



**KOLEJ YAYASAN PELAJARAN JOHOR
FINAL EXAMINATION**

COURSE NAME : INDUSTRIAL RELATIONS
COURSE CODE : DHR2233
EXAMINATION : JUNE 2024
DURATION : 3 HOURS

**INSTRUCTION TO CANDIDATES /
ARAHAN KEPADA CALON**

1. This examination paper consists of **TWO (2)** part : / PART A (40 Marks) /
Kertas soalan ini mengandungi DUA (2) bahagian: BAHAGIAN A (40 Markah)

PART B (60 Marks) /
BAHAGIAN B (60 Markah)
2. Candidates are not allowed to bring any material to examination room except with the permission from the invigilator.
Calon tidak dibenarkan untuk membawa sebarang bahan/nota ke bilik peperiksaan tanpa arahan/kebenaran daripada pengawas.
3. Please check to make sure that this examination pack consists of: /
Pastikan kertas soalan peperiksaan ini mengandungi:
 - i. Question Paper /
Kertas Soalan.
 - ii. Answering Booklet /
Buku Jawapan.
 - ii. Objective Answer Paper/
Kertas Jawapan Objektif.

**DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO /
JANGAN BUKA KERTAS SOALAN INI SEHINGGA DIBERITAHU**

This examination paper consists of **19** printed pages including front page
*Kertas soalan ini mengandungi **19** muka surat termasuk kulit hadapan*

PART A/ BAHAGIAN A

This part contains of **TWENTY (20)** questions. Answer **ALL** question in the Objective Answer Paper.

*Bahagian ini mempunyai **DUA PULUH (20)** soalan. Jawab **SEMUA** soalan pada Kertas Jawapan Objektif.*

1. How many workers memberships does an employers need for trade union to give recognition?
- A 50% of employees.
 - B 51% of employees.
 - C 60% of employees.
 - D 50% + 1 of employees.

Berapakah bilangan keahlian pekerja yang diperlukan oleh majikan kepada kesatuan sekerja untuk memberikan pengiktirafan?

- A 50% orang.
- B 51% orang.
- C 60% orang.
- D 50% + 1 orang.

2. According section 2 of Industrial Relation Act 1967, collective bargaining aims of
- A protecting workers' right.
 - B reaching a collective agreement.
 - C obtaining the best compensation benefits.
 - D improving the terms and conditions of service.

Mengikut seksyen 2, Akta Perhubungan Perusahaan 1967 perundingan kolektif bertujuan

- A melindungi hak pekerja.
- B mencapai perjanjian bersama.
- C mendapatkan faedah pampasan yang terbaik.
- D memperbaiki terma dan syarat perkhidmatan.

3. What is the purpose of trade union filling out A Form?

- A Trade union registration.
- B Initiating collective bargaining.
- C Apply for leave on trade union matters.
- D Demanding recognition of the trade union.

Apakah tujuan kesatuan sekerja mengisi Borang A?

- A Pendaftaran kesatuan sekerja.*
- B Memulakan rundingan bersama.*
- C Mohon cuti atas urusan kesatuan sekerja*
- D Menuntut pengiktirafan kesatuan sekerja.*

4. Which of the following is the required document when claiming recognition?

CHECKLIST

(Ensure the following documents are submitted)

- i Form A
- ii Decision of secret ballot vote.
- iii Trade Union Rule Book – One copy
- iv Form B and the minutes of the union establishment meeting.

- A i and ii.
- B i and iii.
- C ii and iv.
- D iii and iv.

Antara berikut, manakah dokumen yang diperlukan semasa menuntut pengiktirafan?

SENARAI SEMAK

(Pastikan dokumen berikut dihantar)

- | | | |
|-----|---|--------------------------|
| i | Borang A | <input type="checkbox"/> |
| ii | Keputusan undi sulit | <input type="checkbox"/> |
| iii | Peraturan-peraturan kesatuan sekerja – satu salinan | <input type="checkbox"/> |
| iv | Borang B serta minit mesyuarat penubuhan kesatuan sekerja | <input type="checkbox"/> |

- A** i dan ii
B i dan iii.
C ii dan iv.
D iii dan iv.

