



MANAGING WORKPLACE MISCONDUCT: EFFECTIVE DISCIPLINARY PROCESS & DOMESTIC INQUIRY PROCEDURES

9 & 10 SEP 2026 | 9.00AM - 5.00PM | MEF ACADEMY, PJ

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/Futt3VLHBg>

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. 201RA 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 |



DATO’ HJ JALALDIN HUSSAIN

Dato’ HJ Jalaldin Hussain, previously Senior Consultant – Industrial Relations at the Malaysian Employers Federation since June 2021 has had a distinguished legal and public service career. After earning his law degree from the University of Malaya in 1982, he served in various roles including Deputy Public Prosecutor, Senior Assistant Registrar, Magistrate, and Senior Federal Counsel across the Anti-Corruption Agency, Attorney General’s Chambers, and Ministry of Home Affairs. He also served as Judge Advocate General and Legal Advisor to Kelantan. From 2006 to 2014, he was Chairman of the Industrial Court in Kuala Lumpur and later returned to the role in a task force capacity in 2018.

