



PERSEKUTUAN MAJUKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION



HRD Corp Claimable
No. : 10001389343

MANAGING WORKPLACE MISCONDUCT: EFFECTIVE DISCIPLINARY PROCESS AND DOMESTIC INQUIRY

Date : 23-24 September 2025
**Venue : MEF Melaka Training Hall,
Melaka**
Time : 9.00 am - 5.00 pm

COURSE

Day 1: Understanding and Handling Misconduct

- Types of Workplace Misconduct (Minor vs Major)
- Employee Rights & Employer Obligations under Malaysian Labour Law
- Disciplinary Process Overview: From Warning to Termination
- Conducting Investigations: Gathering Facts & Evidence
- Drafting Show Cause Letters
- Case Studies: Common Misconduct Scenarios

Day 2: Domestic Inquiry (DI) in Practice

- What is a Domestic Inquiry? Legal Foundations and Requirements
- DI Panel Composition & Roles: Chairperson, Prosecutor, & Witnesses
- Procedures and Flow of a Domestic Inquiry
- Principles of Natural Justice: Right to be Heard, Fairness, Non-bias
- Documentation and Record-Keeping Best Practices
- Mock Domestic Inquiry Exercise (Optional but Effective)

OVERVIEW

To equip participants with the legal knowledge, procedural understanding, and practical skills required to manage workplace misconduct through a structured and compliant disciplinary process, culminating in a Domestic Inquiry. This training emphasizes adherence to the principles of natural justice, Malaysian labour laws, and internal disciplinary protocols. Through practical simulations and role-play exercises, participants will gain hands-on experience in conducting fair, thorough, and legally defensible Domestic Inquiries.

WHO SHOULD ATTEND

All those involved in handling personnel and industrial relations functions.



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TRAINER'S PROFILE

MUHAMMAD ZULFADLEE THYE BIN ABDULLAH,
MEF Consultant – Industrial Relations

Mr. Muhammad Zulfadlee Thye Bin Abdullah, widely known as Zul Thye, is an Industrial Relations (IR) Consultant currently with the Malaysian Employers Federation (MEF), based in the Melaka Branch. With over 24 years of dedicated experience in union movements and industrial relations across Malaysia, Mr. Zul Thye brings a wealth of knowledge and practical expertise to his role, focusing on employer-employee relations, labour law compliance, and dispute resolution.

In Malaysian Employers Federation (MEF) - Melaka Branch, Mr. Zul Thye provides advisory services, represents employers in IR cases, and leads training programs to improve workplace harmony and compliance with national labour laws.

In his previous role at the Social Protection Contributors Advisory Association Malaysia (SPCAAM) as the Communications and IR Coordinator, he managed key communication initiatives and coordinated industrial relations activities, fostering improved social protection for all the employees and business communities.

Whereas at the Malaysian Trades Union Congress (MTUC) Mr. Zul Thye as the Industrial Relations Officer, played a pivotal role in advocating for workers' rights, managing cases at the Department of Labour, Department of Industrial Relations, and Labour Court. His contributions included mediation, case preparation, and representation, significantly impacting worker protections in Malaysia.

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REGISTRATION

COURSE FEE

- MEF Members : RM2,800.00 (inclusive of 8% SST)
- Non-Members : RM3,000.00 (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 ; financesubs@mef.org.my

**Any cancellation of attendance must be communicated via email to nur.anis@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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