5. The chart below shows part of the trade union recognition claim process.

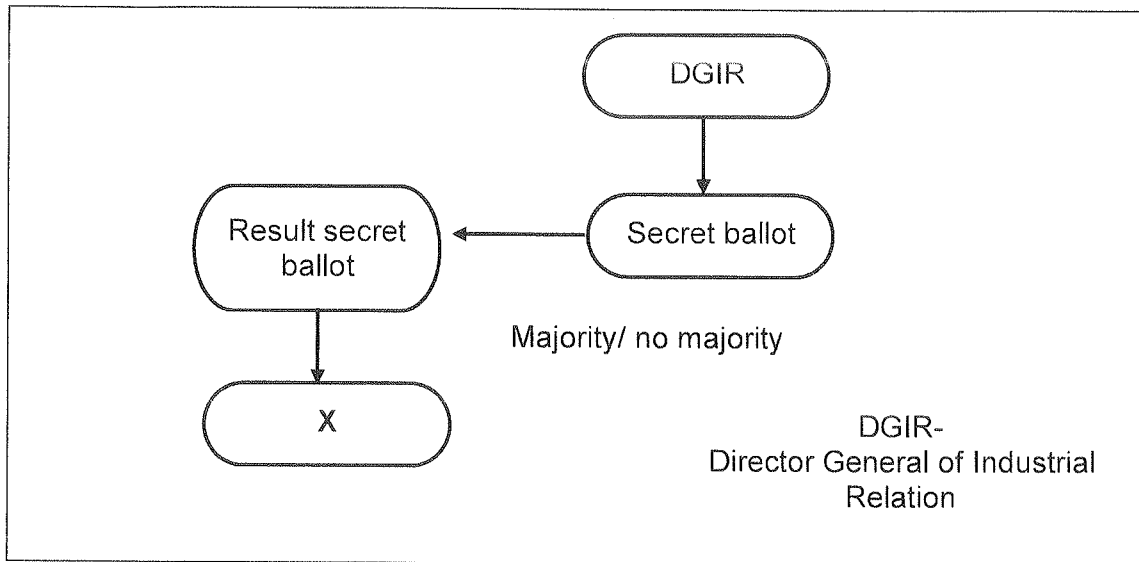
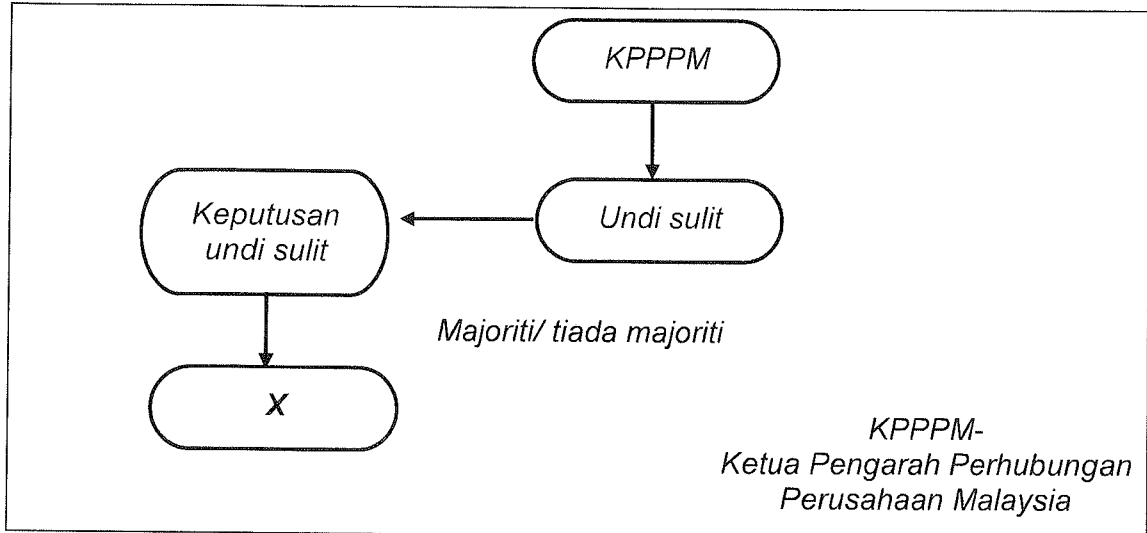


Chart 1

Based on chart 1, X represents

- A Form B.
- B recognition.
- C collective bargaining.
- D Minister of Human Resources.

Carta di bawah menunjukkan sebahagian proses tuntutan pengiktirafan kesatuan sekerja.



