



PERSEKUTUAN MAJUKAN-MAJIKAN MALAYSIA  
MALAYSIAN EMPLOYERS FEDERATION



HRD Corp Claimable Courses  
No.: 10001489974

# DOMESTIC INQUIRY

**Date :** 15 - 16 JULY 2025  
**Time :** 9:00AM- 5:00PM  
**Venue :** St. GILES SOUTHKEY  
HOTEL, JOHOR BAHRU



## Course Fee

**Member : RM2,200**

(including 8% SST)

**Non Member : RM2,400**

(including 8% SST)

HRD Corp Claimable Courses / payable  
to Malaysian Employers Federation.

## NOOR AISHAH BINTI KM ABU BAKAR MEF Consultant – Industrial Relations

Ms. Noor Aishah, holding a Bachelor of Laws from Universiti Teknologi MARA and a Master of Laws from Universiti Kebangsaan Malaysia, is an Advocate and Solicitor admitted to the High Court in Malaya. Beginning her career in 2008 as a Deputy Public Prosecutor at the Attorney General's Chambers of Malaysia (Jabatan Peguam Negara Malaysia), she transitioned to serving as a legal adviser to government agencies and statutory/enforcement bodies.

With more than 15 years in legal field and extensive courtroom experience, Ms. Noor Aishah has handled diverse cases, including sexual offences, commercial crimes and corruption. After embarking into private sectors, Ms. Noor Aishah in her role as a senior in-house legal counsel, provides comprehensive legal advisory services, overseeing all aspects of litigation, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions. Ms. Noor Aishah is an accredited HRDC trainer and MTP Instructor with AOTS, Japan

Contact Us : Cik Liza 07-679 7500



[www.mef.org.my](http://www.mef.org.my)



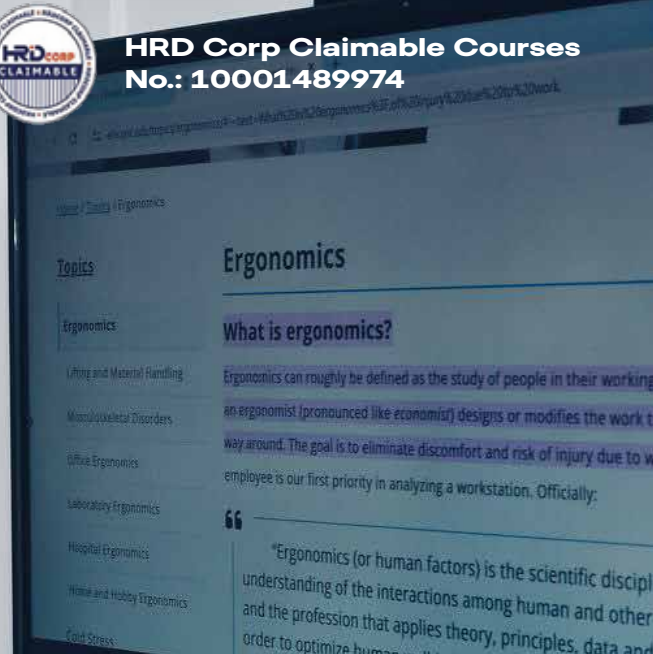
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## INTRODUCTION

Participants will be guided through the stages of identifying the category of misconduct, the investigation and evidence gathering process, the practical letters on show cause, suspension, warning, demotion, dismissal etc as well as the steps of conducting domestic inquiry including a mock domestic inquiry.

## TRAINING METHODOLOGY

LECTURES / INTERACTIVE DISCUSSIONS

ACTIVITY : ROLE PLAYING DOMESTIC INQUIRY

## WHO SHOULD ATTEND?

All private sector's employees especially those involved in human resources, handling personnel and industrial relations functions.

## PAYMENT

**Malaysian Employers Federation**

**Account No: 105280002422 – Affin Islamic Bank Berhad**

**A copy of the transfer slip and invoice number should be emailed to [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my) ; [natasya@mef.org.my](mailto:natasya@mef.org.my) ; [financesubs@mef.org.my](mailto:financesubs@mef.org.my)**

## COURSE OUTLINE

- Principles of natural justice
- Duties and obligations of an employer
- Employees' misconduct
- Condonation
- Due inquiry
- Domestic inquiry procedure
- Preliminary investigations
- Selection of inquiry panel
- Role of inquiry officer
- Domestic inquiry procedure (cont'd)
- Role of inquiry officer
- Examination-in-chef
- Re-examination
- Findings and decision
- Cross examination
- Role and functions of prosecuting
- Officer/investigating officer
- Industrial court guidelines
- Preparation on role play
- Allocation of task among participants
- Mock domestic inquiry role-play session
- Mock DI role play (cont'd)
- Report for domestic inquiry
- Findings and decision
- Meting punishment
- Post-mortem

## ENQUIRIES

Cik Liza ( [mefjb@mef.org.my](mailto:mefjb@mef.org.my) )

• Contact Number: 07 679 7500

**\*Any cancellation of attendance must be communicated via email to [mefjb@mef.org.my](mailto:mefjb@mef.org.my) or [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my) at least 3 days prior to the event of MEF reserves the right to charge the full fees for "NO SHOW".**



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**Member : RM2,200**

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(including 8% SST)

## REGISTER NOW

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

**Contact Us : Cik Liza 07-679 7500**



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