EOC)
- Role and functions
- Complaint handling process
- Concepts of discrimination, harassment and equal opportunities
- The six prohibited grounds
- Application of the legislation: To identify practices that may constitute unlawful discrimination in major human resources management
- Good management practices and ways to prevent discrimination and harassment in the workplace

## Module 8: MPF & Health & Safety

- Employer's responsibilities and general MPF administrative matters
- Contribution Surcharge
- Common misconceptions and tips on avoiding non-compliance
- Latest developments of the MPF System

### Health & Safety

- Aspects related to office injuries and illnesses
- Occupational safety and health regulation (Manual handling operations & Display screen equipment)
- Fire safety provision in occupational safety and health regulation

## Module 9: Employees' Compensation

- Handling work injury
- Application of Employees' Compensation Ordinance
- Compensation items
- Employer's and employees' responsibilities
- Settlement channels
- Loss assessment

## Module 10: Handling Labour Disputes and Employee Relations

- Labour disputes
- Grievance handling
- Disciplinary action
- Between line management and HR
- Complaints and lawsuits
- Public relations issues
- Practising legislation
- Managing relationship with unions

## Module 11: From Compliance to Employee Relations

- Work beyond the compliance: What matters or doesn't?
- Change of employees' behaviours
- Employer branding: What it takes to be good employers
- Building up employee relations

## Module 12: Employee Relations and Employee Engagement

- The concept and business cases of employee engagement
- The psychological contract
- Engaging employees throughout the HR cycle
- Engagement triangle and drivers
- Making employee engagement work
- Corporate wellness