Carta 1

Berdasarkan carta 1, X mewakili

- A Borang B.
- B pengiktirafan.
- C rundingan bersama.
- D Menteri Sumber Manusia.

6.

- Patient and don't lose their cool
- Strong communication skills
- Knowledgeable of employment law

Statement 1

Based on statement 1, the criteria are related to

- A good employer.
- B union executive.
- C successful negotiator.
- D competence employee.

- *Sabar dan tidak patah semangat.*
- *Kemahiran komunikasi yang berkesan.*
- *Berpengetahuan dalam undang-undang pekerjaan*

Pernyataan 1

Berdasarkan pernyataan 1, kriteria berkenaan berkaitan dengan

A majikan yang baik.

B eksekutif kesatuan sekerja.

C perunding yang bejaya.

D pekerja yang cekap.

7. Which of the following is the Part II of the collective agreement?

i. Union fees.

ii. Medical benefits.

iii. Annual salary increments.

iv. Date and durations of the agreement's effectiveness

A i and ii.

B i and iv

C ii and iii.

D iii and iv.

Manakah antara berikut merupakan kandungan dalam Bahagian III perjanjian kolektif?

- i. Yuran kesatuan.*
- ii. Faedah perubatan.*
- iii. Kenaikan gaji tahunan.*
- iv. Tarikh dan tempoh kuatkuasa perjanjian.*

- A** *i dan ii.*
- B** *i dan iv.*
- C** *ii dan iii.*
- D** *iii dan iv.*

8. Encik Naim was a Program Producer at a broadcasting and communications company in Kuala Lumpur. He was fired by his employer three months ago. His former employer has contacted him to ask him to return to work at the company. What type of privilege has Encik Naim's employer used?

- A** Job reinstatement.
- B** Management prerogative.
- C** Re-employment of the employee.
- D** Termination and appointment of employees.

Encik Naim merupakan Penerbit Rancangan di sebuah syarikat penyiaran dan komunikasi di Kuala Lumpur. Dia telah dipecat oleh majikannya tiga bulan lepas. Bekas majikan Encik Naim telah menghubunginya untuk meminta beliau bekerja semula di syarikatnya. Apakah jenis hak keistimewaan yang telah digunakan oleh majikan Encik Naim?

- A** *Pemulihan kerja.*
- B** *Prerogatif pengurusan.*
- C** *Pengambilan semula pekerja.*
- D** *Pemecatan dan pelantikan pekerja.*

9. How many types of employee trade disputes are allowed by industrial law in Malaysia?
- A 2
 - B 3
 - C 4
 - D 5

Berapakah jenis pertikaian perusahaan pekerja yang dibenarkan oleh undang-undang perusahaan di Malaysia?

- A 2
- B 3
- C 4
- D 5

10. Why did the Minister of Human Resource appoint the committee of Inquiry and the Board of Inquiry?
- A Review the issues in dispute.
 - B Allowing a neutral third party to function as fact finding.
 - C To conduct investigation about the reason and cause of a dispute.
 - D Presenting dispute reports to the Dewan Rakyat.

Mengapakah Menteri Sumber Manusia melantik Jawatankuasa Penyiasatan dan Lembaga Siasatan?

- A Mengkaji isu-isu dalam pertikaian.
- B Membolehkan pihak ketiga yang berkecuali berfungsi sebagai pencarian fakta (fact finding).
- C Membuat siasatan tentang sebab dan punca terjadinya sesuatu pertikaian.
- D Membentang laporan pertikaian kepada Dewan Rakyat.

11. Which of the following is an example of a permitted picket?

- i. Performed at 9:45 am.
- ii. Only Ahmad Bakri is picketing.
- iii. Along the fence of the Sumi Manis Factory.
- iv. The purpose of picketing is for gossiping.

- A i and ii.
- B ii and iii.
- C iii and iv.
- D i and iv

Antara berikut, yang manakah merupakan contoh yang dibenarkan untuk mengadakan piket?

- i. Dilaksanakan pada jam 9:45 pagi.*
- ii. Hanya Ahmad Bakri sahaja yang berpiket.*
- iii. Di sepanjang pagar Kilang Sumi Manis.*
- iv. Tujuan berpiket adalah untuk bergosip.*

- A** *i dan ii.*
- B** *ii dan iii.*
- C** *iii dan iv.*
- D** *i dan iv.*

12. The Trade Union of Senandung Subuh has 678 union members and intends to conduct a strike. Therefore, how many members are required to obtain approval for the proposed strike?

