

DISCIPLINARY PROCEDURE

Date : 5 November 2025

Time : 9.00 am – 5.00 pm

Venue : Sunway Hotel, Seberang Jaya, Penang

In every organization, maintaining discipline and ethical conduct is essential for fostering a productive, respectful, and legally compliant work environment. When misconduct arises—whether it's absenteeism, insubordination, harassment, or fraud—employers must respond with fairness, consistency, and due process.

A well-structured disciplinary framework helps employers identify, distinguish between performance and misconduct, investigate, and address issues effectively. A domestic inquiry serves as an internal hearing that allows the accused employee to present their defense, ensuring that the Principles of Natural Justice are upheld.

OBJECTIVES

The training is intended to ensure all Employees in position of handling subordinates know the difference between Misconduct and Poor Performance. After the training, attendees will be able to differentiate and misconduct and conduct investigation and Domestic Inquiry as required by Labour Laws.

WHO SHOULD ATTEND ?

All Management levels, the HR Department, the Administrative and Finance Department. All personnel who deal with employment relationship or employees as by the end of the training programme, participants will be able to: know the basics of Labour law. The legal obligations that arise with employment relationships- Practice the obligations that need fulfilment based on Employment. Termination of Employment.

TRAINER'S PROFILE



Shalani Devi was called to the Malaysia Bar in 1997. She has been practising in all areas of law since she was called until she became part of the MEF organisation in 2007. She worked with Mr William, ex Director of Industrial Department and headed the Northern Region after his demise until 2016 when she started to operate her own legal firm as sole proprietor of Shalani Devi & Co. As a practising lawyer she continued practising Industrial and Labour Laws and has represented Companies, Claimant and has also represented MTUC in a number of Cases/Appeals handling cases. She has now rejoined MEF and heads the Northern Region with continued passion in Industrial and Labour Matters. She is a registered HRDF Trainer since 2007 and has been actively involved in training, providing training to companies throughout Malaysia in relation to Employment, Industrial and Labour Matters. She is also a qualified Japan's NTP trainer with AOTS.

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COURSE OUTLINE

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| 8.30 am | Registration |
| 9.00 am | <ul style="list-style-type: none">• Duties and Obligations of an employer/ worker• Misconduct or Poor Performance?<ul style="list-style-type: none">- Major and Minor Misconduct• Condonation – When is it a defence |
| 10.30 am | Tea Break |
| 10.45 am | Domestic Inquiry Procedure (EA Section 15) <ul style="list-style-type: none">• Investigations• The Inquiry Panel• Role of Prosecutor |
| 1.00 pm | Lunch Break |
| 2.00 pm | <ul style="list-style-type: none">• Domestic Inquiry Process• What is Findings• Roles and Responsibilities of DI positions (IO, PROSECUTION & PANELS) |
| 3.30 pm | Tea Break |
| 3.45 pm | <ul style="list-style-type: none">• Industrial Court Guidelines• Questions and Answers• Workshop through real case study |
| 5.00 pm | End |

REGISTRATION

COURSE FEE

- MEF Members : RM1,400.00 (inclusive of 8% SST)
- Non-Members : RM1,600.00 (inclusive of 8% SST)

PAYMENT

- HRD Corp Claimable Course scheme
- Payable to:
 - 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 ; natasya@mef.org.my ; accounts@mef.org.my

*Any cancellation of attendance must be communicated via email to alyaa@mef.org.my at least 3 days prior to the event of MEF reserves the right to charge the full fees for “NO SHOW”.



ANY INQUIRIES/CONTACT US

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