



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALAYSIAN EMPLOYERS FEDERATION



HRD Corp Claimable Courses  
No. : 10001389343

# Managing Workplace Misconduct: Effective Disciplinary Process and Domestic Inquiry

12 & 13 May 2026, Sunway Big Box Hotel, Iskandar Puteri, Johor

## INTRODUCTION

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 etc as well as the steps of conducting domestic inquiry including a mock domestic inquiry.

## WHO SHOULD ATTEND

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

## TRAINING METHODOLOGY

Lectures/Interactive Discussions.

## TRAINER'S PROFILE



**NOOR AISHAH BINTI  
KM ABU BAKAR**

MEF 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, drafting of contracts, contractual disputes, workplace misconduct and matters related to collective agreements and trade unions. Ms. Noor Aishah is an accredited HRDC trainer and MTP Instructor with AOTS, Japan.

**CONTACT US : CIK LIZA ( 07-679 7500)**

**[mefjb@mef.org.my](mailto:mefjb@mef.org.my)**



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## COURSE CONTENT

- What is misconduct
- Types of misconduct including absenteeism, malingering, abandonment of employment, late coming, sexual harassment etc;
- Issues of condonation
- Termination simpliciter
- Guidelines of conducting domestic inquiry
- Conducting proper investigations
- Gathering of evidence
- Drafting of charges
- Drafting of show cause letter
- Role of an investigating officer
- Role of prosecution officer
- Role of minutes taker
- Principles in conducting fair domestic inquiry
- Proportionality of punishment
- Mock DI

## COURSE FEE

- MEF Members : RM2,400.00 (inclusive 8% SST)
- Non-Members : RM2,600.00 (inclusive 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.

## REGISTRATION



### 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](mailto:natasya@mef.org.my)
- [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my)
- [accounts@mef.org.my](mailto:accounts@mef.org.my)

**Any cancellation of attendance must be communicated via email to [mefjb@mef.org.my](mailto:mefjb@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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