



DISCIPLINARY PROCEDURES

8 AUGUST 2025 | 9.00AM - 5.00PM | MEF ACADEMY, PETALING JAYA

This programme is designed to assist participants to understand the procedural aspects to be followed in enforcing disciplinary actions at the workplace. Participants upon completion of this course would be able to handle disciplinary issues, recommend and enforce appropriate disciplinary action while complying with the best practices and in accordance to the law. During the course of this programme the Trainer would share numerous Court decisions pertaining to this.

Who Should Attend

- HR Professionals and Managers
- Executives
- Security and Compliance Officers

Learning Outcomes

Participants will be able to :

- Identify common types of disciplinary issues at the workplace
- Recognize minor and major misconduct
- Understand proper reporting procedures and organizational responsibilities in handling disciplinary issues

RM 1200.00*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC

Course Registration



<https://forms.office.com/r/kqUGXDGSag>



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Course Structure

| DAY 1 | Time | Agenda |
|----------|--------------------|--|
| Module 1 | 9am – 10.30 am | <ul style="list-style-type: none"> • What is Discipline • Handling Discipline • Duties and obligations of an employer/worker |
| | 10:30am – 10:45 am | <ul style="list-style-type: none"> • Tea break |
| Module 2 | 10:45 am – 1pm | <ul style="list-style-type: none"> • Various types of Misconduct including; • Absenteeism, malingering, late coming • Abuse of sick leave • Fraud, cheating, false claim • Theft, insubordination, assault • Abusive language, drug use • Sexual Harassment • Cyber Misconduct • etc. |
| | 1:00 pm – 2:00 pm | <ul style="list-style-type: none"> • Lunch |
| Module 3 | 2pm – 5pm | <ul style="list-style-type: none"> • Breach of contract - Section 15(2) EA 1955 • Issues relating to Condonation • Disciplinary Procedures and the “Due process” requirement under the law: <ul style="list-style-type: none"> • -Investigation process of misconducts • - Show Cause Letter • -Drafting of Charge sheet • - Brief understanding of Domestic Inquiry • Punishments to be imposed • ‘Criminal’ misconduct |

