



DOMESTIC INQUIRY (MANDARIN)

27th NOVEMBER 2025 MEF ACADEMY, PJ

Domestic Inquiry (DI) is a critical component of due process in handling employee misconduct. This program equips HR practitioners, managers, and line supervisors with legal knowledge and practical skills required to conduct a fair, compliant, and effective inquiry process in line with Malaysian Industrial Relations practices.

Delivered by an Industrial Relations lawyer fluent in mandarin language, the training provides hands-on guidance on procedure, documentation, and the roles of the panel and parties involved. The materials however will be in English.

Who Should Attend

- HR Managers & Executives
- Line Managers & Supervisors
- Employee Relations Specialists
- Union Leaders & Committee Members
- Anyone involved in disciplinary management

Learning Outcomes

- Understand the legal framework governing Domestic Inquiry in Malaysia
- Identify and apply the roles and responsibilities of the Panel, HR, Prosecutor, and Employee
- Conduct Domestic Inquiries in a fair, impartial, and procedurally correct manner
- Prepare and manage documentation, evidence, and witness statements effectively
- Draft inquiry findings and recommendations that withstand scrutiny in the Industrial Court

RM 1,000.00*

Inclusive of SST per participant
HRDF Claimable
Payable to MEF Academy Sdn. Bhd.



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For more information, please contact:

Course Structure

Session 1 Introduction to Domestic Inquiry	9.00 – 9.30	- Legal framework & statutory requirements - Principles of natural justice - Importance of DI in disciplinary management
Session 2 Roles & Responsibilities in DI	9.30 – 10.30	- Functions of the Panel, HR & Prosecutor - Rights of the accused employee - Common conflicts of interest to avoid
Tea Break (10.30 – 10.45)		
Session 3 Step-by-Step DI Process	10.45 – 12.30	- From charge letter to notice of inquiry - Conducting the inquiry proceedings - Recording minutes & maintaining documentation
Lunch Break (12.30 – 13.30)		
Session 4 Evidence & Witness Management	13.30 – 14.30	- Admissibility of documents & evidence - Handling witness testimony & cross-examination - Weighing credibility of evidence
Session 5 Learning from Cases	14.30 – 15.30	- Common pitfalls in DI handling - Key Industrial Court decisions on DI - Practical do's and don'ts
Tea Break (15.30 – 15.45)		
Session 4 Mock Inquiry & Wrap-Up	15.45 – 17.00	- Role-play exercise: Panel, Prosecutor, Employee - Drafting findings & recommendations - Q&A and key takeaways

Trainer Profile



En. Muhammad Hafiz obtained his Bachelor of Law (Honours) (LLB) from Universiti Teknologi MARA in the year 2021. He completed his pupillage at a criminal litigation firm Messrs. Daud & Co, Johor Bahru. Upon successful completion of his pupillage, he decided to pursue his second pupillage in Kota Kinabalu at Messrs. Rakhbir Singh & Co and was admitted to the Bar in Sabah in 2024. Prior to joining MEF he also worked as an Industrial Relations Executive in two multinational Companies at Banting and Kuala Lumpur. En.Hafiz has experience in a variety of criminal cases, civil cases, syariah matters, employment matters and was part of the winning team for a few landmark cases in Sabah. He is fluent in mandarin language since young.

