



“Conducting Domestic Inquiry”

Doing it Right in the Workplace



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION

Dates / Time	Venue	Registration link
5 June 2024 (9am – 5pm)	Hilton Hotel, Kuching	https://forms.office.com/r/juGFsmuFR4
26 June 2024(9am – 5pm)	Hilton Hotel, Kota Kinabalu	https://forms.office.com/r/Ef6U5q9Mrn

Course Fee: RM1,000.00 (including SST)

HRD Corp Claimable Courses /payable to MEF Academy Sdn Bhd



***“Federal Court reinstates RM180,000 award to ex-
varsity employee for unlawful dismissal”***

“the Federal Court in an appeal case, held employer cannot arbitrarily substitute the findings of a domestic inquiry panel, which had found the employee not guilty, without giving him an opportunity to defend himself as it is against the principles of natural justice”.





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INTRODUCTION / OBJECTIVES

Employment is akin to a Proprietary Right and is one of the core Fundamental Liberties for an individual. 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 a Domestic Inquiry can only be achieved if the conduct of the Domestic Inquiry adheres at all stages to the principle of Natural Justice. The principle of Natural Justice are two fold ie “audi alteram partem and nemo iudex in causa sua”. The Terminal Objective of this Seminar is to prepare participants with the knowledge on the practical aspects 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

Mode of Delivery: Lectures, Group Discussions
Activity :Domestic Inquiry Role Play

COURSE OUTLINE

DOMESTIC INQUIRY PROCEDURE

- 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
- Discussion on 2023 Federal Court decision case :
Amirul Fairuz Ahmad v. Universiti Teknologi Petronas

A role play will also be conducted where participants would have hands on practice on conducting a mock DI.



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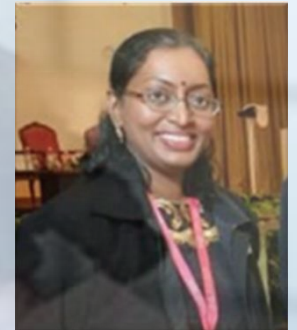
WHO SHOULD ATTEND?

- Senior Managers
- Line Managers
- HR/IR Executives

ENQUIRIES Pn Nazlina (nazlina@mef.org.my)
Pn Roszanariah (roszanariah@mef.org.my)
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COURSE FEES :
RM 1000/ pax includes SST

TRAINER PROFILE



MS. SARASWATHI RAVINDRAN

A Principal Consultant-IR with more than 15 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.