

DISCIPLINARY PROCEDURES (FACE TO FACE)

INTRODUCTION / OBJECTIVES

Objectives

In view of the COVID 19 pandemic crisis, employers are facing tough economic challenges whilst HR activities need to be coordinated simultaneously with the new business operating requirements in the pandemic. This programme is designed to assist participants to understand the procedural aspects to be followed in enforcing disciplinary actions at the workplace. Participants upon completion of this course would be able to handle disciplinary issues, recommend and enforce appropriate disciplinary action while complying with the best practices and in accordance to the law. During the course of this programme the Trainer would share numerous Court decisions pertaining to this.

TRAINING METHODOLOGY

- Lectures /Interactive Discussions

TOPICS COVERED

- What is Discipline
- Handling Discipline
- Duties and obligations of an employer/worker

- Various types of Misconduct including;
 - Absenteeism, malingering, late coming
 - Abuse of sick leave
 - Fraud, cheating, false claim
 - Theft, insubordination, assault
 - Abusive language, drug use
 - Sexual Harassment
 - Cyber Misconduct
 - etc.
- Breach of contract - Section 15(2) EA 1955
- Issues relating to Condonation
- Disciplinary Procedures and the “Due process” requirement under the law:
 - Investigation process of misconducts
 - Show Cause Letter
 - Drafting of Charge sheet
 - Brief understanding of Domestic Inquiry
- Punishments to be imposed

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WHO SHOULD ATTEND?

- All those involved in handling personnel and industrial relations functions

PLEASE SCAN TO REGISTER

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

Course Fee & Enquiries

Course fee of RM1100 inclusive SST /per participant. **03-79557778 Nazlina ext. 137**
nazlina@mef.org.my; Roszanariah ext. 144
roszana@mef.org.my



EXPERIENCED TRAINER

Justin graduated with an LLB (Hons) from Cardiff University, United Kingdom, before returning to Malaysia to earn his Certificate of Legal Practice in 1998. He was admitted as an Advocate and Solicitor of the High Court of Malaya in 1999 and thereafter, in the proceeding years, embarked into practicing various areas of the law, including litigation, corporate and conveyancing matters.

He also practised law in Singapore for 8 years by obtaining his Graduate Diploma in Singapore Law from the National University of Singapore and being admitted as an Advocate and Solicitor of the Supreme Court of Singapore in 2010.

Subsequently, he was engaged as Senior Industrial Relations Consultant in a specialist consultancy firm, and eventually went on to lead the employment law practice at M/s Donny Wong & Co in Kuala Lumpur.

Justin has advised and represented organisations and individuals on a wide range of employment matters including industrial / labour court matters, conciliation meetings, termination of employment, constructive dismissal, Mutual Separation Schemes, poor performance, transfers, secondment, retrenchment, reorganization and restructuring exercises, employment documentation (contracts, appointment letters, show cause letters, notice of inquiry, dismissal letters, Performance Improvement Plan etc), preparation of legal opinions, employment handbook, drafting policies (including sexual harassment, disciplinary procedure etc), providing training on topics relating to employment laws in Malaysia, preparing companies to conduct domestic inquiry (including providing training for prosecutors / panel members), Voluntary Separation Schemes, medical board out, etc.