- A 366 workers.
- B 452 workers.
- C 578 workers.
- D 678 workers.

Kesatuan Sekerja Senandung Subuh mempunyai ahli kesatuan seramai 678 orang dan hendak mengadakan mogok. Oleh yang demikian, berapakah jumlah ahli yang diperlukan untuk mendapatkan persetujuan bagi mengadakan mogok berkenaan?

- A 366 orang pekerja.*
- B 452 orang pekerja.*
- C 578 orang pekerja.*
- D 678 orang pekerja.*

13. Industrial Court is also known as _____

- A tribunal.
- B Civil Court.
- C Sessions and Magistrate Court.
- D Industrial Relations Department.

Mahkamah Perindustrian juga dikenali sebagai _____

- A tribunal.*
- B Mahkamah Sivil.*
- C Mahkamah Sesyen dan Majistret.*
- D Jabatan Perhubungan Perusahaan.*

14. Among the following, who can represent the workers during proceedings in the Industrial Court?

- i. Union officer.
 - ii. Company Officer.
 - iii. Employee himself.
 - iv. Officers of the Malaysian Employers Federation (MEF).
- A i and ii.
 - B i and iii.
 - C ii and iv.
 - D iii and iv.

Antara berikut, siapakah yang boleh menjadi wakil kepada pihak pekerja semasa prosiding di Mahkamah Perusahaan?

- i. Pegawai Kesatuan Sekerja.*
 - ii. Pegawai Syarikat.*
 - iii. Pekerja.*
 - iv. Pegawai Persekutuan Majikan-Majikan Malaysia (MEF)*
- A** *i dan ii.*
- B** *i dan iii.*
- C** *ii dan iv.*
- D** *iii dan iv.*

15. Among the following, which one is **not** included in the information required on the front page of an award?

- A** Venue.
- B** Award number.
- C** Decision making.
- D** Signature of representation.

*Antara berikut, yang manakah **tidak** termasuk dalam maklumat yang perlu ada pada muka hadapan sesuatu award?*

- A** *Tempat.*
- B** *Nombor award.*
- C** *Pembuatan keputusan.*
- D** *Tandatangan perwakilan.*

16. There are _____ types of termination of employment in Malaysia.

- A** 2
- B** 3
- C** 4
- D** 5

Terdapat _____ jenis pemberhentian pekerja di Malaysia.

- A 2
- B 3
- C 4
- D 5

17. Which of the following is the **correct** notice period for termination of employment?

	Years' Service	Notice Period
i	1 year 2 months	3 week
ii	4 years	6 week
iii	5 years 8 months	8 week
iv	9 years	10 week

- A i and ii.
- B ii and iii.
- C iii and iv.
- D i and iv.

Antara berikut, yang manakah merupakan tempoh notis pemberhentian kerja yang betul?

	Tahun Perkhidmatan	Tempoh Notis
<i>i</i>	1 tahun 2 bulan	3 minggu
<i>ii</i>	4 tahun	6 minggu
<i>iii</i>	5 tahun 8 bulan	8 minggu
<i>iv</i>	9 tahun	10 minggu

- A *i dan ii*
- B *ii dan iii*
- C *iii dan iv*
- D *i dan iv*

18. What is the name of the form that employers need to fill out to implement employee retrenchment?

- A Form F.
- B Form I.
- C Form PK.
- D Form RP.

Apakah nama borang yang perlu diisi oleh pihak majikan untuk melaksanakan pengenehan pekerja?

- A Borang F.
- B Borang I.
- C Borang PK.
- D Borang RP.

19.

- This separation scheme allows both parties to end their professional relationship amicably.
- This separation scheme allows workers to receive a financial package to support their livelihood during the interim period.
- Workers who choose this separation scheme have the opportunity to embrace new challenges elsewhere in the same industry or in new industries.

Statement 2

Based on statement 2, what scheme might the employee choose?

- A Mutual Separation Scheme (MSS).
- B Involuntary Separation Scheme (ISS).
- C Voluntarily Separation Scheme (VSS).
- D Temporary Separation Scheme (TSS).

