



## **RBA UNDERSTANDING & IMPLEMENTATION TRAINING**



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** RBA Understanding & Implementation Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides a comprehensive understanding of the Responsible Business Alliance (RBA) Code of Conduct and equips participants with practical methods for implementing RBA expectations within their organisation. The programme covers the five RBA pillars—Labour, Health & Safety, Environment, Ethics and Management Systems—along with compliance requirements, documentation processes, corrective actions and audit readiness. Participants will learn how to implement controls, conduct internal assessments and support supplier compliance throughout the supply chain.

## **OBJECTIVE(S):**

- Understand the structure, intent and detailed requirements of the RBA Code of Conduct
- Learn how to implement RBA standards across Labour, HSE, Environment and Ethics
- Develop skills to assess compliance risks and identify organisational gaps
- Understand documentation, policies and processes required for RBA implementation
- Learn how to prepare for external assessments, VAP audits and customer expectations
- Strengthen capability to support supplier monitoring and RBA compliance programmes

**TARGET GROUP(S):**

- Compliance and sustainability teams
- HSE and HR personnel
- QA/QC staff
- Procurement and supply chain teams
- Managers, executives and supervisors
- Manufacturers and suppliers within RBA-related industries

**ENTRY REQUIREMENT(S):**

- Able to read, write, and communicate in Malay/English

**TOPIC(S):**

1. Introduction to RBA and Code of Conduct Framework
2. Detailed Labour Requirements and Implementation Controls
3. Health & Safety Standards: Workplace Safety, Emergency Preparedness and Risk Controls
4. Environmental Requirements and Operational Compliance
5. Ethics Requirements: Integrity, Business Conduct and Anti-Corruption
6. RBA Management Systems: Policies, Training, Assessment and Improvement
7. RBA Internal Assessment, Monitoring and Reporting
8. Supplier Compliance Management and Due Diligence Processes
9. RBA VAP Audit Process, Findings and Corrective Action Plans
10. Best Practices for Sustainable RBA Implementation

**LIST OF REFERENCE BOOK(S):**

- RBA Code of Conduct (Latest Version)
- Labour, HSE and Environmental Standards
- Ethics and Anti-Corruption Guidelines
- Supplier Audit Manuals and Compliance Guidelines

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Group discussions
- Case studies
- Hands-on practical workshop

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: RBA Overview & Code of Conduct Structure
9:45 am – 10:30 am	Topic 2: Labour Requirements & Implementation Measures
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: Working Hours, Wages, Child & Forced Labour Compliance
11:30 am – 12:30 pm	Topic 4: Health & Safety Requirements & Operational Controls
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 5: Environmental Requirements & Monitoring Mechanisms
2:30 pm – 3:30 pm	Topic 6: Ethics, Integrity & Anti-Corruption Controls
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Workshop: Identifying RBA Gaps & Improvement Needs

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: RBA Management Systems – Policies, Risk Assessment & Training
9:45 am – 10:30 am	Topic 8: Supplier Monitoring, Due Diligence & Compliance Actions
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 9: RBA VAP Audit Process, Non-Conformance & CAPA Development
11:30 am – 12:30 pm	Topic 10: Tools & Documentation for RBA Implementation
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Workshop: Developing RBA Implementation Documentation
2:30 pm – 3:30 pm	Workshop: Internal Assessment & Evidence Collection
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Final Workshop: Building an RBA Implementation Roadmap & Q&A