



MISCONDUCT & SEXUAL HARRASSMENT AT WORKPLACE

27-28 August 2025 | 9.00AM - 5.00PM | MEF CENTER, PENANG

Objectives

Misconduct & Sexual Harassment in the Workplace is to educate employees about recognizing, preventing, and appropriately responding to all forms of workplace misconduct, particularly sexual harassment. This training aims to foster a safe, respectful, and inclusive environment by clearly defining unacceptable behaviors, explaining employees' rights and responsibilities, outlining reporting procedures, and reinforcing organizational policies and legal obligations. Ultimately, it seeks to empower individuals to take proactive steps in maintaining a professional workplace culture free from harassment and misconduct.

Who Should Attend

- All Industrial Related (IR) Management
- All Department Managers / HOD
- Key Stake Holders
- People Engagement Professionals
- HR Professionals/Personnels

Learning Outcomes

- All Identifying sexual harassment behavior and taking steps to prevent it.
- Creating sexual harassment awareness in the workforce/ implementing a training program.
- Dealing with complaints of sexual harassment.
- Minimizing conflict and ensuring safety and harmony at the workplace.
- Adopting a policy on sexual harassment (POSH).
- Drafting show cause letters against the harasser.

Course Registration

<https://forms.office.com/r/jnCt2zm9nE>

RM 1,900*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC.

QR :



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Course Structure

Time	Agenda – Day 1
8.30am	Registration
9.00am	Course Introduction / Ice Breaking
9.30am	MODULE 1 : Employment Misconduct, Condonation & Rules of Natural Justice
10.50am	Coffee Break
11.00am	MODULE 2 : • Disciplinary Process & investigations • Domestic Inquiry (DI)
12.00pm	MODULE 3 : • Section 20 IRA 1967 (employee's statutory right) • Duty of Industrial Court • Drafting of Show Cause Letter
1.00pm	Lunch Break
2.00pm	Case Study : • Employee Actions post dismissal • Cases of wrongful dismissals
2.30pm	MODULE 4 : • Disciplinary Process & DI Procedures • Drafting of Charge Sheet
3.30pm	Tea Break
3.40pm	MODULE 5 : • Role of an Investigating Officer (IO) • Presenting Officer (PO) • Principles for fair Domestic Inquiry
5.00pm	Session End

Time	Agenda – Day 2
9.00 am	Refresh Day 1 Session
9.15 am	Module 1: Definition of Sexual Harassment
10.15 am	COFFEE BREAK
10.30 am	Module 2: Consequences of Sexual Harassment in Organization
11.20 am	Module 3: Relevant Laws on Sexual Harassment in Malaysia
12.20 pm	Module 4 : Dismissal/Constructive Dismissal in Sexual Harassment
1.00 pm	LUNCH and PRAYERS
2.00 pm	Module 5: Development of Case Law on Sexual Harassment
3.00 pm	Module 6: Understanding Unauthorized Request Harassment
4.00 pm	TEA BREAK
4.15 pm	➤ Group Dynamics & Closing
5.00 pm	➤ Session End

Trainer Profile



Dr Saravanan Patrick

Ir. Dr. Saravanan Nathan Lurudusamy @ Dr Patrick is a Solution Consultant and is also a HRDC certified and accredited trainer under the Ministry of Human Resources. He regularly conducts trainings for corporate industries such as DRB-HICOM, Panasonic, NICHIA Corporation and its subsidiaries, Marvelous Frontiers Sdn Bhd, Carnaby Groups Sdn Bhd, Technip Asiaflex Products Sdn Bhd, SEGI University and others, as well as for the governmental agencies and GLC's such as Ministry of National Unity, Social Security Organization (PERKESO), MADANI Programs and others.

For the past 20 years, he has been delivering technical consultancy and rendered his service as an adjunct academia in the area of Engineering and Technology in few universities. He has also written numerous papers which have been published in journals and has attended conferences at both local and international levels. His book on Strategic Information System Planning has been published and being used as course guide by university students. He has been awarded Professional Engineer status since 2009 under the Electronics division.

