



# THE ART OF HANDLING DISCIPLINE: PROTECTING EMPLOYERS' RIGHTS & AVOIDING COSTLY LIABILITY

21 - 22 MAY 2026 | 9.00AM - 5.00PM | MEF ACADEMY

## Course Overview

The Art of Handling Discipline: Protecting Employers' Rights & Avoiding Costly Liability trains managers and HR professionals to address employee misconduct effectively while minimizing legal risk. Participants will learn how to implement fair disciplinary procedures, document issues accurately, and ensure compliance with employment laws. The course focuses on protecting organizational interests, balancing employee rights, and preventing costly disputes or litigation. Through real-world examples, practical exercises, and best-practice strategies, attendees will gain the confidence and skills to make consistent, defensible, and legally sound disciplinary decisions that support a productive workplace.

## Who Should Attend

- All Department Leaders
- HR Personnel
- Senior Managers
- Line Managers / Supervisors

## Learning Outcomes

- Apply fair and consistent disciplinary procedures while protecting legal compliance.
- Accurately document performance and conduct issues to minimize liability.
- Recognize employee rights and organizational responsibilities in disciplinary actions.
- Make defensible, risk-aware decisions that safeguard the workplace and employer interests.

## Course Registration :



<https://forms.office.com/r/9TZfmVTzZ8>



## Course Structure

Time	Agenda (Day 1)
8.30am - 9.00am	Registration
9:00am - 10:45am	<b>FOUNDATIONS OF WORK DISCIPLINE</b> <ul style="list-style-type: none"> <li>• Purpose &amp; Scope of Discipline</li> <li>• Corrective Discipline vs Punitive</li> </ul>
10:45am - 1.00pm	<b>EMPLOYMENT LAW ESSENTIALS</b> <ul style="list-style-type: none"> <li>• Legal principles governing discipline</li> <li>• Employers rights &amp; obligations</li> <li>• Case Study &amp; Group Discussion</li> </ul>
1.00pm - 2.00pm	Lunch
2.00pm - 3.30pm	<b>CLEAR POLICIES &amp; PROCEDURES</b> <ul style="list-style-type: none"> <li>• Design effective workplace policies</li> <li>• Ensure policies are transparent</li> </ul>
3.30 - 5.00pm	<b>CONDUCT EFFECTIVE INVESTIGATIONS</b> <ul style="list-style-type: none"> <li>• Gathering Facts Before Investigation</li> <li>• Confidentiality &amp; Impartiality</li> </ul>

Time	Agenda (Day 2)
8.30am - 9.00am	Registration
9:00am - 10:45am	<b>MANAGING MISCONDUCT</b> <ul style="list-style-type: none"> <li>• Misconduct vs. Poor Performance</li> <li>• Taking Appropriate Action</li> <li>• Progressive Discipline Techniques</li> </ul>
10:45am - 1.00pm	<b>AVOIDING WRONGFUL DISMISSAL</b> <ul style="list-style-type: none"> <li>• Withstanding Legal Scrutiny</li> <li>• Identifying Costly Legal Pitfalls</li> </ul>
1.00pm - 2.00pm	Lunch
2.00pm - 3.00pm	<b>DOCUMENTATION &amp; RECORD KEEPING</b> <ul style="list-style-type: none"> <li>• Importance of Organized Filing</li> <li>• Best Practices</li> </ul>
3.00 - 4.00pm	<b>HANDLING GRIEVANCE &amp; CONFLICT</b> <ul style="list-style-type: none"> <li>• Process to manage appeals</li> <li>• Skills to resolve conflicts</li> </ul>
5.00pm	Session Ends

## Trainer Profile



### MR. NANTHA KUMAR VARATHARAJAH

MR. NANTHA KUMAR, Senior Consultant - IR, joined MEF since 2009. He represents member companies at Industrial Court, conciliation proceedings, and labour court cases. Working experience with a bank where his last position a Senior Executive in the Operations Control/Audit Review Dept. He left in 2000 to further his legal studies. After qualifying as an Advocate & Solicitor he practiced with Messr Sri Ram & Co and Messr P Kupusamy & Co specializing in Employment Laws.

