

DISCIPLINARY PROCEDURES (ONLINE)



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALYSIAN EMPLOYERS FEDERATION



30 SEPT. 2022
9.00am – 5:00 pm
Online

Course Fees:
RM700

(including SST)

SCHEME CODE :

HRD CC : HRD Corp Claimable

Courses : SKIM BANTUAN

LATIHAN KHAS

(payable to MEF Academy Sdn Bhd)

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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 the subject matter.

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?

- Officers 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/G2UQ7gcbhQ>

Course Fee & Enquiries

Course fee of RM700 inclusive SST /per participant. **03-79557778 Nazlina ext. 137**
nazlina@mef.org.my; **Roszanariah ext. 144**
roszana@mef.org.my

EXPERIENCED TRAINERS



Dato' Hj Jalaldin Hussain, *Senior Consultant – Industrial Relations*. Upon reading law at the University of Malaya (1978-1982) and upon graduation, he was appointed to the Anti-Corruption Agency as Deputy Public Prosecutor (DPP) and held various positions in the Judicial and Legal service among others : Legal Advisor to the State of Kelantan, Director General of Institut Latihan Kehakiman dan Perundangan (ILKAP), Deputy Head of Law Revision and Law Reform at the Attorney General Chamber and Chairman of Industrial Court, prior to joining MEF in June 2021. He has vast experiences in the field of industrial relations and human resource development and management and has adjudicated on numerous Industrial Court cases.

Ms Prema Kesavan, *Senior Consultant- Industrial Relations* has experience representing employers in Industrial and Labour Court cases. Ms Prema Kesavan graduated with an LL.B Hons with University of Wolverhampton, she also has a PgDip in Marketing with University of Northumbria. She handles member companies' cases at the Industrial Court and Labour Court. She provides advice to companies on industrial relations and employment related matters. She is a member of the Malaysian Institute of Arbitrators.