



MEF

“Conducting Domestic Inquiry”

Doing it Right in the Workplace

Date : 13 AUGUST 2024

**Venue: MEF ACADEMY
PETALING JAYA**

Time : 9:00AM - 5:00PM



**MS SARASWATHI RAVINDRAN
PRINCIPAL CONSULTANT - IR**

MS. SARASWATHI RAVINDRAN, A PRINCIPAL CONSULTANT-IR AT MEF, BRINGS OVER 15 YEARS OF EXPERIENCE. A LAWYER WITH A MASTER'S IN LAW FROM UKM, SHE PREVIOUSLY PRACTICED AS AN ADVOCATE AND SOLICITOR IN KUALA LUMPUR. IN HER CURRENT ROLE, SHE HANDLES INDUSTRIAL AND LABOUR COURT CASES, PROVIDES ADVISORY SERVICES ON EMPLOYMENT MATTERS, AND CONDUCTS TRAINING ON TOPICS LIKE THE EMPLOYMENT ACT 1955, DISCIPLINARY PROCEDURES, MANAGING PROBATIONERS, AND TERMINATION

**Course Fee: RM1,000.00 (including SST)
HRD Corp Claimable Courses /payable to MEF
Academy Sdn Bhd**

**Includes a complimentary copy of MEF
publication titled “Leave and Absenteeism in
Employment”**

OBJECTIVES

Natural Justice is a great humanising principle intended to invest law with fairness, to secure justice and to prevent miscarriage of justice. Hence, in line with this a Domestic Inquiry is an important process to ensure fairness before any decision is made. The recent 2023 Federal Court case of Universiti Teknologi Petronas and Amirul Fairuz Ahmad further brings more discussion to this issue. This Seminar aims to equip participants with the practical knowledge in conducting a Domestic Inquiry in line with the best practices in Industrial Relations and the law. Upon completion, attendees will be able to understand the concept of the domestic Inquiry and conducting a Domestic Inquiry in compliance with the legal standards.

COURSE OUTLINE

- Understanding the Principle of Natural Justice
 - Preliminary Investigations
 - Notice of DI including Drafting of charges
 - Selection of Panel of Domestic Inquiry
 - Role of Panel of Domestic Inquiry
 - Role and Functions of Prosecuting Officers/Investigating Officers
 - Understanding the process flow of the DI
 - Examination-in-Chief
 - Re-Examination
 - Findings and Decision
 - Punishment
 - Cross Examination
 - Understanding the preparation of Minutes of Inquiry
 - Findings of the DI
- A role play will also be conducted where participants would have hands on practice on conducting a mock DI.

TRAINING METHODOLOGY

- LECTURES / INTERACTIVE DISCUSSIONS
- ACTIVITY : ROLE PLAYING DOMESTIC INQUIRY

WHO SHOULD ATTEND?

- ALL THOSE INVOLVED IN HANDLING PERSONNEL AND INDUSTRIAL RELATIONS FUNCTIONS

CALL US FOR MORE INFORMATION

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REGISTER NOW 

[REGISTRATION] CONDUCTING
DOMESTIC INQUIRY ON 13 AUG.
2024 AT MEF ACADEMY PJ



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