



## THE HR MANAGERS HANDBOOK

Author : T. Balasubramaniam  
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### About the Book

This book is designed as a ready reckoner for all Human Resource practitioners. The first chapter deals with how an Employees' Handbook should be prepared and provides a sample. The second chapter deals with a step by step approach to Domestic Inquiry Procedure with samples of all the relevant letters. The third chapter explains how all the calculations should be done under the Employment Act 1955. Chapter four is a set of 40 FAQs and answers on the Employment Act and Regulations. Chapter five deals with the different types of termination of employment and provides sample letters. Chapter Six deals with how a claim for recognition from a Union should be dealt with and chapter seven is about Collective Bargaining. The aim of this book is to provide a practical guide on all matters that HR Managers have to deal with.

### About the Author

T. Balasubramaniam has over 30 years of experience in the field of Industrial Relations. Balasubramaniam holds a B.Soc Sc. (Hons) Econs, LLB(Hons) and a Certificate in Education. Having served as the Secretary of MTUC Terengganu Division, the Deputy Secretary of Malayan Council of Employers Organisations as well as the Senior Industrial Relations Adviser for the Malaysian Employers Federation, he founded Meca Employers Consulting Agency. His experience includes representing employers at the Industrial Court, Labour Court, conciliation meetings, and collective bargaining. He has also conducted numerous training courses in the field of Industrial Relations. He is the author of the book A Practical Guide to the Employment Act 1955.

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