



# DISCIPLINARY PROCEDURES

12 JAN 2026 | 9.00AM - 5.00PM |  
MEFA TRAINING CENTER, PJ

## Course Overview

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. Case studies and group discussions will be utilized to promote hands-on experience.

## Who Should Attend

- All department leaders
- Executives
- Line manager / supervisors
- legal & compliance staff

## 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

## Course Registration :



<https://forms.office.com/r/rxB8M9DpAk>

**RM1,300\***

(Price Inclusive of 8% SST)

HRDC Claimable\*

## Course Structure

Time	Agenda
9am - 10:30am	<b>MODULE 1 :</b> 1. What is Discipline 2. Handling Discipline 3. Duties and obligations of an employer/workers
10:30am - 10:45am	Break
10:45am - 1.00pm	<b>MODULE 2 :</b> Various types of Misconduct including; 1. Absenteeism, malingering, late coming 2. Abuse of sick leave 3. Fraud, cheating, false claim 4. Theft, insubordination, assault 5. Abusive language, drug use 6. Sexual Harassment 7. Cyber Misconduct 8. etc.
1.00pm - 2.00pm	Lunch Break
2.00pm - 5.00pm	<b>MODULE 3 :</b> 1. Breach of contract - Section 15(2) EA 1955 2. Issues relating to Condonation 3. Disciplinary Procedures and the "Due process" requirement under the law: 4. Investigation process of misconducts 5. Show Cause Letter 6. Drafting of Charge sheet 7. Brief understanding of Domestic Inquiry 8. Punishments to be imposed 9. 'Criminal' misconduct

## Trainer Profile



### SARASWATHI RAVINDRAN

Saraswathi Ravindran is a Senior Principal Consultant - IR with more than 20 years' experience focuses predominantly on Employment laws, Industrial Relations and Labour Laws in Malaysia. She is a graduate with an LLB Hons from University of Northumbria UK and also has successfully completed the Certificate in Legal Practice and Masters of Law (UKM). She specializes in handling Industrial and Labour dispute cases at the JTK and Industrial Court representing MEF's Member Companies throughout Malaysia. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She has also assisted many companies in the reviewing their handbooks, employments agreements, company policies, assisting in retrenchment exercises, advisory on the minimum wages, trade union matters etc.