



MANAGING WORKPLACE MISCONDUCT: EFFECTIVE DISCIPLINARY PROCESS & DOMESTIC INQUIRY

10 & 11 JUN 2026 | 9.00AM - 5.00PM | MEF ACADEMY

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

- Understand _____ workplace misconduct and its legal and organizational implications.
- Apply effective disciplinary procedures in accordance with company policy.
- Conduct fair and structured domestic inquiries.
- Enhance skills in documenting and reporting disciplinary actions accurately.

Course Registration :



<https://forms.office.com/r/juuRLbc4rN>

RM2,000*

(Price Inclusive of 8% SST)

HRDC Claimable*



Course Structure

Time	Agenda
DAY 1	
9:00am - 10:45am (*break 15 min)	MODULE 1 : <ul style="list-style-type: none"> • What is “Misconduct” • Due Inquiry • Statutory provision on due inquiry
10:45am - 1.00pm	MODULE 2 : <ul style="list-style-type: none"> • Consequences of not following procedures • Sec. 20IRA 1967 (Employee’s Statutory Right) • Condonation & Rules of Natural Justice
1.00pm - 2.00pm	Lunch Break
2.00pm - 3.45pm (*break 15 min)	MODULE 3: <ul style="list-style-type: none"> • Common examples of employment misconduct • Absenteesim • Abandonment of employment • Late Coming , Misrepresentation & Harassment
3.45 pm - 5:00 pm	MODULE 4: <ul style="list-style-type: none"> • 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 1 : <ul style="list-style-type: none"> • 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 : <ul style="list-style-type: none"> • Standard of Proof • Role of Chairman & Panel • Role of Prosecution Officer (PO) • Role of Witness
1.00pm - 2.00pm	Lunch Break
2.00pm - 4.00pm (*break 15 min)	MODULE 3: <ul style="list-style-type: none"> • DI Procedure, Decision on Punishment • Considerations • Drafting a letter of punishment
4.00PM - 5.00PM	MODULE 4 <ul style="list-style-type: none"> • Disciplinary Procedures • Conducting proper investigations • Gathering of evidence • Drafting of Charges – general principles

Trainer Profile



SARASWATHI RAVINDRAN

Mrs Saraswathi Ravindran is a Senior Principal Consultant - IR with more than 20 years' experience focuses predominantly on Employment laws, Industrial Relations and Labour Laws in Malaysia. She is a graduate with an LLB Hons from University of Northumbria UK and also has successfully completed the Certificate in Legal Practice and Masters of Law (UKM). She specializes in handling Industrial and Labour dispute cases at the JTK and Industrial Court representing MEF's Member Companies throughout Malaysia. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She has also assisted many companies in the reviewing their handbooks, employments agreements, company policies, assisting in retrenchment exercises, advisory on the minimum wages, trade union matters etc. Further, she is also a registered HRDF Trainer and a qualified Japan's MTP Trainer with AOTS who is actively involved in providing Trainings to member Companies throughout Malaysia,

