



## 2 DAYS WORKSHOP “PRACTICAL GUIDELINES TO MANAGING WORKPLACE MISCONDUCTS AND DOMESTIC INQUIRY PROCEDURES”

15 – 16 Nov 2023 (Johor Bahru), 27 & 28 Nov 2023 (Ipoh) & 5 & 6 Dec 2023 (Petaling Jaya)

### OBJECTIVE

This 2-day workshop is designed to familiarise participants on the procedures that need to be followed in dealing with misconducts at the workplace and the procedures that has to be adhered in conducting a Domestic Inquiry.

This workshop will include lectures, case studies and mock domestic inquiry.

Participants would be equipped with comprehensive knowledge and be able to draft charges, prosecute at domestic inquiry or conduct a domestic inquiry upon completion of this course.

### COURSE FACILITATORS

**MR BERNARD JOHN KANNY** is a Senior Principal Consultant – Industrial Relations in MEF.

Prior to joining MEF, he was Chairman of the Industrial Court of Malaysia and as Chairman, he has adjudicated, written, and articulated complex Awards on numerous cases involving dismissal and other matters relating to industrial disputes. Prior to his appointment as Chairman of the Industrial Court of Malaysia, Mr. Bernard successfully practiced law for 30 years and he has represented both employees and employers at the Labour Court, Industrial Court, High Court and at the Court of Appeal.

**MS AMMIRA MARLINI** is a Consultant – Industrial Relations in MEF. She is a lawyer by profession and started her career as a litigator in 2015. Prior to joining MEF, she was an in-house Industrial Relations counsel for one of the prominent healthcare providers in Kuala Lumpur. She is passionate about industrial relations and employment related matters, which has become her niche area. She is also experienced in conducting in-house trainings on employment laws, managing employee discipline and performance management.

### PROGRAMME

#### Topics Covered

- Principles of natural justice
- Duties and responsibilities of employers and employees
- Concept of Workplace Misconduct (Minor & Major) – case laws discussion
- Breach of Contract
- Steps and procedures to be followed in dealing with misconducts
- Investigation of Misconduct
- Show Cause and Due Inquiry
- Condonation & Progressive Discipline
- Concept of Domestic Inquiry
- Domestic Inquiry Procedure
  - Preliminary Investigation
  - Role of Inquiry Officer, Prosecuting Officer
  - Selection of Inquiry Panel
  - Findings and Decision
  - Punishment
- Role Play and Mock Domestic Inquiry

### WHO SHOULD ATTEND

All practitioners involve in handling Human Resources (HR) and Industrial Relations (IR) matters for the company.

ENQUIRIES - ☎ 03 - 7498 7200

Pn. Roza [rozameza@mef.org.my](mailto:rozameza@mef.org.my)

Cik Musfirah [musfirah@mef.org.my](mailto:musfirah@mef.org.my)

# REGISTRATION FORM

**Yes!** Register me as participant for the:

## 2 DAYS WORKSHOP " PRACTICAL GUIDELINES TO MANAGING WORKPLACE MISCONDUCTS AND DOMESTIC INQUIRY PROCEDURES"

### DATE & VENUE :

Date	Venue
15 & 16 November 2023	St Giles Southkey, Johor Bahru
27 & 28 November 2023	Impiana Hotel, Ipoh
5 & 6 December 2023	Eastin Hotel, Petaling Jaya

### TIME:

9.00 am to 5.00 pm

### TRAINING FEES

- MEF Members: RM 1,450 inclusive of 6% SST
- Non-Members: RM 1,550 inclusive of 6% SST

### Registration Link :

<https://forms.office.com/r/Pp2mpFySuM>



**\*PLEASE ALSO TAKE NOTE THAT HRDC CLAIMS ARE SUBJECT TO HRDC CONDITIONS AND APPROVAL**

## PAYMENT

Upon receipt of the registration, a quotation would be issued for those companies that apply for HRD Corporation's (previously known as HRDF) grant application. Only quotation will be sent instead of invoice and no payment is needed subject to HRD Corporation's approval.

An invoice would be issued for payment for those companies that will not apply for HRD Corporation's grant application. All registered participants, who will not apply for HRD Corporation's grant application, must pay full fees before the event.

Payment in cheque or bank draft made in favour of **MALAYSIAN EMPLOYERS FEDERATION.**

Payment by bank deposit to Account No: **105280002422, Affin Islamic Bank Berhad** in favour of **MALAYSIAN EMPLOYERS FEDERATION.**

A copy of the transfer slip and invoice number should be e-mailed to:

- [natasya@mef.org.my](mailto:natasya@mef.org.my)
- [yeokhoon@mef.org.my](mailto:yeokhoon@mef.org.my)
- [yapcc@mef.org.my](mailto:yapcc@mef.org.my)