- *Skim pemisahan ini membolehkan kedua-dua pihak menamatkan hubungan profesional dengan baik.*
- *Skim pemisahan ini membolehkan pekerja menerima pakej kewangan untuk menampung kehidupan mereka dalam tempoh sementara.*
- *Pekerja yang memilih skim pemisahan ini mempunyai peluang untuk merangkul cabaran baharu di tempat lain dalam industri yang sama atau industri yang baharu.*

Pernyataan 2

Berdasarkan pernyataan 2, apakah skim yang mungkin dipilih oleh pekerja?

- A Skim Pemisahan Bersama (MSS).
- B Skim Pemisahan Secara Paksa (ISS).
- C Skim Pemisahan Secara Sukarela (VSS).
- D Skim Pemisahan Sementara (TSS).

20. Which of the following examples is **not** included in the Human Resource Department's checklist during the termination phase?

- A Arni has received RM150,000 as compensation for her services.
- B Encik Fattah has completed a job counselling session organized by his former employer.
- C Syarikat Fizz has informed the employees who will be terminated about job vacancies in several other companies via email.
- D The Human Resource Department of Syarikat Fahrin assists Encik Fikri in submitting job applications after being terminated from his job.

*Manakah antara contoh berikut **tidak** termasuk di dalam senarai semak pihak Jabatan Sumber Manusia semasa fasa pengenejian?*

- A Arni telah menerima sebanyak RM150,000 sebagai pampasan perkhidmatannya.*
- B Encik Fattah telah tamat menjalani sesi kaunseling pekerjaan yang dianjurkan oleh bekas majikannya.*
- C Syarikat Fizz telah memaklumkan kepada pekerja-pekerja yang akan diberhentikan kerja tentang tawaran kerja kosong di beberapa buah syarikat lain melalui e-mail.*
- D Jabatan Sumber Manusia Syarikat Fahrin membantu Encik Fikri untuk menghantar permohonan pekerjaan setelah diberhentikan kerja.*

[40 MARKS / MARKAH]

PART BI / BAHAGIAN B

This part contains of **THREE (3)** questions. Answer **ALL** question in the Answering Booklet.

*Bahagian ini mempunyai **TIGA (3)** soalan. Jawab **SEMUA** soalan di dalam Buku Jawapan.*

QUESTION 1 / SOALAN 1

- a) Explain the preparation that needs to be done before conducting a collective bargaining.

(12 marks / markah)

- b) Explain **four (4)** conditions that a trade union must comply with to obtain recognition from the employer.

(8 marks / markah)

- a) *Jelaskan persediaan yang perlu dilakukan sebelum melaksanakan rundingan kolektif.*

- b) *Terangkan **empat (4)** syarat yang perlu dipatuhi oleh kesatuan sekerja untuk mendapatkan pengiktirafan dari pihak majikan.*

QUESTION 2 / SOALAN 2

a) Explain the procedure for implementing a strike.

(14 marks / markah)

b) Describe under what circumstances a strike cannot be held.

(6 marks / markah)

a) *Terangkan prosedur untuk melaksanakan mogok.*

b) *Jelaskan keadaan apabila mogok tidak boleh diadakan?*

QUESTION 3 / SOALAN 3

- a) Discuss the checklist that employers can use when terminating an employment contract?

(8 marks / markah)

- b) DTB HITCOM is in the process of restructuring its organization. This restructuring involves changes in structure, changes in business direction, and also new businesses throughout the organization. This restructuring will result in DTB HITCOM implementing employee retrenchment. As the Head of Human Resources Department, what preparations need to be made by your department during the pre-retrenchment phase?

(12 marks / markah)

- a) *Bincangkan senarai semak yang boleh digunakan oleh pihak majikan apabila ingin menamatkan kontrak perkhidmatan pekerja.*

- b) *DTB HITCOM dalam proses penyusunan semula organisasi. Penyusunan semula itu diikuti oleh perubahan struktur, perubahan arah perniagaan dan juga perniagaan baharu di seluruh organisasi. Penyusunan semula berkenaan menyebabkan DTB HITCOM akan melaksanakan pengenebian pekerja. Anda sebagai Ketua Bahagian Sumber Manusia, apakah persediaan yang perlu dilakukan oleh jabatan anda semasa fasa pra-pengenebian?*

[60 MARKS / MARKAH]

END OF QUESTION PAPER/ KERTAS SOALAN TAMAT

