

# DISCIPLINARY PROCEDURES



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALAYSIAN EMPLOYERS FEDERATION



12 JUNE 2025

9:00 am – 5:00pm

VENUE MEF PENANG BRANCH

Course Fees:

RM1,000.00 P PAX  
(including SST)

*HRD Corp Claimable Courses /payable to  
MEF Academy*

**PLEASE GO THIS LINK TO  
REGISTER**

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

**WHO SHOULD ATTEND?**

- All those involved in handling personnel and industrial relations functions

*Participants will be given access to  
MEF Academy online classroom to  
access training materials.*

MEFA Online Class  
MEF Academy Sdn Bhd



ENQUIRIES: Adminmefa (adminmefa@mef.org.my)

•Contact Number: 03 7498 7242

•Hotline: 016 254 1844

COURSE FEES :

RM 1000/ pax includes SST



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## INTRODUCTION / OBJECTIVES

### Objectives

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.

### TOPICS COVERED

- What is Discipline
- Handling Discipline
- Duties and obligations of an employer/worker
- 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.
- Breach of contract - Section 15(2) EA 1955
- Issues relating to Condonation
- Disciplinary Procedures and the “Due process” requirement under the law:
  - Investigation process of misconducts
  - Show Cause Letter
  - Drafting of Charge sheet
  - Brief understanding of Domestic Inquiry
- Punishments to be imposed

# DISCIPLINARY PROCEDURES



Shalani Devi was called to the Malaysia Bar in 1997. She has been practising in all areas of law since she was called until she became part of the MEF organisation in 2007. She worked with Mr William, ex Director of Industrial Department and headed the Northern Region after his demise until 2016 when she started to operate her own legal firm as sole proprietor of Shalani Devi & Co.

As a practising lawyer she continued practising Industrial and Labour Laws and has represented Companies, Claimant and has also represented MTUC in a number of Cases/Appeals handling cases. She has now rejoined MEF and heads the Northern Region with continued passion in Industrial and Labour Matters.

She is a registered HRDF Trainer since 2007 and has been actively involved in training, providing training to companies throughout Malaysia in relation to Employment, Industrial and Labour Matters. She is also a qualified Japan's NTP trainer with AOTS.

## WHO SHOULD ATTEND?

- All those involved in handling human resources and industrial relations functions including Line Managers & supervisors.

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