

OBJECTIVES

This programme is designed to familiarise participants on the do and don't in conducting a Domestic Inquiry and the procedures that has to be adhered in conducting a Domestic Inquiry. The course will include a presentation on the concept, processes, roles and responsibilities in conducting a Domestic Inquiry. The participants would be informed of function as Chairman, Panel Members, Prosecutor and Accused. Participants upon completion of this course would be competent in handling a Domestic Inquiry.



WHO SHOULD ATTEND

All those involved in handling personnel and industrial relations functions.

DOMESTIC INQUIRY

(On line learning)

11 & 12 August 2021

(9 am – 12:30 pm)

TOPICS COVERED

- Principles of natural justice
- Duties and obligations of an employer/worker
- Misconduct
- Condonation
- Due Inquiry

DOMESTIC INQUIRY PROCEDURE

Preliminary Investigations

Selection of Inquiry Panel

-Role of Inquiry Officer

-Examination-in-Chief

-Re-Examination

-Findings and Decision

-Punishment

-Cross Examination

-Industrial Court Guidelines

-Role and Functions of Prosecuting Officers/Investigating Officers

PLEASE SCAN TO REGISTER



Course Fee & Registration

A course fee of RM700 inclusive SST (MEF members) & RM750 inclusive SST (Non-member) per participant.

Forward Registration Form & Course Fee to:

Cik Eina email :

nazlina@mef.org.my; roszana@mef.org.my

MEF Academy Sdn Bhd

3A06-3A07, Block A,

Phileo Damansara II, Off Jalan Damansara

46350 Petaling Jaya, Selangor.

Tel: 03-79557778 Fax: 03-79551945 ext. 137

DOMESTIC INQUIRY*(On line learning)***DATE: 11 & 12 August 2021, (9 am – 12:30 pm)****Participants Particulars:**

No	Name	I/C Number	Designation	Email Address

PERSON IN CHARGE

Name:

Designation:

Company:

Address:

.....

Tel:.....

Email:

Fax:

Attached is our cheque no. : _____

Course Fees RM700 inclusive SST per participant (MEF Members) RM750 inclusive SST per participant (Non-MEF Member)

Payable to MEF Academy Sdn Bhd

Affin Islamic Bank Bhd 10-528-000287-5

TRAINER

Ms Saraswathi Ravindran is a Senior Consultant in the Industrial Relations Department with Malaysian Employers Federation. She is a lawyer by profession who graduated from University of Northumbria UK and completed the Certificate in Legal Practise (CLP) and has her Masters in Law (LLM). Prior to joining MEF she has worked in an established Legal Firm in Kuala Lumpur as an Advocate and Solicitor specializing Industrial Relations Practice. Her current duties include handling Industrial and Labour Court Cases representing MEF member Companies. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She is also actively involved in Trainings, in relation to The Employment Act 1955, Disciplinary Procedures, Handling Termination, Sexual Harassment, Handling Probationers and Conducting Domestic Inquiry.

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