



RBA AWARENESS 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 Awareness Training

Course Validity: 1 Day

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training introduces participants to the Responsible Business Alliance (RBA) Code of Conduct, widely used across global electronics, manufacturing and supply chain industries. It covers RBA's five core pillars: Labour, Health & Safety, Environment, Ethics and Management Systems. Participants will understand compliance expectations, key risks, audit requirements and best practices for implementing RBA standards within their organisation.

OBJECTIVE(S):

- Understand the structure and purpose of the RBA Code of Conduct
- Learn key requirements under Labour, HSE, Environment, Ethics and Management Systems
- Identify common risks, violations and non-compliance areas
- Understand expectations for suppliers and internal compliance readiness
- Learn how to prepare for customer audits and RBA assessments

TARGET GROUP(S):

- Manufacturers and suppliers
- Compliance and sustainability teams
- QA/QC personnel
- HR, HSE and administrative staff
- Procurement and supply chain teams
- Supervisors, managers and executives

ENTRY REQUIREMENT(S):

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

TOPIC(S):

1. Introduction to RBA and Code of Conduct
2. Labour Requirements and Social Responsibility
3. Health & Safety Expectations under RBA
4. Environmental Responsibility and Compliance
5. Ethics and Business Integrity Requirements
6. Management Systems, Policies, Documentation and Reporting
7. Supplier Expectations and Compliance Readiness
8. Common Gaps, Non-Conformance and Audit Requirements

LIST OF REFERENCE BOOK(S):

- RBA Code of Conduct (Latest Version)
- Labour, HSE and Environmental Compliance Standards
- Ethics and Anti-Corruption 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: Overview of RBA & Code of Conduct
9:45 am – 10:30 am	Topic 2: Labour Standards & Social Compliance
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Health & Safety Requirements
11:30 am – 12:30 pm	Topic 4: Environmental Compliance Requirements
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Ethics, Anti-Corruption & Responsible Business Practices
2:30 pm – 3:30 pm	Topic 6: Management Systems & Documentation Requirements
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 7: Supplier Compliance, Audits & Best Practices