



MANAGING WORKPLACE MISCONDUCT: EFFECTIVE DISCIPLINARY PROCESS & DOMESTIC INQUIRY PROCEDURES

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

Trainer Profile

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



MUHAMMAD HAFIZ BIN AWANG SATIAH

En. Muhammad Hafiz obtained his Bachelor of Law (Honours) (L.LB) from Universiti Teknologi MARA in the year 2021. He completed his pupillage at a criminal litigation firm Messrs. Daud & Co, Johor Bahru. Upon successful completion of his pupillage, he decided to pursue his second pupillage in Kota Kinabalu at Messrs. Rakhbir Singh & Co and was admitted to the Bar in Sabah in 2024. Prior to joining MEF he also worked as an Industrial Relations Executive in two multinational Companies at Banting and Kuala Lumpur. En.Hafiz has experience in a variety of criminal cases, civil cases, syariah matters, employment matters and was part of the winning team for a few landmark cases in Sabah. He is fluent in mandarin language since young

