



DOMESTIC INQUIRY

11 Sept. 2025 | 9.00AM - 5.00PM | MEF ACADEMY PETALING JAYA

"Federal Court reinstates RM180,000 award to ex-varsity employee for unlawful dismissal"

Employment is akin to a Proprietary Right and is one of the core Fundamental Liberties for an individual. It is therefore pertinent to ensure fairness in finding the truth to the charges of misconduct imposed on an Employee. Hence, a Domestic Inquiry is carried out to achieve this. The validity and accuracy of a Domestic Inquiry can only be achieved if the conduct of the Domestic Inquiry adheres at all stages to the principle of Natural Justice. The principle of Natural Justice are two fold ie "audi alteram partem and nemo judex in causa sua". The Terminal Objective of this Seminar is to prepare participants with the knowledge on the practical aspects of the proper conduct of a Domestic Inquiry.

Who Should Attend

- Senior Managers
- Line Managers
- HR/IR Executives
- All those involved in handling personnel and industrial relations functions

Learning Outcomes

Having attended this training, the participants will be able to conduct the Domestic Inquiry in accordance to the Best Practices of Industrial Relations and the Law, and carry out the role of panel members effectively.

RM 1200.00*

(Price Inclusive of 8% SST)

*Course fee is claimable under HRDC.

Course Registration



<https://forms.office.com/r/7W9Yf58nqB>



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Course Structure

Module	Time	Agenda
Module 1	9:00 am – 10.30 am	<ul style="list-style-type: none"> Understanding the Principle of Natural Justice Preliminary Investigation
	10:30am – 10:45 am	<ul style="list-style-type: none"> Tea break
Module 2	10:45 am – 1:00 pm	<ul style="list-style-type: none"> Notice of DI including Drafting of charges Selection of Panel of Domestic Inquiry Role of Panel of Domestic Inquiry Role and Functions of Prosecuting Officers/Investigating Officers
	1:00 pm – 2:00 pm	<ul style="list-style-type: none"> Lunch
Module 3	2pm – 5pm *15 minutes break	<ul style="list-style-type: none"> Understanding the process flow of the DI Examination-in-Chief Re-Examination Findings and Decision Punishment Cross Examination Understanding the preparation of Minutes of Inquiry Findings of the DI Discussion on 2023 Federal Court decision case : Amirul Fairuz Ahmad v. Universiti Teknologi Petronas

Trainer Profile



MS. SARASWATHI RAVINDRAN

A Senior Principal Consultant-IR with more than 15 years' experience with MEF. She is a lawyer by profession who has completed her Masters in Law (UKM). She graduated from University of Northumbria UK and also has the Certificate in Legal Practice. Prior to joining MEF she has worked in an established Legal Firm in Kuala Lumpur as an Advocate and Solicitor specializing in Industrial Relations Practice. Her current duties include handling Industrial and Labour Court cases representing MEF's Member Companies.

She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She is also actively involved in providing Trainings, in relation to The Employment Act 1955, Disciplinary Procedures, Managing Probationers, and Termination.

