

Training Plan: HR Statutory and Legal Compliance
Duration : 24 Hours

Objective: Provide HR professionals with a thorough understanding of statutory and legal compliance topics, including key laws, regulations, and best practices to ensure effective management and adherence to legal requirements.

1. Introduction to HR Compliance
 - Overview: Importance and impact of compliance in HR.
 - Key Areas: Scope of statutory compliance, risks of non-compliance.
2. EPF and Miscellaneous Provisions Act, 1952
 - Basic Aspects:
 - Purpose and applicability
 - Contributions, benefits, and compliance requirements
 - Case Studies: Consequences of non-compliance and remedies.
3. Employees' State Insurance Act, 1948
 - Basic Aspects:
 - Eligibility and coverage
 - Contributions, benefits, and reporting requirements
 - Discussion: Handling employee claims and disputes.
4. Labour Welfare Fund
 - Basic Aspects:
 - Purpose and scope
 - Contributions, utilization, and compliance
 - Practical Exercise: Managing welfare fund contributions and records.
5. Minimum Wages Act, 1948
 - Basic Aspects:
 - Definition and scope
 - Determination of minimum wages and compliance
 - Activity: Calculating minimum wages for different job roles.
6. Payment of Bonus Act, 1965
 - Basic Aspects:
 - Eligibility criteria and calculation
 - Payment procedures and legal obligations
 - Q&A Session: Common bonus-related issues and solutions.

7. Payment of Gratuity Act, 1972

- Basic Aspects:
 - Eligibility and calculation
 - Payment procedures and compliance issues
- Case Studies: Handling gratuity claims and disputes.

8. Payment of Wages Act, 1936

- Basic Aspects:
 - Payment timelines and methods
 - Deductions, advances, and compliance
- Practical Exercise: Reviewing wage payment processes.

9. Shop & Establishment Act

- Basic Aspects:
 - Registration, working conditions, and hours
 - Employee rights and employer responsibilities
- Discussion: Variations across different states.

10. Employee Profession Tax

- Basic Aspects:
 - Applicability, rates, and employer's role
 - Collection, payment, and compliance

11. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

- Basic Aspects:
 - Definitions, policy requirements, and committee formation
 - Handling complaints and legal obligations
- Workshop: Developing and implementing an anti-sexual harassment policy.

12. The Maternity Benefit Act, 1961

- Basic Aspects:
 - Maternity leave entitlements, benefits, and conditions
 - Employer obligations
- Discussion: Addressing maternity benefit issues.

13. Apprenticeship Act, 1961

- Basic Aspects:
 - Apprenticeship contracts and regulations
 - Rights and obligations of apprentices and employers
- Practical Exercise: Managing apprenticeship programs.

14. Employee Compensation Act, 1923

- Basic Aspects:
 - Compensation for workplace injuries
 - Claims process and employer responsibilities
- Discussion: Handling compensation claims effectively.

15. Employment Exchanges Act, 1959

- Basic Aspects:
 - Registration, reporting, and compliance
 - Benefits and employer obligations
- Practical Exercise: Managing employment exchange reports.

16. Equal Remuneration Act, 1976

- Basic Aspects:
 - Equal pay for equal work
 - Gender pay equity and compliance
- Exercise: Addressing pay equity concerns.

17. Complaint and Grievance Procedures

- Basic Aspects:
 - Developing a grievance redressal mechanism
 - Handling complaints and legal requirements
- Workshop: Designing an effective grievance handling process.

18. Industrial Employment (Standing Orders) Act, 1946

- Basic Aspects:
 - Importance and implementation of standing orders
 - Compliance and dispute resolution
- Exercise: Drafting standing orders for a hypothetical company.

19. Employment Contracts

- Basic Aspects:
 - Key components, legal requirements, and clauses
 - Modifications and terminations
- Discussion: Reviewing and drafting employment contracts.

20. Working Hours and Overtime

- Basic Aspects:
 - Regulations on working hours and overtime
 - Calculation, compensation, and compliance
- Exercise: Handling overtime disputes.

21. Anti-Discrimination Laws

- Basic Aspects:
 - Principles of anti-discrimination

- Implementing non-discriminatory practices and legal implications
- Workshop: Addressing discrimination cases.

22. Health and Safety Regulations

- Basic Aspects:
 - Workplace health and safety requirements
 - Risk assessment, management, and compliance
- Workshop: Developing a health and safety policy.

23. Leave Policies

- Basic Aspects:
 - Types of leave, entitlements, and policy development
 - Legal requirements and best practices
- Exercise: Designing comprehensive leave policies.

24. Whistleblower Protections

- Basic Aspects:
 - Legal protections and policy implementation
 - Handling whistleblower complaints
- Discussion: Building a culture of transparency.

25. Termination and Redundancy

- Basic Aspects:
 - Legal procedures, severance, and compensation
 - Compliance and documentation
- Exercise: Managing terminations and redundancies.

26. Child Labor Laws

- Basic Aspects:
 - Regulations on child labor
 - Employer responsibilities and enforcement
- Case Study: Addressing child labor issues.

27. Remote Work Regulations

- Basic Aspects:
 - Legal considerations for remote work
 - Compliance with employment laws and best practices
- Exercise: Developing a remote work policy.

28. Code on Wages

- Basic Aspects:
 - Overview of the Code on Wages
 - Key provisions and compliance requirements
- Discussion: Implementing the Code on Wages.

29. Gratuity Insurance Laws

- Basic Aspects:
 - Overview of gratuity insurance
 - Legal requirements and benefits
- Discussion: Addressing gratuity insurance issues.

30. International Employment Laws

- Basic Aspects:
 - Key international employment laws
 - Compliance for global operations
- Case Study: Managing international employment compliance.

31. Data Privacy Regulations (GDPR, CCPA, etc.)

- Basic Aspects:
 - Overview of data privacy regulations
 - Compliance requirements and best practices
- Workshop: Developing a data privacy policy.

32. Employment Law in Mergers and Acquisitions

- Basic Aspects:
 - Legal considerations during M&As
 - Compliance with employment laws and managing transitions

33. Statutory Requirements in Setting Up an ESOP Plan

- Basic Aspects:
 - Overview of ESOP regulations
 - Compliance requirements and best practices

Post-Training Actions

1. Assessment and Feedback: Collect feedback from participants to evaluate the training effectiveness.

This plan provides a detailed overview of each topic, ensuring HR professionals gain a thorough understanding of statutory and legal compliance.