

Managing Workplace Misconduct: Effective Disciplinary Process and Domestic Inquiry

23 & 24 February 2026, MEF Melaka Training Hall

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.

TRAINER'S PROFILE



EN MUHAMMAD
ZULFADLEE THYE BIN
ABDULLAH

MEF Consultant - Legal
& Industrial Relations

En 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.

WHO SHOULD ATTEND

All those involved in handling personnel and industrial relations functions.

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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COURSE CONTENT

Day 1 - 23 February 2026

Understanding and Handling Misconduct

8.30 am Registration

- Types of Workplace Misconduct (Minor vs Major)
- Employee Rights & Employer Obligations under Malaysian Labour Law

10.30 am Morning Break

- Disciplinary Process Overview: From Warning to Termination
- Q&A Session

1.00 pm Lunch Break

- Conducting Investigations: Gathering Facts & Evidence
- Drafting Show Cause Letters

3.30 pm Afternoon Break

- Case Studies: Common Misconduct Scenarios
- Q&A Session

5.00 pm End of the Session

Day 2 - 24 February 2026

Domestic Inquiry (DI) in Practice

8.30 am Registration

- What is a Domestic Inquiry? Legal Foundations and Requirements
- DI Panel Composition & Roles: Chairperson, Prosecutor, & Witnesses

10.30 am Morning Break

- Procedures and Flow of a Domestic Inquiry
- Principles of Natural Justice: Right to be Heard, Fairness, Non-bias
- Q&A Session

1.00 pm Lunch Break

- Documentation and Record-Keeping Best Practices
- Mock Domestic Inquiry Exercise (Optional but Effective)

3.30 pm Afternoon Break

- Continuation of Mock Domestic Inquiry Exercise (Optional but Effective)
- Q&A Session

5.00 pm End of the Session

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REGISTRATION

Link : <https://forms.office.com/r/EONGHGap3H>



COURSE FEE

- MEF Members : RM2,000.00 (inclusive of 8% SST)
- Non-Members : RM2,400.00 (inclusive of 8% SST)

PAYMENT

- HRD Corp Claimable Course scheme; or
- Payable to: Malaysian Employers Federation ; Account No: 105280002422 – Affin Islamic Bank Berhad

Any matters related to invoices may be emailed to yeokhoon@mef.org.my .

A copy of the transfer slip and invoice number should be emailed to accounts@mef.org.my .

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