



MANAGING WORKPLACE MISCONDUCT EFFECTIVE DISCIPLINARY PROCESS & DOMESTIC INQUIRY PROCEDURES

19 & 20 NOV 2025 | 9.00AM - 5.00PM | MEF PERAK

Course Overview

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

- Human Resource Personnel
- Compliance Officers
- Line Managers / Supervisors
- Talent Acquisition Staff

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 Registration :



<https://forms.office.com/r/dgkHFVS5Pa>

RM1,600*

(Price Inclusive of 8% SST)
HRDC Claimable*

Course Structure

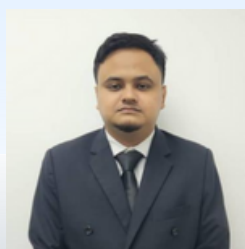
Trainer Profile

Time	Agenda
DAY 1	
9:00am - 10:45am (*break 15 min)	MODULE 1 : - What is "Misconduct" - Due Inquiry - Statutory provision on due inquiry – section 14 Employment Act 1955
10:45am - 1.00pm	MODULE 2 : - Consequences if company does not follow procedure - Section 20 IRA 1967 (employee's statutory right) - Condonation & Rules of Natural Justice
1.00pm - 2.00pm	Lunch Break
2.00pm - 3.45pm (*break 15 min)	- Common examples of employment misconduct - Absenteesim – section 15(2) Employment Act - Abandonment of employment - Late coming ,Stealing,Misrepresentation & Sexual Harassment
3.45 pm - 5:00 pm	- Disciplinary Procedures - Conducting proper investigations - Gathering of evidence - Drafting of Charges – general principles - Drafting of Show Cause Letter - For AWOL - For Insubordination - for Alteration of medical leave - for Submitting a false claim
DAY 2	
9:00am - 10:45am (*break 15 min)	MODULE 3 : - When is a Domestic Inquiry (DI) needed? - Drafting of Notice of DI - Steps to be taken after the Notice of DI is issued - Guidelines for Conducting a DI - Preparing for a domestic inquiry - Examination-in-chief - Cross-examination & Re-examination
10:45am - 1.00pm	MODULE 2 : - Standard of Proof - Role of Chairman & Panel - Role of Prosecution Officer (PO) - Role of Witness
1.00pm - 2.00pm	Lunch Break
2.00pm - 5.00pm (*break 15 min)	- DI Procedure, Decision on punishment- considerations • Common pitfalls of a DI - Drafting a letter of punishment/ dismissal after a DI



MUHAMMAD HAFIZ

Muhammad Hafiz earned his L.L.B (Hons) from Universiti Teknologi MARA in 2021 and was admitted to the Bar in Sabah in 2024. He completed two pupillages in Johor Bahru and Kota Kinabalu, and prior to joining MEF worked in industrial relations at multinational firms –handling criminal, civil and employment matters.



**MUHAMMAD NURIMAN
BIN YAHAYA**

Muhammad Nuriman earned his L.L.B (Hons) from Universiti Teknologi MARA in 2021 and completed his pupillage at Messrs. Yahaya Ahmad & Co in Sungai Petani. He has experience in civil and criminal trials and interlocutory applications across Peninsular Malaysia, and was exposed to industrial relations in human resources before joining MEF.

