

# DISCIPLINARY PROCEDURES



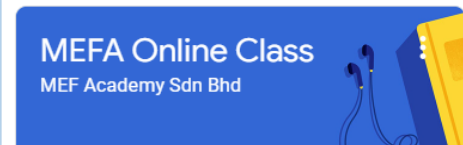
PERSEKUTUAN MAJIKAN-MAJIKAN MALAYSIA  
MALYSIAN EMPLOYERS FEDERATION

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



26 SEPT. 2024  
9:00 am – 5:00pm  
VENUE EASTIN HOTEL, PJ  
Course Fees:  
RM1,000.00 P PAX  
(including SST)

*HRD Corp Claimable Courses /payable to MEF  
Academy*



*Participants will be given access to  
MEF Academy online classroom to  
access training materials.*



# 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

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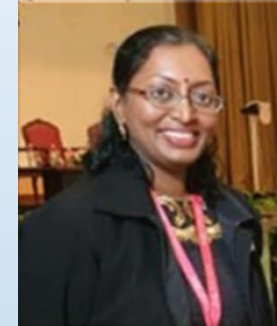
EXPERIENCED TRAINER

## WHO SHOULD ATTEND?

- All those involved in handling personnel and industrial relations functions

## PLEASE SCAN TO REGISTER

<https://forms.office.com/r/zhYmfK6R5N>



### 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.

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