

Navigating Employment Misconduct : from Prevention to Resolution

8 December 2026, Online via Microsoft Teams

INTRODUCTION

This programme equips HR/IR professionals, line managers and business leaders with the legal knowledge and practical skills required to manage workplace misconduct and implement an effective disciplinary process under the Employment Act 1955.

LEARNING OBJECTIVES

By the end of this session, participants will be able to:

- Explain the legal basis for disciplinary misconduct under the law including when disciplinary action may be taken and issue compliant show-cause and warning letters that align with legal expectations and sound HR practice.
- Manage employee responses and related documentation, ensuring consistency and reducing the risk of disputes.
- Apply best practices to reduce legal exposure and strengthen HR decision making in misconduct cases.
- Identify and classify workplace misconduct and distinguish misconduct from poor performance or trivial issues.

WHO SHOULD ATTEND

All those involved in handling personnel and industrial relations functions.

TRAINING METHODOLOGY

- Lectures
- Case law Analysis
- Interactive Discussions
- Discussion

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TRAINER'S PROFILE



NOOR AISHAH BINTI KM ABU BAKAR

Senior Consultant - Legal & 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 17 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 certified by AOTS, Japan.

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8.30 am	Registration
9.00 am	Welcome & Overview
9.10 am	• Understanding Misconduct ◦ What constitutes misconduct under the Employment Law ◦ Distinctions between major vs minor misconduct • Types of Misconduct (with Examples) ◦ Examples common in Malaysia workplaces ◦ Practical HR identification skills • Legal Framework Governing Misconduct (EA 1955) ◦ Relevant statutory provisions ◦ Employer rights & obligations
10.30 am	Morning coffee break
10.45 am	• Disciplinary Process Overview ◦ Step-by-step process from complaint to corrective action ◦ Principles of procedural fairness & natural justice • Conducting Workplace Investigation ◦ Planning & evidence gathering ◦ Interviewing techniques ◦ Confidentiality & documentation
1.00 pm	Lunch break
2.00 pm	• Case Study: Drafting Show-Cause & Warning Letters ◦ Structure and wording for compliance ◦ Practical drafting exercise ◦ Review & feedback • Developing Clear Policies in Misconduct ◦ What to include in organisational policy ◦ Consistency & communication ◦ Best practices • Questions and Answers
5.00 pm	End of the session



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION



HRD Corp Claimable Courses
No. : 10001447027

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REGISTRATION

COURSE FEE

- MEF Members : RM700.00 (inclusive of 8% SST)
- Non-Members : RM900.00 (inclusive of 8% SST)

PAYMENT

Upon receiving your registration, a pro-forma invoice will be issued for companies applying for the HRD Corporation's grant. Only the pro-forma invoice will be provided, and no payment is required at this stage pending HRD Corporation's approval.

For companies not applying for the HRD Corporation's grant, an invoice will be issued and full payment must be made before the event.

MEF now offers a convenient online payment gateway for faster, easier transactions. Please note that this option is available only for non-HRDC payments.

Payment details :

- Affin Islamic Bank Berhad
- Account No. : 105280002422
- In favour of : Malaysian Employers Federation

Email the transfer slip and invoice to :

- natasya@mef.org.my
- yeokhoon@mef.org.my
- 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".

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