



## **RBA RESPONSIBLE BUSINESS ALLIANCE 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 Responsible Business Alliance Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training equips participants with a comprehensive understanding of the RBA Code of Conduct, its requirements and its expectations for labour, health and safety, environmental responsibility, business ethics and management systems. It provides practical knowledge on implementing RBA standards, conducting due diligence, managing supplier compliance and improving ESG performance. Participants will learn how to evaluate risks, close non-conformities and strengthen responsible business practices across their organisation and supply chain.

## **OBJECTIVE(S):**

- Understand the structure, purpose and requirements of the RBA Code of Conduct
- Learn RBA expectations for labour, H&S, environmental and ethical performance
- Strengthen skills in RBA self-assessment, auditing and compliance processes
- Improve capability to identify, manage and prevent RBA non-conformities
- Support effective supplier engagement and responsible sourcing
- Enhance organisational readiness for RBA assessments and customer audits
- Build practical understanding of RBA tools, documents and reporting
- Promote continuous improvement aligned with global ESG standards

**TARGET GROUP(S):**

- ESG, sustainability and responsible sourcing teams
- Supplier management, procurement & supply chain personnel
- Compliance, risk management & internal audit teams
- HR, HSE & operations personnel involved in RBA compliance
- Organisations supplying to RBA-member companies

**ENTRY REQUIREMENT(S):**

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

**TOPIC(S):**

1. Introduction to RBA & Overview of the Code of Conduct
2. RBA Labour Standards, Human Rights & Workers' Welfare
3. RBA Health & Safety Requirements & Best Practices
4. RBA Environmental Responsibilities & Compliance Expectations
5. RBA Ethics, Integrity & Business Conduct Requirements
6. RBA Management Systems, Policies & Documentation
7. RBA Assessment Tools: SAQ, VAP & Risk Identification
8. Developing RBA Improvement Plans & Corrective Actions

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

- RBA Code of Conduct
- RBA Validated Assessment Programme (VAP) Guidelines
- RBA Risk Assessment & SAQ Guidance Documents
- International ESG & Supply Chain Responsibility Standards

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

- LCD projector
- Computer
- Whiteboard with accessories

**METHODOLOGY(S):**

- Lecture
- Case studies
- Group discussions
- RBA mapping & risk assessment exercises
- Practical corrective action workshops

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Introduction to RBA & Code of Conduct
9:45 am – 10:30 am	Topic 2: RBA Labour Standards & Human Rights
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 3: RBA Health & Safety Requirements
11:30 am – 12:30 pm	Topic 4: RBA Environmental Responsibilities
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Case Study: Worker Welfare & RBA Risk Issues
2:30 pm – 3:30 pm	Workshop: Labour & H&S Gap Identification
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Practical Exercise: Reviewing RBA Evidence & Records

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1 & Q&A
9:00 am – 9:45 am	Topic 5: RBA Ethics & Business Conduct Requirements
9:45 am – 10:30 am	Topic 6: RBA Management Systems & Documentation
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 11:30 am	Topic 7: RBA SAQ, VAP & Risk Assessment Tools
11:30 am – 12:30 pm	Practical: Identifying RBA Non-Conformities
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 2:30 pm	Topic 8: Developing RBA Improvement & CAPA Plans
2:30 pm – 3:30 pm	Group Exercise: CAPA Development & Tracking
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Final Review, Q&A & Closing