



## MEF ONLINE TRAINING “HOW TO CONDUCT EFFECTIVE INVESTIGATION ON ALLEGATIONS OF MISCONDUCT”

Tuesday, 17 August 2021 (Online Training via Microsoft Teams)

Employers should take immediate steps when an employee makes an informal or formal complaint. This is to stop the alleged conflict, protect involved parties and begin investigations.

Effective investigation helps to identify and resolve internal problems before they become widespread. As potentially disruptive as investigations can be, they must be prompt, thorough and effective to ensure everyone's protection.

### PROGRAMME

8.30 am – 9.00 am	Welcome & Registration
9.00 am – 10.30 am	<b>Part A: Pre-Assessment (Preliminary Assessment &amp; Investigation)</b> By MEF Senior Consultant – IR, Mr Goh Seng Wing
10.30 am – 10.45 am	MORNING TEA-BREAK
10.45 am – 11.45 am	<b>Part A: Pre-Assessment (Evidence &amp; Forensic Investigation)</b> By MEF Senior Consultant – IR, Mr Goh Seng Wing
11.45 am – 1.00 pm	<b>Part A: Pre-Assessment (Recording of Statements)</b> By MEF Senior Consultant – IR, Dato' Jalaldin Hj Hussain
1.00 pm – 2.00 pm	LUNCH BREAK
2.00 pm – 3.45 pm	<b>Part A: Pre-Assessment (Burden of Proof, Charges &amp; Preparation for Domestic Inquiry)</b> By MEF Senior Consultant – IR, Dato' Jalaldin Hj Hussain
3.45 pm – 4.00 pm	AFTERNOON TEA-BREAK
4.00 pm – 5.00 pm	<b>Part B: Post Assessment</b> By MEF Senior Consultant – IR, Dato' Hj Jalaldin Hussain
5.00 pm	CLOSE OF SESSION

### OBJECTIVES

To provide in-depth understanding on the investigation process starting from initiating, gathering, evaluating and decision-making whether to proceed or not to proceed with disciplinary proceedings against employees based on evidence gathered during investigation to justify a just or reasonable cause or action against employee.

### WHO SHOULD ATTEND?

All personnel in Company's management team especially those involved in Human Resources

### TRAINERS



**Mr. Goh Seng Wing, MEF Senior Consultant – Industrial Relations.** Since his employment with MEF in 2004, he has been conducting training courses in various topics relating to Employment Act 1955, Industrial Relations Act 1967, Handling Misconduct and Disciplinary Procedures.



**Dato' Hj Jalaldin Hussain, MEF Senior Consultant – Industrial Relations.** Prior to joining MEF in June 2021, he was the Chairman of Industrial Court in Kuala Lumpur (Task Force) with effect from 14 March 2018 till 31 December 2019. He has vast experiences in the field of industrial relations and human resource development and management and has adjudicated on numerous Industrial Court cases.

ENQUIRIES - ☎ 03 - 7955 7778

Cik Musfirah Liyana (ext.119) [musfirah@mef.org.my](mailto:musfirah@mef.org.my)

Pn Maslifa Masmuda (ext.120) [maslifa@mef.org.my](mailto:maslifa@mef.org.my)

# REGISTRATION FORM

**Yes!** Register me as participant for the  
**MEF ONLINE WORKSHOP ON How to  
Conduct Effective Investigation on  
Allegations of Misconduct (via Microsoft  
Teams)**

## DATE

**Tuesday, 17 August 2021  
(9.00 am – 5.00 pm)**

## WORKSHOP FEES

- MEF Members: RM 600 (inclusive of 6% SST)**
- Non-Members: RM 700 (inclusive of 6% SST)**

## PAYMENT

- Upon receipt of the registration form, a quotation would be issued for those companies that apply for HRD Corporation's (*previously known as HRDF*) grant application. Only quotation will be sent instead of invoice and no payment is needed subject to HRD Corporation's approval.
- An invoice would be issued for payment for those companies that will not apply for HRD Corporation's grant application. All registered participants, who will not apply for HRD Corporation's grant application, must pay full fees before the event.
- Payment in cheque or bank draft made in favour of **MALAYSIAN EMPLOYERS FEDERATION**
- Payment by bank deposit to Account No: **105280002422, Affin Islamic Bank Berhad** in favour of **MALAYSIAN EMPLOYERS FEDERATION**
- A copy of the transfer slip and invoice number should be emailed to:
  - [natasya@mef.org.my](mailto:natasya@mef.org.my);
  - [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my); or
  - [yapcc@mef.org.my](mailto:yapcc@mef.org.my)

Send your Registration Form to:

### MALAYSIAN EMPLOYERS FEDERATION

3A06-3A07, Block A, Pusat Dagangan Phileo Damansara II  
No. 15 Jalan 16/11, Seksyen 16  
46350 Petaling Jaya, Selangor

Or via e-mail : [musfirah@mef.org.my](mailto:musfirah@mef.org.my)  
[maslifa@mef.org.my](mailto:maslifa@mef.org.my)

Or via fax : 03 – 7955 9008 / 7955 6808

### Participant 1

Dr/Mr/Mrs/Ms: \_\_\_\_\_  
Position: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Participant 2

Dr/Mr/Mrs/Ms: \_\_\_\_\_  
Position: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

### Participant 3

Dr/Mr/Mrs/Ms: \_\_\_\_\_  
Position: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

*\* Additional names can be submitted on a different form*

**\*PLEASE TAKE NOTE THAT HRD CORPORATION (HRDC)  
CLAIM IS SUBJECT TO HRDC CONDITIONS AND APPROVAL**

**\*PLEASE ALSO BE INFORMED THAT THE ONLINE  
LEARNING/ TRAINING WILL BE VIA MICROSOFT  
TEAMS**

## Contact Details

Company : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

Contact Person : (Datuk/Dato'/Dr/Mr/Mrs/Ms / \_\_\_\_\_) \_\_\_\_\_

Position : \_\_\_\_\_ Email : \_\_\_\_\_

Tel : \_\_\_\_\_ Apply for grant application from HRD Corporation (HRDC) : Yes / No

Cheque No. : \_\_\_\_\_ Amount : RM \_\_\_\_\_

\_\_\_\_\_  
(Authorised Signature)

\_\_\_\_\_  
Date