

Navigating Employment Misconduct : from Prevention to Resolution

12 February 2026, MEF Sabah's Office

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 Labour Ordinance of Sabah (Cap. 67).

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 and determining corrective action.

WHO SHOULD ATTEND

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

LEARNING OBJECTIVES

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

- Explain the legal basis for disciplinary action and misconduct under the Labour Ordinance of Sabah (Cap. 67), including when disciplinary action may be taken.
- Identify and classify workplace misconduct and distinguish misconduct from poor performance or trivial issues.
- Prepare 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.

TRAINING METHODOLOGY

Lectures/Interactive Discussions

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COURSE CONTENT

8.30 am	Registration
9.00 am	Welcome & Overview
9.10 am	<ul style="list-style-type: none">• Understanding Misconduct<ul style="list-style-type: none">◦ What constitutes misconduct under the Employment Law◦ Distinctions between major vs minor misconduct• Types of Misconduct (with Examples)<ul style="list-style-type: none">◦ Examples common in Sabah workplaces◦ Practical HR identification skills• Legal Framework Governing Misconduct (SLO Cap.67)<ul style="list-style-type: none">◦ Relevant statutory provisions◦ Employer rights & obligations
10.30 am	Morning coffee break
10.45 am	<ul style="list-style-type: none">• Disciplinary Process Overview<ul style="list-style-type: none">◦ Step-by-step process from complaint to corrective action◦ Principles of procedural fairness & natural justice• Conducting Workplace Investigation<ul style="list-style-type: none">◦ Planning & evidence gathering◦ Interviewing techniques◦ Confidentiality & documentation
1.00 pm	Lunch break
2.00 pm	<ul style="list-style-type: none">• Case Study: Drafting Show-Cause & Warning Letters<ul style="list-style-type: none">◦ Structure and wording for compliance◦ Practical drafting exercise◦ Review & feedback• Developing Clear Policies in Misconduct<ul style="list-style-type: none">◦ What to include in organisational policy◦ Consistency & communication◦ Best practices• Questions and Answers
5.00 pm	End of the session

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TRAINER'S PROFILE



**MR CYRILL CLADE
AGUS**

**MEF Consultant - Legal
& Industrial Relations
(Sabah Office)**

Cyrill Clade Agus is currently a Legal & Industrial Relations Consultant at the Malaysian Employers Federation (MEF), Sabah Branch. He is currently a certified TTT Trainer. With a background that spans litigation, corporate advisory, policy drafting, and ISO audit, Cyrill brings a well-rounded and practical approach to helping employers manage workplace challenges.

He was admitted as an Advocate and Solicitor of the High Court of Malaya in 2017 and holds a Bachelor of Legal Studies (Hons.) and Bachelor of Laws (Hons.) from Universiti Teknologi MARA (UiTM). He began his legal career in Kuala Lumpur, gaining experience in both civil and criminal litigation, before transitioning to the corporate sector, where he handled employment advisory, contract reviews, compliance matters, and internal audits aligned with ISO standards.

REGISTRATION

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



COURSE FEE

- MEF Members : RM1,000.00 (inclusive of 8% SST)
- Non-Members : RM1,200.00 (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 mardiah@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".