



Littler

ENVISION WORK



APAC REGIONAL EMPLOYER CONFERENCE | SINGAPORE | September 25, 2024

8:30 a.m. – 9:30 a.m.

Registration and Breakfast

9:30 a.m. – 9:45 a.m.

Welcome Remarks

9:45 a.m. – 10:45 a.m.

Conducting Lawful Investigations in the New Workplace

The need to maintain proper complaint response procedures and conduct lawful workplace investigations remains a critical piece of an employer's compliance obligations. The shift to virtual video conferencing provides an opportunity for many employers to expand an investigator's efficiency, but also poses challenges regarding effective interviewing and information-gathering techniques. This year, Littler's intensive investigations session will address strategic responses to these developments in our workplaces. The panelists will discuss how to implement effective investigative techniques for the emerging paradigm while maintaining a foundation for solid internal workplace investigations that achieve compliance and improve organizational culture.

This session will cover:

- Considerations that impact effective internal investigations in the current climate – trends from the continuing impact of harassment and other claims to remote work challenges
- The investigator's role, including where it begins and ends
- Practical complaint "intake" strategies, including how to recognize the need to conduct an investigation
- Developing an investigation plan
- Attorney-client privilege considerations
- Ways to anticipate technology challenges proactively and minimize disruptions to the interview process in the virtual context

This program goes beyond lecturing, providing a unique interactive approach that gives participants an opportunity to get hands-on experience with some of the finer points of responding to allegations of workplace misconduct.

10:45 a.m. – 11:00 a.m.

Break

11:00 a.m. – 11:45 a.m.

Paddling in the Same Direction: How to Manage, Motivate and Improve Performance Before and After Problems Begin

Performance management is critical to business success, allowing employers to maintain a productive workforce and avoid litigation landmines. This interactive workshop consists of practical advice on the importance of performance management, improving employee morale and implementing productive counseling techniques and strategies. Participants will learn, at a high level, the varied legal requirements across Asia for performance management as well as how to give effective feedback to employees, develop action plans to address problems and draft effective written performance documentation. Ultimately, participants should have a better understanding of the practical and legal considerations for their performance management processes.

11:45 a.m. – 12:30 p.m.

From Myth to Reality: Addressing the Strategies for Consistency in Handbooks Globally

Faced with managing dozens (or hundreds) of policies, many multinational companies often feel like Odysseus' ship caught between Scylla and Charybdis – either they will get their heads bitten off by regulators for failing to update their policies promptly, or they will sink into the never-ending hole of paperwork. Never fear. This panel will address the most common questions related to the strategies companies use to create, implement, and/or manage global policies, including whether a global handbook is a myth or reality.

Topics to be covered include:

- Dividing your countries into the right legal handbook bucket
- Local versus regional approaches and the country supplement
- Identifying which policies can be “global”
- A word about mandatory policies and translations
- Preparing for implementation

We hope you join us for this dynamic session, which will offer practical steps and solutions for tackling a global-scale challenge.

12:30 p.m. – 1:30 p.m.

Lunch

1:30 p.m. – 2:00 p.m.

Out of Darkness: Addressing the Rising Trend in Mental Health Challenges in the Workplace

Mental illness is a leading cause of disability. As our understanding of mental illness has improved, employment and human rights laws have also improved in their ability to protect those suffering from mental illness. Both employees and employers face challenges when navigating mental health accommodations in the workplace. In this session, we will discuss some of the key legal considerations, including the duty to accommodate, the duty to inquire, and evaluating undue hardship.

2:00 p.m. – 2:30 p.m.

Supporting Women in the Workplace

The increase in the female labor force in Asia has given rise to questions about the treatment of women in the workplace. New laws and regulations are addressing the gender pay gap and sexual harassment in the workplace, creating new obligations for employers. This session will provide practical tips to help employers address the issues and create policies for compliance.

2:30 p.m. – 3:10 p.m.

Flexible Work Arrangements: What Employers Need to Know to Manage the Continuing Trend

Since the pandemic, there has been an increase in employees seeking a flexible work arrangement. Based on reports, nearly two in five office workers in Japan continue to work remotely at least once a week, even after COVID-19 was downgraded to the same category as seasonal influenza. Singapore's Ministry for Manpower has called the introduction of flexible work arrangements a "win-win for employers and employees alike," providing businesses with access to a wider talent pool and greater employee satisfaction.

This session will address the challenges for employers in Asia to comply with new laws and regulations governing flexible work arrangements, as well as related issues including:

- Which employees are eligible to make flexible work requests and when?
- To what extent does a flexible work request need to be considered and what steps must an employer take to do so?
- When can an employer refuse a flexible work request and on what grounds?
- What flexible work arrangement can be agreed to?
- When does a flexible work request become a permanent change to employment and does this require updated contracts or other documentation?
- Is consultation required for flexible work requests and to what extent does this require employee consent?
- How do flexible work requests impact the new out of hours work and the "right to disconnect" law trend?

3:10 p.m. – 4:10 p.m.

Fireside Chat on Labor Trends in the APAC Region

With a focus in Australia, China, Hong Kong, India, Japan, Korea and Singapore, this dynamic session will provide a unique opportunity to understand the latest court cases, legislative and regulatory activity, and crucial developments that will affect your workplace and responsibilities.

4:10 p.m. – 4:50 p.m.

Dear Littler: I have a question

During this session, Littler attorneys will address questions submitted by attendees on a wide range of topics, including leave laws, managing performance, implementing disciplinary actions, compliance challenges, among others.

4:50 p.m.

Closing Remarks