



# INCIDENT INVESTIGATION & DISCIPLINE ACTION AT WORKPLACE

22-23 APRIL 2026 | 9.00AM - 5.00PM |  
MEFA TRAINING CENTER, PJ

## Course Overview

This training equips participants with practical knowledge and skills to conduct fair, systematic, and legally compliant workplace incident investigations and disciplinary actions. Participants will learn how to identify incidents, gather and assess evidence, interview witnesses, document findings, and determine root causes.

The course also covers due process, principles of natural justice, misconduct classification, and alignment with the Employment Act and Industrial Court precedents. Through case studies and hands-on exercises, participants will gain confidence in managing misconduct, minimizing legal risks, and ensuring consistent, transparent, and defensible disciplinary decisions that promote workplace accountability, compliance, and harmonious employee relations.

## Who Should Attend

- HR Managers/ Executives
- I/R Employee Relations Officers
- Line Managers & Department HODs
- Compliance, Risk Management
- Corporate Governance Officers
- Operations Managers and Team Leaders

## Learning Outcomes

Participants will be able to :

1. Understand how to investigate workplace incidents properly
2. Know the correct steps for fair disciplinary action
3. Learn how to gather facts, evidence, and statements clearly
4. Apply Employment Act rules and basic legal principles correctly
5. Handle misconduct cases confidently while reducing disputes and risk

## Course Registration :



**RM2,000**

(Price Inclusive of 8% SST)

HRDC Claimable\*

<https://forms.office.com/r/qQmn402LcT>



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## Course Structure

Time	Itinerary
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 10:30am	<b>MODULE 1 : Understanding Workplace Incidents and Misconduct</b>
10.30am - 10:45am	Coffee Break
10:45am - 1.00pm	<b>MODULE 2 : Legal Framework: Employment Act &amp; Industrial Court Principles</b>
1.00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 3 : Incident Reporting and Initial Assessment</b>
3.30pm - 3.45pm	Tea Break
3.45pm - 5:00pm	<b>MODULE 4 : Evidence Gathering and Interview Techniques</b>
5.00pm	End of Day 1
<b>DAY 2</b>	
8:30am - 9:00am	<ul style="list-style-type: none"> <li>Registration</li> </ul>
9:00am - 10:30am	<b>MODULE 5 : Conducting Fair Investigations and Documentation</b>
10:30am - 10:45am	Coffee Break
10:45am - 1:00pm	<b>MODULE 6 : Decision-Making, Penalties</b> <ul style="list-style-type: none"> <li>Group Work - Case Studies</li> </ul>
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 7 : Disciplinary Procedures and Domestic Inquiry Process</b>
3.30pm - 3.45pm	Tea Break
3.45pm – 4.45pm	<b>CONCLUSION : Case Study Presentation</b>
4.45pm – 5.00pm	<b>Wrap-Up, Key Takeaways &amp; Q&amp;A</b>
5.00pm	End of Programme

## Trainer Profile



**KIRAN RAJ**  
**MEF Consultant**  
**Legal & Industrial Relations**

Kiranraj is a dynamic consultant at MEF, with a sharp legal acumen and a passion for delivering exceptional results. He was admitted as an Advocate and Solicitor of the High Court of Malaya in October 2020 and holds a Bachelor of Laws (Hons) from the University of Malaya.

Starting his career at Messrs. Presgrave & Matthews, a prominent and long-standing law firm in Malaysia, he quickly advanced from pupillage to Legal Associate. He then became a Senior Legal Associate at Messrs. Esther Ong Tengku Saiful & Sree before joining MEF.

With a specialization in Civil and Commercial Litigation, Kiranraj brings a wealth of experience and a fearless, strategic approach to resolving complex legal challenges. His practice spans a wide array of areas, including contract disputes, employment matters and employment termination in both the private sector and statutory bodies.

