

DISCIPLINARY PROCEDURES

*Complimentary copy of MEF publication Practical Guide to Human Resource Management (3rd Edition)
And course material will be provided*



PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA
MALAYSIAN EMPLOYERS FEDERATION



10 JUNE 2024

9:00 am – 5:00pm

VENUE : EASTIN HOTEL,
PETALING JAYA

Course Fees:

RM1,000.00 P PAX

(including SST)

*HRD Corp Claimable Courses /payable to MEF
Academy*

DISCIPLINARY PROCEDURES

INTRODUCTION / OBJECTIVES

Objectives

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

DISCIPLINARY PROCEDURES

WHO SHOULD ATTEND?

- All those involved in handling personnel and industrial relations functions

PLEASE SCAN TO REGISTER

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

Course Fee & Enquiries

Course fee of RM1000.00 inclusive SST /per participant. **Enquiries, pls contact : 03-74987200**
Nazlina nazlina@mef.org.my; Roszanariah ext. roszana@mef.org.my;

EXPERIENCED TRAINER



Mr Nantha Kumar, Principal Consultant - IR, joined MEF since 2009. He has represented numerous member companies at the Industrial Court, Labour Court and CA negotiation and conciliation proceedings and Court cases. He has previous working experience with a Bank where his last position was as a Senior Executive in the Operations Control/Audit Review Dept. He left in 2000 to further his legal studies. After qualifying as an Advocate & Solicitor he practiced with Messr Sri Ram & Co and Messr P Kupusamy & Co specializing in Employment Laws. He has extensive experience in IR matters including conducting training programs.