



# Managing Workplace Misconduct – Effective Disciplinary Process & Domestic Inquiry Procedures

15 – 16 OCT. 2025 | 9.00AM – 5:00 PM | MEF ACADEMY PETALING JAYA

In every organization, maintaining discipline and ethical conduct is essential for fostering a productive, respectful, and legally compliant work environment. When misconduct arises—whether it's absenteeism, insubordination, harassment, or fraud—employers must respond with fairness, consistency, and due process

A well-structured disciplinary framework helps employers identify, investigate, and address misconduct effectively. Meanwhile, the domestic inquiry serves as an internal hearing that allows the accused employee to present their defense, ensuring decisions are based on facts and fairness

## Who Should Attend

All those involved in handling personnel and industrial relations functions

## Learning Outcomes

- Participants will be guided through the stages of identifying the category of misconduct, the investigation & evidence gathering process, the practical letters on show cause, suspension, warning, demotion, dismissal etc. as well as the stages of conducting the Domestic Inquiry (DI) including the role of Investigating officer, Presenting Officer, Chairman & Panel during the DI

**COURSE FEES**  
**RM 1,600.00**

(Price Inclusive of 8% SST)

## Course Registration



<https://forms.office.com/r/e9iVU0K73P>



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# Course Structure

	Time	Agenda
<b>Day 1</b> Module 1	9:00 AM -10:30 PM *break 15 min	<ul style="list-style-type: none"> <li>What is "Misconduct"</li> <li>Due Inquiry</li> <li>Statutory provision on due inquiry – section 14 Employment Act 1955</li> </ul>
Module 2	10:45 AM – 1:00 PM	<ul style="list-style-type: none"> <li>Consequences if company does not follow procedure</li> <li>Section 20 IRA 1967 (employee's statutory right)</li> <li>Condonation &amp; Rules of Natural Justice</li> </ul>
	1:00 PM – 2:00 PM	<ul style="list-style-type: none"> <li>LUNCH</li> </ul>
Module 2 (Cont'd)	2:00 PM – 4:00 PM	<ul style="list-style-type: none"> <li>Common examples of employment misconduct</li> <li>Absenteesim – section 15(2) Employment Act</li> <li>Abandonment of employment</li> <li>Late coming</li> <li>Stealing</li> <li>Misrepresentation</li> <li>Sexual Harassment</li> </ul>
Module 2 (Cont'd)	4:00 PM – 5:00 PM *break 15 min	<ul style="list-style-type: none"> <li>Disciplinary Procedures</li> <li>- Conducting proper investigations</li> <li>- Gathering of evidence</li> <li>- Drafting of Charges – general principles</li> <li>- Drafting of Show Cause Letter For AWOL</li> <li>- For Insubordination</li> <li>- for Alteration of medical leave</li> <li>- for Submitting a false claim</li> </ul>
<b>Day 2</b> Module 3	9:00 AM -10:45 PM *break 15 min	<ul style="list-style-type: none"> <li>When is a Domestic Inquiry (DI) needed?</li> <li>Drafting of Notice of DI</li> <li>Steps to be taken after the Notice of DI is issued</li> <li>Guidelines for Conducting a DI</li> <li>Preparing for a domestic inquiry</li> <li>Examination-in-chief</li> <li>Cross-examination</li> <li>Re-examination</li> </ul>
Module 4	10:45 AM – 1:00 PM	<ul style="list-style-type: none"> <li>Standard of Proof</li> <li>Role of Chairman &amp; Panel</li> <li>Role of Prosecution Officer (PO)</li> <li>Role of Witness</li> </ul>
	1:00 PM – 2:00 PM	<ul style="list-style-type: none"> <li>LUNCH</li> </ul>
Module 4 (Cont'd)	2:00 PM – 5:00 PM *break 15 min	<ul style="list-style-type: none"> <li>DI Procedure</li> <li>Decision on punishment- considerations</li> <li>Common pitfalls of a DI</li> <li>Drafting a letter of punishment / dismissal after a DI</li> </ul>

# Trainer Profiles



## KIRANRAJ SEKAR A/L SEGgaran

Kiranraj Sekar - An expert in employment and commercial law, Kiranraj delivers strategic legal solutions with precision and clarity. Holding a Bachelor of Laws (Hons) from Universiti Malaya (UM) and a Master of Human Resource Law (Distinction) from Universiti Utara Malaysia (UUM), he is a trusted advisor in regulatory compliance and employment disputes.

As an accredited HRDC trainer, he conducts impactful sessions on employment legislation, negotiation strategies, and conflict management. His training programs have been widely attended by HR practitioners, managers, and executives across industries.



## MUHAMMAD HAFIZ

Muhammad Hafiz obtained his Bachelor of Law (Honours) (L.LB) 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, employment matters and was part of the winning team for a few landmark cases in Sabah

