

DOMESTIC INQUIRY (Face to Face)



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALYSIAN EMPLOYERS FEDERATION



24 June 2022
9.00am – 5:00 pm
Venue : MEF PJ
Course Fees:
RM850
(including SST)
*HRD Corp Claimable Courses
/payable to MEF Academy*

DOMESTIC INQUIRY

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INTRODUCTION / OBJECTIVES

Employment is a Proprietary Right and a Fundamental Liberty to all employees. It is therefore pertinent to ensure fairness in finding the truth to the charges of misconduct imposed on an employee. Hence, a domestic Inquiry is carried out to achieve this. The validity and accuracy of Domestic Inquiry can only be achievable if the conduct of the Domestic Inquiry adheres at all stages to the principle of natural justice. The principle of Natural Justice is two fold “audi alteram partem and nemo judex in causa sua”. The Terminal Objective of this Seminar is to prepare participants with the knowledge on the practical aspect of the proper conduct of a Domestic Inquiry. Having attended this Seminar, the participants will be able to conduct the Domestic Inquiry in accordance to the Best Practices of Industrial Relations and the Law.

TRAINING METHODOLOGY

- Lectures /Interactive Discussions
- Activity :Role playing Domestic Inquiry
- Case studies and Exercises

COURSE OUTLINE

- 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

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WHO SHOULD ATTEND?

- All those involved in handling personnel and industrial relations functions

PLEASE SCAN TO REGISTER

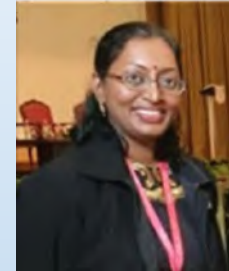


OR pls go to this link to register
<https://forms.office.com/r/H2xGiKNdWT>

Course Fee & Enquiries

Course fee of RM850 inclusive SST /per participant. **03-79557778 Nazlina ext. 137**
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EXPERIENCED TRAINER



MS. SARASWATHI RAVINDRAN

A Senior Consultant-IR with more than 12 years' experience with MEF. She is a lawyer by profession who has completed her Masters in Law (UKM). She graduated from University of Northumbria UK and also has the Certificate in Legal Practice. Prior to joining MEF she has worked in an established Legal Firm in Kuala Lumpur as an Advocate and Solicitor specializing in Industrial Relations Practice. Her current duties include handling Industrial and Labour Court cases representing MEF's Member Companies. She also provides advisory and consultancy services to member Companies pertaining to Employment matters. She is also actively involved in providing Trainings, in relation to The Employment Act 1955, Disciplinary Procedures, Managing Probationers, Termination