



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

Time	Agenda
DAY 1	
9:00am - 10:45am (*break 15 min)	MODULE 1 : - What is "Misconduct" - Due Inquiry - Statutory provision on due inquiry
10:45am - 1.00pm	MODULE 2 : - 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: - Common examples of employment misconduct - Absenteesim - Abandonment of employment - Late Coming, Misrepresentation & Harassment
3.45 pm - 5:00 pm	MODULE 4: - 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 : - 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 : - 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: - DI Procedure, Decision on Punishment - Considerations - Drafting a letter of punishment
4.00PM - 5.00PM	MODULE 4 - Disciplinary Procedures - Conducting proper investigations - Gathering of evidence - Drafting of Charges – general principles

Trainer Profile



KIRANRAJ SEKAR A/L SEGGERAN

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, Kiranraj 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. Kiranraj is a trusted advisor to public listed companies, directors, and professionals, guiding them through the intricacies of employment regulatory and compliance issues.

