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INSTITUTE OF PROFESSIONAL CERTIFICATIONS

# SWITZERLAND HR EMPLOYMENT AND LABOUR LAW

**Fully Accredited  
By:**

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# PROGRAM OVERVIEW

Switzerland's employment laws are multifaceted, influenced by a combination of federal legislation, cantonal rules, and European regulations. With over 500,000 companies employing individuals across various sectors, understanding and maintaining compliance with Switzerland's HR and labor laws is essential. **The Swiss legal framework places significant responsibilities on employers, from drafting compliant employment contracts to managing work hours, employee benefits, and terminations,** making compliance both a legal and operational challenge for businesses.

This certified program provides a comprehensive overview of Switzerland's employment laws, equipping you with a detailed understanding of the legal requirements governing employer-employee relationships. It includes crucial employment aspects such as **execution and termination of employment contracts, working time regulations, remuneration structures, social security systems, and the growing relevance of flexible work arrangements, including international assignments and remote work.**

You will gain valuable insights into the regulations governing restrictive clauses, such as non-competition and non-solicitation agreements, and understand their implications for both employers and employees. In addition, the program delves into the **rights of employees concerning intellectual property (IP), highlighting the distinctions between Swiss and European regulations, as well as the remuneration of employee inventors (Arbeitnehmererfinder).**

## ACCREDITATIONS



4.8



4.6



# PROGRAM OVERVIEW

In addition, the program provides a detailed examination of the responsibilities and risks faced by managers and directors, offering clarity on corporate liability under Swiss law. Key topics include **regulations on working hours, overtime, health and safety, as well as alternative work arrangements such as body leasing and service contracts**. Swiss data protection laws applicable to employment contracts and personal files are also covered, ensuring compliance with privacy regulations.

By the end of the program, you will be well-versed in effective dispute resolution strategies, including **key legal procedures for enforcing employment rights and managing disputes in Swiss courts**. The introduction to Swiss procedural law will equip participants with the tools necessary to navigate employment-related litigation and protect business interests.

Upon successful completion of the program, you will earn a **Certification in Switzerland HR Employment and Labour Law**. This certification, valid for life, enhances your professional credentials and demonstrates your expertise in managing the complexities of Switzerland's employment legislations, ensuring your organization's compliance with its legal obligations.

## ACCREDITATIONS



4.8



4.6





# KEY SKILLS YOU WILL GAIN

## From This Program



**SWISS LABOUR COMPLIANCE  
EMPLOYMENT CONTRACT MANAGEMENT  
TERMINATION PROCEDURES  
WAGE AND COMPENSATION MANAGEMENT**

**EMPLOYEE RIGHTS ADVOCACY  
COLLECTIVE BARGAINING  
WORKPLACE SAFETY MANAGEMENT  
DATA PROTECTION COMPLIANCE**

**SOCIAL SECURITY ADMINISTRATION  
DISCRIMINATION LAW APPLICATION  
MATERNITY/PATERNITY LEAVE MANAGEMENT  
FLEXIBLE WORK POLICY IMPLEMENTATION**

**OCCUPATIONAL HEALTH COMPLIANCE  
CROSS-BORDER EMPLOYMENT MANAGEMENT  
SWISS CODE OF OBLIGATIONS (OR)  
FEDERAL DATA PROTECTION ACT (FADP)  
HR LEGAL COMPLIANCE**

**RETRENCHMENT PLANNING  
GRIEVANCE HANDLING**



# YOUR FACULTY DIRECTOR



## Eduardo Sanz

### Renowned Global Corporate and Employment Law Expert

Eduardo Sanz is a highly experienced legal expert with **20 years of consulting in global corporate and employment law, among other disciplines**. As Head of Global Corporate Law at **BKW Management AG**, he oversees corporate governance, but also employment law, for over 250 subsidiaries, M&A activities (**with over 100 acquisitions between 2015 and 2019 in Switzerland and abroad, leading to BKW being granted the KPMG Swiss M&A Award in 2016**), financial markets, and international law. Fluent in five languages and having worked across three countries, Eduardo brings a unique global perspective that enhances his expertise in employment law and change and transformation management.

