

## PREFACE

This Practical Guide to Human Resources Management (3<sup>rd</sup> Edition) has been given a complete review since the first publication of this book in 2012 and updated 2019. With the recent Employment (Amendments) Act 2022 and continuous development of Human Resource Management (HRM), this revised 3<sup>rd</sup> edition provides a structured approach to HRM with the key impact of Industrial Relations on HRM policies, procedures and practices in Malaysia.

Human Resources management involves a wide range of activities such as recruitment, performance management, training, compensation, employee welfare and the legal implications in the contract of employment, the terms and conditions of employment, the management of employee's journey in the organization including the Employee Handbook, aspects of discipline at the workplace and handling the union.

MEF's advisory services have contributed greatly to the preparation and updating of the Practical Guide to Human Resources Management, not only for legal advice but also for documentation of human resources activities. Our experience in guiding member companies in drawing up contracts of employment, related activities including preparation of handbooks and collective agreements are reflected in this book. This 3<sup>rd</sup> Edition provides structured approach with the Chapter 1 on Introduction to HRM, updating of Chapter 4 and 5 with the latest Employment (Amendment) Act 2022 implications, updated Chapter 6 on latest Performance Management & Appraisals and new Chapters 8 on Benchmarking Compensation & Benefits, Chapter 9 on Training and the Human Resource Development Corporation Guidelines as well as Chapter 10 Staff Welfare on Occupational Safety and Health (OSH).

In addition, this Practical Guide to Human Resources Management (3<sup>rd</sup> Edition) provides Sample Letters, Sample HR Forms, Template of Employee Handbook, Examples of Disciplinary Letters and Sample Letters of Termination of employment. Specifically, MEF has also handled turnkey projects undertaken on behalf of member companies such as Voluntary Separation Scheme and Retrenchment exercises, which are also provided in this Practical Guidebook. We have also relied on best practices of companies both of local and foreign origin to source materials connected with human resources management. We convey our deep gratitude to all the sources from which we have obtained some of the relevant material for this book.

This book contains templates on a wide variety of human resource issues and activities that we hope will be useful to all human resources professionals.

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