

MEF WORKSHOP ON PRACTICAL GUIDELINES TO MANAGING WORKPLACE MISCONDUCTS AND DOMESTIC INQUIRY PROCEDURES



9 & 10 JULY 2024
9.00 AM - 5.00 PM
IMPIANA HOTEL IPOH, PERAK

OBJECTIVES

- This 2-day workshop is designed to familiarise the participants on the procedures that need to be followed in dealing with misconduct cases at the workplace as well as the best approach in conducting a Due Inquiry or Domestic Inquiry session, particularly for those who will be involved as a Prosecution Officer (PO), DI Panel, Punishing Authority etc.
- This workshop will include, amongst others, lectures, case studies, group discussions/assignments and mock session on Domestic Inquiry on the second day.
- Upon completion of this course, the participants would be equipped with comprehensive knowledge and be able to draft allegation(s)/charge(s) of misconduct, prosecute at Domestic Inquiry or conduct a proper Domestic Inquiry and most importantly to ensure the responsibility for the maintenance of discipline within the organisation.

PROGRAM - DAY 1

8.30 am - 9.00 am	Welcome & Registration
9.00 am - 10.30 am	<ul style="list-style-type: none">• Principal of Natural Justice• Duties and responsibilities of employers and employees• Concept of workplace misconduct (Minor & Major)• Case laws discussion
10.30 am - 10.45 am	Morning Break
10.45 am - 1.00 pm	<ul style="list-style-type: none">• Breach of Contract• Steps and procedures to be followed in dealing with misconducts cases• Investigation of Misconduct
1.00 pm - 2.00 pm	Lunch Break
2.00 pm - 5.00 pm	<ul style="list-style-type: none">• Show Cause and Due Inquiry• Condonation & Progressive Discipline• Concept of Domestic Inquiry• Domestic Inquiry Procedure<ul style="list-style-type: none">◦ Preliminary Investigation◦ Role of Inquiry Officer, Prosecuting Officer◦ Selection of Inquiry Panel◦ Findings and Decision◦ Punishment
5.00 pm	Tea Break & End of First Day's Session

PROGRAM - DAY 2

8.30 am - 9.00 am	Welcome & Registration
9.00 am - 10.30 am	Briefing on Investigating Misconduct of Sexual Harassment (Section 81A - 81H, Employment Act 1955 (Amendment 2022) (<i>Complimentary Topic</i>))
10.30 am - 10.45 am	Morning Break
10.45 am - 1.00 pm	Briefing & Mock on Domestic Inquiry
1.00 pm - 2.00 pm	Lunch Break
2.00 pm - 4.30 pm	Continue Mock on Domestic Inquiry
4.30 pm - 5.00 pm	Question & Answers Conclusion
5.00 pm	Tea Break & End of Second Day's Session

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TRAINERS' PROFILES

En Muhamad Sharulnizam Mohd Roni, is an MEF Consultant – Industrial Relations. He read law at the International Islamic University Malaysia (IIUM) and an advocate and solicitor by profession. Prior to joining MEF, he practiced law at Messrs. Zul Rafique & Partners in their Employment & Industrial Relations practice group and Messrs. Rosli Ismail & Co in general litigation. In MEF, he is currently based in MEF HQ office located in Petaling Jaya, Selangor. He is a certified trainer registered under HRD Corporation (Trainer ID: 13182).



He is experienced in handling a range of contentious and non-contentious industrial relations and employment matters and disputes, in defending various companies in Labour Court and Industrial Court such as a Malaysian multi-national oil and gas company, a Malaysian largest public transportation company, Malaysian banking institutions etc., including unfair dismissal claims due to poor performance and misconduct i.e. absenteeism, theft, conflict of interest, abuse of power, sexual harassment and workplace bullying, constructive dismissal claims, advising on corporate restructuring affecting employees, including voluntary separation scheme (VSS), mutual separation scheme (MSS) and retrenchment exercises, conducting public and in-house trainings on employment law and advising various clients on disciplinary procedures and in handling disciplinary cases.

En Nash Iskandar graduated with an LL.B. (Hons) from Universiti Teknologi MARA in 2018 and in 2019 he obtained his Post Graduate Diploma in Syariah Law and Practice from the same university. En Nash commenced his legal career in 2019 and has been exposed to different facets of human resources, including but not limited to employee and industrial relations, stakeholder management, and operational matters. Prior to joining MEF, he was a Senior Employee Relations Executive with a portfolio of employee and industrial relation management, corporate governance, court and conciliatory matters as well as union management at one of the prominent insurance companies in Malaysia.



At MEF, En Nash's role comprises representing MEF members at the Industrial Court, Labour Court and Industrial Relations Department as well as providing members advice, consultation and training on employment law and industrial relations matters. In the face of adversity, En Nash believes it is essential to maintain a level head, a sound mind and a rational thought.

COURSE FEES

- MEF Members : RM1,600.00 + 8% SST
- Non-Members : RM1,800.00 + 8% SST

**Early Bird Price until 14 June 2024

- MEF Members : RM1,500.00 nett per participant
- Non-Members : RM1,700.00 nett per participant

REGISTRATION

Registration Link :

<https://forms.office.com/r/CL07LGFqbs>



PAYMENT

- HRDC Claimable Course Scheme
- Payable to:
 - Malaysian Employers Federation
 - Account No: 105280002422 - Affin Islamic Bank Berhad

ENQUIRIES

- Cik Musfirah Liyana (MEF HQ)
 - 03-7948 7234
 - musfirah@mef.org.my
- Ms Manjit Kaur (MEF Ipoh)
 - 05-210 3800
 - manjit@mef.org.my