In addition to his extensive corporate law background, Eduardo specializes in employment law, **handling key areas such as drafting and managing employment contracts for blue-collar, white-collar employees, and directors**. He has significant experience in **resolving employment disputes, particularly those involving non-competition clauses and violations**. Eduardo also deals with intellectual property cases related to employees, and **has been instrumental in establishing remote working regulations for companies**.

Eduardo has **several years of legal training experience for multinational corporations, specializing in corporate law, employment law, and anti-trust law**. His depth of knowledge and practical experience makes him a valuable authority in corporate and employment law.

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A red banner with the text 'PROGRAM AGENDA' is overlaid on a photograph of a Swiss flag and a classical building with a green dome.

# PROGRAM AGENDA

## **MODULE 1 - FOUNDATIONS OF SWISS EMPLOYMENT LAW**

- Introduction to Swiss Employment Law
- Code of Obligations
- Labour Act
- Other Regulations

## **MODULE 2 - NAVIGATING EMPLOYMENT CONTRACTS**

- Employment Contract: Execution and Termination
- Termination with Immediate Effect
- Dissolution of The Contract
- Working Certificate

## **MODULE 3 - UNDERSTANDING REMUNERATION**

- Salary and Bonus
- Rules Governing Bonus
- Other Allowances - Fringe Benefits or Retention Bonus and so on
- Social Security System in Switzerland

## **MODULE 4 - FLEXIBILITY AT WORK**

- International Assignments
- Remote Work
- Flexible Work

## **MODULE 5 - PROTECTING BUSINESS INTERESTS**

- Non-Competition Clauses
- Non-Solicitation Clauses

## **MODULE 6 - INTELLECTUAL PROPERTY RIGHTS**

- IP Rights of Employees
- Remuneration of Employees' Inventors (Arbeitnehmererfinder)

## **MODULE 7 - CORPORATE ACCOUNTABILITY**

- Employees as Corporate Bodies
- Liability of Managers and Directors

## **MODULE 8 - MANAGING WORKING TIME**

- Working Time
- Overtime Regulations
- Health and Safety Regulations
- Night and Sundays Work
- Work on Call (Pikettendienst)



A photograph of a Swiss building with a red and white flag in the foreground. The building is a multi-story structure with classical architectural features, including windows with shutters and a balcony. The flag is a Swiss flag, which is red with a white cross. The building has a light-colored facade and a dark roof. The sky is blue with some clouds.

# PROGRAM AGENDA

## **MODULE 9 - DATA PROTECTION AND ALTERNATIVE EMPLOYMENT MODELS**

- Employment Contract and Data Protection
- Alternatives to Employment: Body Leasing and Service Contracts

## **MODULE 10 - RESOLVING EMPLOYMENT DISPUTES**

- Law Enforcement
- Dispute Resolution
- Introduction to Procedural Law

# YOUR CHARTER DESIGNATION



Chartered Institute of Professional Certifications' programs are unique as they provide you with professional charter designations and marks that can be used across your lifetime once you have completed our programs.

Upon successful completion of this program, you will be awarded the prestigious **Certification in Switzerland HR Employment and Labour Law** which can be used in your resume, CV, and other professional credentials. With lifelong validity and global recognition, this designation will set you apart from your peers, demonstrating your expertise in Switzerland's employment and labour law, ensuring workplace compliance. This program is developed by **Chartered Institute of Professional Certifications** and the content of this program has been certified by **CPD Certification Service** as conforming to continuing professional principles.



# ABOUT US

49,525

Business Leaders Have  
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390

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# OUR FACULTY DIRECTORS

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# CONTACT US TODAY

We Thank You for Your Ongoing Support  
of Our Programs

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